

## Appendix E: Draft version of “Local Validation Guidance – Chapter 3: Planning Applications for solar power, air source heat pumps, biomass boilers and other renewables”

### Key

**Blue highlight** = hyperlink to be inserted to link to relevant page/section in the Local Validation List (Appendix B)

**Yellow highlight** = hyperlink to be inserted to link to the relevant page in another chapter/section of the Local Validation Guidance (Appendices C to R)

**Pink highlight** = hyperlink to be inserted to the webpage on which the List and Guidance documents will be published

**Green highlight** = hyperlink to be inserted to link to the Index document which is to be published alongside the List and Guidance Documents (Appendix S)

## Chapter 3: Planning Applications for solar power, air source heat pumps, biomass boilers and other renewables, and air conditioning units

### Introduction

This section relates to planning applications for equipment for **solar power, air source heat pumps, biomass boilers and other sources of renewable energy**, on various types of property including homes, commercial, agricultural and community buildings and land.

Such works can also potential require **Listed Building Consent** if they are to be attached to a [Listed building](#) or curtilage Listed Building.

If you are not sure if your proposals require Planning Permission and/or Listed Building Consent it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

Prior to submitting a formal application for planning permission it is also recommended that applicants and agents read the guidance on the [‘Before submitting a planning application’](#) page of our website.

There is guidance on the following within this section:

- [Solar PV Panels on a building](#)
- [Solar PV Panels on the ground](#)
- [Air Source Heat Pumps](#) (and Air Conditioning Units)
- [Ground Source Heat Pumps](#)
- [Water Source Heat Pumps](#)
- [Biomass Boilers](#)
- [Wind Turbines](#)
- [Other Renewable Energy Equipment](#)

## Personal or Sensitive Data

Please note all Planning and Planning related applications (i.e. listed building consent, advertisement consent, applications for details reserved by condition etc) are held in the public domain. The majority of plans and other documents submitted with an application, and any consultee responses received during the consultation process are required under The Town and Country Planning Act 1990 (as amended) to be held in a Public Register, which in the case of East Suffolk is held electronically and can be accessed by anyone via the [Public Access](#) pages of our website.

Therefore, please bear in mind that anything you submit is likely to be published online. We do redact certain personal details such as personal contact phone numbers and email addresses, but if you are making statements of a personal nature revealing certain personal details such as the reasoning behind a proposal for an extension being linked to a disabled member of the family, they will not necessarily be redacted from the application description (see below) and whilst in accordance with our [Privacy Statement](#) we will seek to redact such references from separate reports/documents it is useful if you can highlight this at the submission stage.

In terms of those commenting on applications, as explained in our [Privacy Statement](#), we publish the postal addresses of those making representations. These are required to enable those reading them to understand and applicants/agents to potentially seek to overcome any objections or concerns raised. For example, if the neighbour objects on the basis that an extension would result in a loss of light to their living room, the reader needs to know which property is concerned about light loss to see if it is something that can be overcome by amending the scheme by say moving the extension away from the boundary with that property.

## Application Descriptions

The description should avoid being too long, but long enough to include sufficient detail to be clear on what is being applied for and should avoid including any personal information.

For example, a description in the following form would be too brief as it is unclear where on the property the equipment is proposed or what type of solar equipment is proposed.

“Installation of solar equipment”

A description in the following form would also be inappropriate as it is far longer than is needed. It also refers to internal works that do not require consent or form part of the application, and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Installation of 8 Solar PV panels on front roof slope, and internal alterations within roof space to accommodate associated equipment within new cupboard within existing master bedroom. These works are required to reduce energy usage by the growing family living at the property, which includes a child that requires medical equipment that uses a lot of electricity.”

A more appropriate form of description would be along the lines of:

“Installation of 8 solar panels on front roof slope”

Or

“Installation of 8 solar panels as a freestanding mounted array within rear garden”

## Requirements based upon the proposed works

### Solar PV Panels on a building

Applications that include **Solar PV Panels to be installed on a building** will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**

Such application will also need to include full details of the appearance, size and location, of the proposed panels. This should be in the form of **Elevational Drawings** and in the case of those that are to be installed on roofs, they should also be shown on **a Proposed Roof Plan**.

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)
- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

A **Glint and Glare Assessment** will be required for all ‘**Major**’ Solar Applications where the proposed development site is located alongside or within the vicinity of

- any part of the Strategic Road Network (i.e. those highways managed by ‘National Highways’).
  - Any part of the local highway network (i.e. those highways managed by Suffolk County Council)
  - any active airfield, aerodrome or heliport.
- And/or
- An active railway line.

**Please note:**

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

## Solar PV Panels on the ground

If your scheme includes **Solar PV Panels to be installed as ground mounted equipment** the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- **Proposed Elevational drawings** showing the size and appearance of the panels and any mounting.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

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- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

A **Glint and Glare Assessment** will be required for all ‘**Major**’ **Solar Applications** where the proposed development site is located alongside or within the vicinity of

- any part of the Strategic Road Network (i.e. those highways managed by ‘National Highways’).
  - Any part of the local highway network (i.e. those highways managed by Suffolk County Council)
  - any active airfield, aerodrome or heliport.
- And/or
- An active railway line.

**Please note:**

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
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- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**



### Air Source Heat Pumps (and/or Air Conditioning Units)

If the scheme includes **Air Source Heat Pump(s) and/or Air Conditioning units** it will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- **Proposed Elevational drawings** showing the size and appearance of the panels and any mounting.

The application will need to include full details of the location, depth, width, height, materials, colour, finish and appearance of all external equipment and any acoustic housing. This should ideally be in the form of **Elevational Drawings** but could be in the form of a block plan to identify the location and brochure details from the manufacturer to illustrate the width, height, materials, colours, finishes and appearance of the equipment and any acoustic housing.

For equipment that potentially generates noise such as Air Source Heat Pumps, full and precise details of the noise levels expected must be submitted with the application (these maybe within the brochure details from the manufacturer).

In situations where the equipment would be

- located less than 2m from a boundary if that boundary is with another dwelling,
- or if it is attached to or within 1m of a building containing flats/apartments,
- or where multiple air source heat pumps would be/have been installed on/adjacent to the building,

the application should include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

Please note, there may be other situations where the need for a **Noise Impact Assessment or Acoustic report** is not required to validate the application but could be required during the application process on the basis of the need to assess the potential noise generation from the equipment and the location of a vulnerable receptor that falls outside the list above.

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
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- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

**Please note:**

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
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- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
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## Ground Source Heat Pumps

All applications proposing **Ground Source Heat Pumps** will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [Introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed, including any above ground equipment,
- A full specification of the proposed Ground Source Heat Pump, including:
  - o The location/extent of any excavation works required for its installation,
  - o Any above ground equipment to be installed outside building(s) and the site(s), location and appearance of any housing around such equipment, along with details of any acoustic housing/mitigation measures related to any mechanical elements.

Where the mechanical elements would be:

- located less than 2m from a boundary if that boundary is with another dwelling,
- or if it is attached to or within 1m of a building containing flats/apartments,
- or where multiple ground source heat pumps would be/have been installed on/adjacent to the building,

the application should include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

**An Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a [Heritage Impact Assessment](#) will also be required.

An [Ecological Appraisal](#) including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

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- National and Local Nature Reserves
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- County Wildlife Sites.

**Please note:**

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
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- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that**

**development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**

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## Water Source Heat Pumps

All applications proposing **Water Source Heat Pumps** will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- A full specification of the proposed Water Source Heat Pump, including:
  - o The location/extent of any excavation works required for its installation,
  - o Any above ground equipment to be installed outside building(s) and the site(s), location and appearance of any housing around such equipment, along with details of any acoustic housing/mitigation measures related to any mechanical elements.

Where the mechanical elements would be:

- located less than 2m from a boundary if that boundary is with another dwelling,
- or if it is attached to or within 1m of a building containing flats/apartments,

the application should include a **Noise Impact Assessment or Acoustic report** containing details of any proposed housing and/or other measures proposed to mitigate/reduce the noise potentially generated. In such cases the application must also be accompanied by a background noise assessment and expected noise levels from the equipment once the mitigation measures/housing have been implemented.

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result

in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

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- National and Local Nature Reserves
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**Please note:**

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
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## Biomass Boilers

All applications proposing a **Biomass Boiler(s)** will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Biomass Boiler Request Form**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- **Existing and Proposed Elevational drawings** (including height and appearance of any flues)
- **Existing and Proposed Floor Plans** (including the location of the boiler and the storage area for fuel),
- If any alterations are required to an existing roof or flues then the application will also need to include **Proposed Roof Plan(s)**.

An **Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

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## Wind Turbines

All applications proposing **wind turbine(s)** equipment will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- **Proposed Elevational drawings** showing the height of the tower and blade length in all cases, and where the turbine(s) are proposed in proximity to dwellings or other buildings, these drawings should also show the relative height of those structures to the proposed turbine(s).
- a **Noise Impact Assessment or Acoustic Report**

**An Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

**Ecological Assessments** and mitigation measures will also be required for wind turbines, particularly in locations where bats are potentially present.

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

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- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

## Other Renewable Energy Equipment

All applications proposing any **other renewable energy equipment** will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#),
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of the features proposed
- The following as appropriate to provide full details of the location, appearance and size from the proposed equipment:
  - o **Existing and Proposed Floor Plans**
  - o **Existing and Proposed Roof Plans.**
  - o **Existing and Proposed Elevational drawings.**
- If the equipment includes mechanical elements, including fans or any other elements that can generate significant levels of noise, the application must also include a **Noise Impact Assessment or Acoustic Report**

**An Arboricultural Assessment and Tree Survey** will be required where there are trees on or overhanging the site and they could be impacted by the development. This is the case whether or not the trees are protected by a [Tree Preservation Order](#) or are in a [Conservation Area](#) (and are therefore protected).

If the building is listed, curtilage listed/within the curtilage of a listed building, a scheduled ancient monument, in a Conservation Area or identified as a [Non-designated heritage assets \(NDHA\)](#), a **Heritage Impact Assessment** will also be required.

An **Ecological Appraisal** including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and sufficiently recently to still remain a reliable assessment of species and habitats present, will be required for any proposal which may result in an adverse impact on a **protected species, UK Priority species or UK Priority habitat** (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)), **and/ or** for any application within or may have an effect on:

- Special Protection Areas (SPA) including potential SPAs (pSPA)
- Special Areas of Conservation (SAC) including candidate SACs (cSAC)

- Ramsar sites
- Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
- National and Local Nature Reserves
- Roadside Nature Reserves
- County Wildlife Sites.

**Please note:**

- **additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

## Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations

The [East Suffolk ArcGIS Mapping system](#) can be used to check whether a proposed application site is within many of the zones and designations referred to in the table below. However, consideration will also need to be given to whether the site is close to/in the setting of Listed Buildings and Conservation Areas etc so applicants/agents are advised to look beyond the site for other features nearby. Some of the features referred to in the table below e.g. trees, significant ground level changes etc are not necessarily mapped, and therefore applicants/agents will also need to check for these on site prior to submitting their application.

Feature/designation	Documents Required (in addition to those that are relevant within the sections above)
If the application site is within or 30m landward of a <b>Coastal Change Management Area (CCMA)</b> (as identified on the <a href="#">map</a> )	The application must to include a <a href="#">Coastal Erosion Vulnerability Assessment</a> .
If you are proposing additional floorspace and/or to convert an outbuilding into sleeping accommodation and the property/site is in Area at <b>Risk of fluvial or tidal Flooding</b> (i.e. Flood Zones 2 or 3). See both <a href="#">Flood map for planning</a> and the <a href="#">East Suffolk district Strategic Flood Risk Assessment</a> (to determine if zone 3a or 3b).	The application must include a <a href="#">Flood Risk Assessment</a> .  The level of detail should be proportionate to the scheme and accord with the <a href="#">National Requirements for Flood Risk Assessments</a> , and therefore for householder applications the completion of the ‘flood risk matrix’ and confirmation of finished floor levels maybe sufficient.
If there are significant <b>ground level changes/variations</b> on the site or between the site and adjacent land, and/or the works	Full details of existing and proposed levels in the form of a <a href="#">topographical survey</a> and/or <a href="#">cross-sections</a> of the existing and



<p>include excavation or building up of earth, the application will need to include:</p>	<p>proposed. Any cross sections must be based upon an accurate survey of the site.</p>
<p>If your application site/property is:</p> <ul style="list-style-type: none"> <li>• A listed building, within the curtilage of a <a href="#">Listed building</a>, and/or within the setting of a listed building,</li> <li>• A <a href="#">Scheduled Ancient Monument</a> and/or its setting,</li> <li>• A site identified on the <a href="#">Suffolk Historic Environment Record</a> or within the setting of such a site,</li> <li>• A site known to or thought to contain archaeological remains,</li> <li>• A site within or adjoining a <a href="#">Conservation Area</a>, or</li> <li>• In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a <a href="#">non-designated heritage asset (NDHA)</a>.</li> </ul> <p>and you are proposing any physical works including:</p> <ul style="list-style-type: none"> <li>• extensions and/or alterations to the building, including to its roof,</li> <li>• constructing new outbuildings,</li> <li>• altering or extending an existing outbuilding,</li> <li>• erection of or alterations to walls, fences, gates and other means of enclosure,</li> <li>• fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage,</li> <li>• installing a <a href="#">domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation</a></li> </ul>	<p>A Heritage Statement or Impact Assessment is required to validate any application for Planning Permission or Listed Building Consent, affecting a heritage asset (defined below) and or its setting, including the following:</p> <ul style="list-style-type: none"> <li>- Proposals affecting any <a href="#">Listed building</a>, including development within a curtilage and the setting of a listed building,</li> <li>- Proposals affecting <a href="#">Scheduled Ancient Monument</a> and their setting, (some exceptions apply for householder proposals, and other minor works see below),</li> <li>- Proposals affecting sites identified on the <a href="#">Suffolk Historic Environment Record</a> and their setting,</li> <li>- Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping,</li> <li>- Proposals within or affecting the character or appearance of <a href="#">Conservation Areas</a> (at the discretion of the Local Planning Authority, an exception maybe made to this requirement where it is clear that a proposal would not be visible from the public realm),</li> <li>- Proposals involving the demolition or substantial alterations to a building which may be considered as a <a href="#">Non-designated</a></li> </ul>

	<p><a href="#">heritage assets » East Suffolk Council</a></p> <ul style="list-style-type: none"> <li>- All applications where the development is likely to have an impact on designated or non-designated heritage assets (identified at pre-application stage or during a previous application) will require a heritage statement.</li> </ul> <p>Please note –</p> <ul style="list-style-type: none"> <li>- For planning applications (and/or <b>Listed Building Consent Applications</b>) which include the replacement of existing, or the provision of new windows, doors and surrounds, conservatories or shop fronts within or to heritage assets (including Listed Buildings, Conservation Areas and NDHA's), the application will also need to include full and precise <b>Joinery and Window details</b>. works to/within the curtilage of a Listed Building are also likely to require <b>Listed Building Consent</b>, the application for which has its own requirements.</li> <li>- In some cases an <b>Archaeological Assessment</b> may also be required.</li> </ul> <p><b>Please note</b> – works to/within the curtilage of a Listed Building are also likely to require <b>Listed Building Consent</b>, the application for which has its own requirements.</p>
<p>In an <b>Area of known or suspected archaeological importance</b>, the application is a 'Major' or 'Minor' (i.e. not householder type works</p>	<p><b>An Archaeological Assessment</b> will be required.</p>

<p>or just a change of use with no physical works) and the proposal includes works at or below ground level.</p> <p>Areas of known or suspected archaeological importance include sites which meet one or more than one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Those which contain or are adjacent to sites of significant record on the Heritage Environmental Record (see link below),</li> <li>• Are in areas of known high archaeological potential, such as river valleys, and the historic core of settlements,</li> <li>• Any larger sites which by their very nature have greater potential to impact on sites.</li> </ul>	<p>You are advised to check with the <a href="#">Suffolk Archaeological Service - Suffolk County Council</a>, whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.</p>
<p>If the site/property is <b>within a <a href="#">Neighbourhood Plan Area</a></b> as shown on the <a href="#">online map</a></p>	<p>There are specific policies within Neighbourhood Plans which require the submission of certain documents e.g. details of any external lighting within dark sky areas.</p> <p>Therefore if the site is within an area covered by a <a href="#">Neighbourhood Plan</a> the applicant/agent should check the policies within the relevant Neighbourhood Plan to see which additional documents are required, and supply those documents with the application.</p>
<p>Any proposal which may result in an adverse impact on a <b>protected species, UK Priority species or UK Priority habitat</b> (under Section 41 of the Natural Environment and Rural</p>	<p>An <b>Ecological Appraisal</b> including appropriate survey(s) undertaken by a suitably qualified ecologist at the appropriate time of year and</p>

<p>Communities (NERC) Act (2006)), <b>and/ or</b> for any application within or may have an effect on:</p> <ul style="list-style-type: none"> <li>• Special Protection Areas (SPA) including potential SPAs (pSPA)</li> <li>• Special Areas of Conservation (SAC) including candidate SACs (cSAC)</li> <li>• Ramsar sites</li> <li>• Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)</li> <li>• National and Local Nature Reserves</li> <li>• Roadside Nature Reserves</li> <li>• County Wildlife Sites.</li> </ul> <p>These designations are shown on our <a href="#">online GIS system</a>.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>- Alterations to building of a form that could potentially provide a <b>habitat for roosting bats</b> (e.g. usually an older constructed from timber or brick with an unheated pantiled roof)</li> <li>- <b>Works close to or directly affecting other habitats</b> which may e.g. ponds that may contain newts</li> </ul>	<p>sufficiently recently to still remain a reliable assessment of species and habitats present, will be required.</p> <p>The <a href="#">CIEEM guidance</a> should be used in relation to the age of surveys that are relied upon.</p> <p><b>If the Phase 1 Ecological Assessments identifies a need for species survey's and/or Phase 2 assessment, these will need to be undertaken and submitted as part of the application. Applications received where these are clearly required but have not been undertaken/submitted will generally not be validated.</b></p>
<p>If there is a <b>Public Right of Way</b> on or adjoining your application site:</p>	<p>The applicant/agent must mark the definitive route on the <b>Proposed Block Plan/Site Layout Plan</b>. The route must be that shown on the <a href="#">Suffolk County Council Definitive Map</a>, not the route as it appears on the ground (although it can be useful to also indicate that route as well).</p> <p>Details of how it will be protected and/or enhanced by the proposal should be submitted (e.g. the location of temporary fencing during</p>

	<p>construction to prevent materials etc from being stored on the route).</p> <p>If the scheme seeks to create or amend public rights of way, the application must also include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.</p> <p>Further details explaining why these details are required can be found via <a href="#">Public Rights of Way</a>.</p>
<p>If there are <b>Trees on or overhanging</b> the application site, and/or you have answered yes to question relating to 'Trees and Hedges' on the application form, and you are proposing extensions, new structures, means of enclosure or hardstanding near those trees.</p>	<p>An <a href="#">arboricultural assessment and tree survey</a> will need to be submitted as part of the application.</p> <p>The applicant/agent will also need to ensure that they have considered the impact and sought to mitigate any impacts in the design and layout of the scheme.</p>