



East Suffolk Local Validation Requirements

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Introduction

This guide explains what information will normally be required to accompany an application to enable it to be validated. We will only require information that will be a material consideration in the determination of the application. Be aware that certain information is essential before an application can be validated.

The Town & Country Planning (Development Management Procedure) Order 2015 (as amended) sets out the national information requirements for planning applications: **the national list**. All planning applications must be accompanied by the information set out in the national list. Without this information, your planning application cannot be validated and the process for deciding the application will not commence.

In addition to the National List the Council has adopted a Local list. The local list clarifies what information is usually required for applications of a particular type, scale or location. Section 3 of this document sets out the Local List. This should be read in conjunction with the Validation Checklist forms for each type of application which identifies those matters on the local list most likely to be applicable for that application type.

When we receive planning applications we check to see that we have all the information we need to determine an application, that the plans, certificates and fee are correct. This process is referred to as the validation of the application. It is in your interests to get this correct as the application is not passed to a planning officer and processed further until it is valid.

If a scheme is acceptable and permission is granted then conditions can be imposed requiring the submission of further information. Further applications to discharge these conditions, for which a fee is payable, then need to be submitted and therefore you may wish to consider submitting additional information at the planning application stage to avoid the submission of further details later which may hold up your development.

Common areas where information can be provided beforehand, to prevent conditions having to be applied, include:

- Materials – i.e. Supplier and make / colour of bricks/tiles
- Boundary treatments
- Hard Landscaping – particularly showing permeable surfaces
- Parking and turning layouts to satisfy highway requirements
- Tree protection details
- Soft Landscaping
- Drainage schemes
- External lighting details
- Contamination Surveys

As part of our pre-application process we will identify what information will need to accompany an application and you are therefore recommended to seek this advice. Further details can be found on our website: (<http://www.eastsuffolk.gov.uk/planning/planning-applications/pre-application-planning-advice/>)

The fact that an application has been validated does not mean that the quality of the plans/documents has been fully assessed. The Local Planning Authority reserves the right to:

- Seek further information with regard to the submitted plans/documents
- Seek information on material planning issues that have not been addressed in the application where they are relevant to the nature of the application.

These aspects will need to be satisfied before any decision is made on the application.

If during the course of the consideration of the application it becomes apparent that further information is required you will be given an agreed period of time to submit this information and we aim to make this request as early in the process as possible to avoid any unnecessary delays in the determination of the application.

We therefore ask you to carefully consider the constraints of a site before submitting your application; particularly as some of the additional information can take time to put together and survey work may need to be carried out at a particular time of year.

There are two Local Plan areas covering the LPA, one covering the former Suffolk Coastal District and the other covering the former Waveney area. As such validation requirements will be slightly different depending on which Local Plan covers the location of the site. It is prudent to check the validation requirements with the Planning Department in advance of submission to ensure there are no delays in applications being made valid.

Common reasons why applications are invalid

Even though the checklist is supplied to try and ensure applications include all necessary documentation, omissions still occur, adding delay to the application validation process. The most common of these are:

- Design and Access Statement missing
- No location plan submitted (with North identified or missing licence and copyright information)
- Incorrect
- No block plan submitted
- No existing elevation/floor plans submitted
- Certificate A/B/C/ D & merged Agricultural Holdings within the application form not signed
- Incorrect fee/no fee submitted
- Lack of tree survey
- Lack of ecological survey

What if further information or a fee is required?

We will endeavour to notify you within five working days, detailing the reasons for invalidity. We will specify what needs to be provided and give a timescale for the submission of the missing information or fee. If this is not submitted within the given timescale, the application will be returned to you and no further action will be taken on it.

Online and electronic submissions

East Suffolk Council is able to receive all applications electronically via the Planning Portal (www.planningportal.gov.uk). This is the preferred method of receipt.

If applications are submitted by hand this may delay the registration of the application as all the documents will need to be scanned and uploaded onto the Council's website.

All information contained in this document is correct at the date of publication. It is likely that some requirements may change over time. Changes will be incorporated when the document is revised.

Section 2 – Drawings, Plans and Certificates

Drawings

Drawings are preferred at A4 or A3, however larger drawings are acceptable. For larger schemes larger drawings are preferable to enable the scheme to be effectively looked at. Where a drawing contains different elements of the proposal, they should be clearly grouped under headings. All drawings MUST include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – it has to be a metric scale)
- Title to identify the development and subject of the drawing
- A unique drawing number which also indicates any revisions (e.g.1234Revision B)
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed)
- A scale bar
- The date the plan was prepared or amended

Site Location Plan at a scale of 1:1250 or 1:2500

Such plans should show at least two named roads when possible, in rural areas one road is sufficient, along with any surrounding buildings.

If submitted based on OS data, the plan needs to contain the relevant licence information as required by copyright law.

The properties shown should be numbered to ensure that the exact location of the application site is clear and the direction of North needs to be indicated.

The application site must be edged clearly with a red line, including all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car-parking and open areas around buildings. If an existing access is going to be used, the red line needs to only go up to highway land. A blue line must be drawn around any other land owned or controlled by the applicant, close to, or adjoining the application site. Applicants should check that all land within the red line is within their ownership or control or consists of adopted highway. Where the red line includes third party land this needs to be reflected in the ownership certificate on the application form.

Site Layout Plan / Block Plan

Such Plans should be at a scale of 1:500 or 1:200, and should be on, or based on, an up to date licensed Ordnance Survey map or equivalent, and should accurately show:

- The proposed development in relation to the site boundaries, and other existing buildings on the site.
- All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- The species, position, and spread of, all trees within 15 metres of any proposed building works.
- The extent and type of any hard surfacing.
- Boundary treatments including walls or fencing where this is proposed.
- The location, number and form of any vehicle or cycle parking.
- The location and shape of any vehicle turning area.
- Indicate the direction of North

Floor Plans and Elevations

Floor plans and elevations should be submitted at a scale of 1:100 or 1:50 for all new buildings and for all proposals where extensions/alterations are proposed to existing buildings.

All sides of the existing building, as well as the proposed development, must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included, if only to show that this is in fact the case.

New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). Finished floor levels will be required for new detached building(s).

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the openings on each property.

Sections and levels

Cross section(s) through the proposed building(s) should be submitted at a scale of 1:100 or 1:50 in the following circumstances:

- Where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels.
- On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and, in particular, the relative levels between existing and proposed buildings. The drawings may take the form of contours, spot levels, or cross or long sections, as appropriate.
- For any detached buildings both existing and finished levels will be required.

Ownership Certificates

You must complete an ownership certificate for all applications except:

- an application for Reserved Matters,
- works to trees protected by Tree Preservation Orders,
- Hedgerow removal Notice,
- Any Prior Notification application,
- notification of works to trees in Conservation Area areas,
- Applications for Express Consent to display an Advertisement,
- Certificate of Lawfulness applications,
- Any post decision application (Discharge of condition, Non material amendment).

These certificates are embedded within the application form itself. For these purposes an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

The responsibility for completing the appropriate Certificate rests entirely with the applicant. The Planning Authority has no records of the details of ownership or lease of land or buildings. The Planning Authority will therefore rely solely on the information submitted with the application and therefore to avoid any delay or challenge it is important that the certificates are accurately completed.

Fill in **Certificate A** if the applicant is the only person who owns the application site and none of the land is

part of an agricultural holding. This is what the completed certificate A confirms.

Fill in **Certificate B** if the applicant does not own the application site or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders, agricultural tenants). You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is, formally told them) that you were making the application. This is what the completed Certificate B confirms, which is required at least 21 days before the submission of the application.

You should use **Certificate C** if you know some owners or agricultural tenants but not all of them. In this case you must also explain what reasonable steps you have taken to identify other owners and/or agricultural tenants. You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is formally told them) that you were making the application. You will also have to place a public notice in a newspaper circulating in area where the land lies, which is required at least 21 days before the submission of the application.

You should use **Certificate D** if you do not know any of the owners and/or agricultural tenants. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in area where the land lies.

Part 1 Notice

A notice to the owners of the application site must be used if Certificate B has been completed, and may be required if Certificate C has been completed, and some owners other than the applicant are known. A copy should be served on each of the individuals identified in the relevant Certificate. It will be helpful if a copy of each Notice served, accompanies the application. This notice can be found on the Planning Portal: <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

Fees

The correct fee for your application may be found on the Planning Portal website:

https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Section 3 – Local Validation Requirements - Supporting information

Affordable Housing Statement

When required to validate an application:

- For applications in the area covered by the former Suffolk Coastal District:
 - Applications which include proposals for 10 or more dwellings or in the case of outline planning applications more than 1000sqm of new floorspace.
- For applications in the area covered by the former Waveney District:
 - Applications which include proposals 11 or more dwellings
- For affordable housing exception sites¹
- Applications submitted by Community Land Trusts

This is required for all proposals that include, or would normally be required to include, affordable housing. You find details as to when affordable housing would be sought in the Local Plans (see links below).

An affordable housing statement should include:

- the number, mix of tenure and size of the affordable housing units

Where the proposal is located in the countryside, the statement should also include:

- evidence that the proposal would meet a proven local need.

More information:

- [Planning Practice Guidance - Planning obligations](#)

Air Quality Assessment

When required to validate an application:

- When a proposal has the potential to cause significant levels of air pollution or odour or any potential air quality matters for future occupants. Under most circumstances this will only be necessary for major applications' ?

This is required where development proposals could impact upon local air quality, are located within or close to air quality management areas (AQMA's) or where there are proposed potential harmful emissions to air quality

The assessment should indicate the potential change in air quality resulting from the development and outline mitigation measures as necessary. Reference should be made to the EPUK and IAQM document 'Land-Use Planning and Development Control: Planning for Air Quality' (2015) for initial guidance on when an Air Quality Assessment will be required, and where it is considered necessary, the East Suffolk Environment Health Team should be contacted to confirm the scope of any assessment.

Applications for any biomass boilers exceeding 50kW thermal must provide the following information:

- Location (and use) of boiler
- Lie of the land (rural, urban, suburban)

¹ Proposals for affordable housing developments in accordance with Policy DM1 of the Suffolk Coastal Core Strategy & Development Management Policies or Policy WLP8.6 of the Waveney Local Plan

- Is the land flat? (in relation to nearby receptors)
- Where is the boiler situated (with a boiler house, residential building etc)
- Dimensions of the building the boiler is situated in (width and length)
- Size of boiler (kW thermal)
- Fuel type used
- NOx emission rate (g/s)
- PM10 emissions rate (g/s)
- Exit/discharge velocity (m/s)
- Exit/discharge temp (oC)
- Full stack height
- Ridge height of building that the boiler and stack is situated within
- Calculation of height of stack once it clears the building ridge height
- Internal stack diameter
- Distance and direction of closest residential receptors
- Height of tallest building within a distance of 5x the stack height

Further information :

- Planning Practice Guidance: Air Quality Assessments

<https://www.gov.uk/guidance/air-quality--3#how-detailed-does-an-air-quality-assessment-need-to-be>

- Institute of Air Quality Management

<http://iaqm.co.uk/guidance/>

Archaeological Assessment

In accordance with the NPPF an Archaeological Assessment may be required with certain applications. Many of the site allocations on the Local Plan require an archaeological assessment and in all these instances an assessment will be required for validation.

A full Archaeological Assessment must be included with any planning application affecting areas of known or suspected archaeological importance to ensure that provision is made for the preservation of important archaeological remains.

Further information

- Historic England provides guidance on what needs to be included within an Archaeological Assessment:

<https://content.historicengland.org.uk/images-books/publications/morphe-project-planning-note-3/morpheprojectplanningnote3.pdf/>

- Suffolk County Council publish a flowchart:

<https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/archaeological-planning-and-countryside-advice/>

- There is an online version of the Historic Environment Record at Heritage Explorer (an absence of reported archaeology might still mean that there is archaeology on a site):

<https://heritage.suffolk.gov.uk/>

Biodiversity and Geodiversity

Ecological Assessment will be required for any application which is 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

Ecological assessment will also be required for any application 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)).

Tables X and XX (below) identify where habitats and species are most likely to be affected by different types of development.

INSERT TABLES 1 AND 2 (EDITED TO CORRECT ANY OUT OF DATE LINKS) FROM HERE INTO DOCUMENT

<http://www.suffolkbis.org.uk/sites/default/files/biodiversity/statobs/Suffolk%20Biodiversity%20Validation%20requirements%2029%20March%202016.pdf>

Ecological Assessments consider the impacts on species and habitats from a development proposal. They should identify how harm to habitats and species can be avoided and if necessary mitigated and/or compensated. The Ecological Assessment must be conducted at an appropriate time of year by a suitably qualified individual. Assessments should be proportionate to the nature and scale of development proposed and the likely impact on biodiversity.

For proposals which may have an impact on SPAs (including pSPA), SACs (including cSAC) or Ramsar sites, and which are not wholly directly connected with or necessary to the conservation management of the site's qualifying features, sufficient information should be included to enable the Council to undertake a Habitats Regulations Assessment (HRA) under the requirements of the Conservation of Habitats and Species Regulations (2017).

A Geodiversity Assessment will be required for any application which is within or may have an effect on:

- Sites of Special Scientific Interest (SSSI) (designated for their geodiversity value)
- Regionally Important Geological/geomorphologic Sites (RIGS)
- County Geodiversity Sites (CGS)

Further information :

- Natural England: Frequently Asked Questions
www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/faq.aspx
- Planning Practice Guidance: Natural Environment <https://www.gov.uk/guidance/natural-environment>

- [National Planning Policy Framework](#) (in particular Paragraphs 109-119)
- [Association of Local Government Ecologists \(ALGE\)](#)
- [Chartered Institute of Ecology and Environmental Management \(CIEEM\)](#)
- [Natural England](#)
- [Suffolk Biodiversity Information Service \(SBIS\) <https://www.suffolkbis.org.uk/>](#)
- <http://www.suffolkbis.org.uk/sites/default/files/biodiversity/statobs/Suffolk%20Biodiversity%20Validation%20requirements%2029%20March%202016.pdf> [Suffolk Wildlife Trust](#)
<https://www.suffolkwildlifetrust.org/>
- Circular 06/05: Biodiversity and Geological Conservation
<http://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005>
- GeoSuffolk <http://www.geosuffolk.co.uk/suffolkgeosites.html>

Coastal Erosion Vulnerability Assessment

All new development, redevelopment, extensions to existing property and development or intensification of land uses in Coastal Change Management Areas (CCMA) (as identified on the Policies Map for the Local Plans) and planning applications for all development within and 30 metres landward of the Coastal Change Management Area identified on the Policies Map must be accompanied by a Coastal Erosion Vulnerability Assessment (CEVA).

The scope of a Coastal Erosion Vulnerability Assessment should be appropriate to the degree of risk and the scale, nature and location of the development. The Vulnerability Assessment should demonstrate that the proposed development:

- Would not impair the ability of communities and the natural environment to adapt sustainably to the impacts of a changing climate;
- Will be safe through its planned lifetime, without increasing risk to life or property, or requiring new or improved coastal defences;
- Would not affect the natural balance and stability of the coastline or exacerbate the rate of shoreline change to the extent that changes to the coastline are increased nearby or elsewhere.

The CEVA process must be applied if the CCMA plus Risk zone lies within any part of the area of land within which the development is proposed to take place and not only if the CCMA plus Risk zone includes the precise site of proposed development.

Further information

- Development and Coastal Change Supplementary Planning Document (currently only covers the former area of the Waveney District)

<http://www.eastsuffolk.gov.uk/planning/local-plans/waveney-local-plan/existing-waveney-local-plan/supplementary-planning-documents/development-and-coastal-change/>

- Policies Maps can be found here::
- <https://www.eastsuffolk.gov.uk/planning/local-plans/policies-map>

Contaminated Land Assessment / Land Contamination Questionnaire

The National Planning Policy Framework states that; *responsibility for securing a safe development rests with the developer and/or the land owner.*

If there is reason to believe contamination could be an issue on the proposed development site, or the application is for a development that has a sensitive use (such as residential, holiday lets, schools, nurseries), developers should provide proportionate but sufficient site investigation information to determine the risks it may pose to whom/what so that the risks can be satisfactorily reduced to an acceptable level. As a minimum, a Phase 1 study will be required. A Phase 1 study consists of a desktop study, site walkover and initial risk assessment. The study must be carried out by a competent and suitably qualified person.

If contamination is not suspected, and the development is only for 1-2 dwellings on existing residential land or a Greenfield site then a Land Contamination Questionnaire and environmental search should be completed.

Environmental searches may be obtained from various companies who keep large databases of environmental information which detail various previous land uses that may indicate the existence of potential contamination.

Further information:

- <http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Applications/Planning-Application-Forms/Land-contamination-questionnaire.pdf>

Daylight / Sunlight Assessment

This is required for all applications where the development is likely to have an adverse impact on the current levels of daylight/sunlight enjoyed by adjacent properties or buildings, including associated gardens and amenity space.

An assessment should provide sufficient information to assess the impact on adjacent properties or buildings with regard to sunlight availability to windows and sunlight availability to open spaces and gardens. Shadow paths should be demonstrated on a block plan (to an appropriate scale) showing the adjacent properties in relation to the proposed development. Such an assessment needs to be done in accordance with British Standard “Code of Practice for Daylighting” BS 8206: Part 2, 2008 if that is the most up to date one?

Design and Access Statement

Design and Access Statements are always required for major development (that is development of 10 or more dwellings (or 0.5 hectares for residential development where the number of dwellings is unknown) for the creation of more than a 1000 square metres of floor space and where the site is greater than 1 hectare), and alterations to a listed building.

If the site is within a conservation area, a Design and Access Statement will also be required for proposals involving the creation of one or more dwellings or a building or buildings where the floor area created by the development is 100 square metres or more (measured externally), including householder developments if applicable.

For householder developments a design and access statement is required where any part of a dwelling house or its curtilage fall within one of the following designated areas:

- Site of Special Scientific Interest
- Conservation Area
- Area of Outstanding Natural Beauty
- The Broads National Park

They are not needed for:

- Householder developments (see exemptions above)
- A material change of use of land and buildings, (unless it also involves operational development)
- Applications relating to advertisement control
- Applications relating to tree preservation orders
- Engineering or mining operations
- Applications relating to the storage of hazardous substances

A design and access statement should:

- explain the design principles and concepts that have been applied to the development
- demonstrate the steps that have been taken to appraise the context of the development and how the design of the development takes that context into account in relation to the proposal
- explain the policy adopted as to access and how policies relating to access in relevant development plan documents (DPDs) have been taken into account
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- explain how specific issues which might affect access to the development have been addressed.

Further guidance:

- CABE guidance - [Design Council - Design and access statements: How to write, read and use them](#)
- [National Planning Practice Guidance \(NPPG\) - National information requirements](#)

Draft Heads of Terms

Applications will not be made invalid because they lack Draft Heads of Terms, however you are strongly advised to submit them with the following applications as this will speed up the process.

- All applications for more than 10 dwellings
- When advised of the need through Pre-application advice

A Planning Obligation (Section 106 Agreement) is a separate legal agreement signed by the planning authority and the landowners (that is, persons with a legal interest in the land, which may also include the developer), prior to the grant of a planning permission. The agreement will include commitments given by the landowner towards the provision of various community benefits considered necessary to make the proposals acceptable.

A schedule of issues (such as affordable housing provisions, contributions to schools and contributions to the RAMS) to be addressed (known as the Draft Head(s) of Terms) during the planning application process and should be submitted with any application where an obligation is required. This may be required for applications involving the creation of at least one dwelling that is not a replacement, unless otherwise advised by the local planning authority.

More information:

- [National Planning Practice Guidance - Planning obligations guidance](#)
- [S106 Developers guide to infrastructure contributions in Suffolk](#)

Sustainability Statement

When required to validate an application:

- Buildings (new build or conversions) with a gross external floorspace of 1,000m² or more.
- Residential developments providing 10 or more residential units.

Environmental Impact Assessment

When required to validate an application:

- It is not possible to invalidate an application due to the lack of an Environment Statement.

This is a process by which information about the likely environmental effects of developments are collected, assessed and taken into account. Usually this will only apply to major projects such as infrastructure development, wind farms and large residential developments. However, this is not always the case and some smaller developments, if located in a sensitive area or cumulatively related to other development proposals, may require an EIA. If you are proposing any large or sensitively located development you should ask the Local Planning Authority about an Environmental Impact Assessment as part of your pre-application discussion and we can explain what needs to be done as part of the process, particularly in relation to seeking screening and scoping opinions.

More information:

- [Town and Country Planning \(Environmental Impact Assessment\) \(Amendment\) Regulations 2015](#)
- [National Planning Practice Guidance - environmental impact assessment](#)

Flood Risk Assessment

When required to validate an application:

- For every application in Flood Zones 2 or 3 (see <https://flood-map-for-planning.service.gov.uk>)
- For every application in an area identified as at risk of flooding from fluvial or tidal sources now and in the future (with climate change) within the Strategic Flood Risk Assessments.
- For any application elsewhere with a site area greater than 1 Hectare.
- Engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems such as watercourses and soakaways

East Suffolk Council has prepared a Strategic Flood Risk Assessment (SFRA) (April 2018)². The SFRA provides a detailed analysis of flood risk across the main towns of the District. The SFRA identifies flood zones that take into account the impact of climate change over the next 100 years. Any development proposals within the areas identified in the SFRA at risk should be accompanied by a Flood Risk Assessment. The April 2018 Strategic Flood Risk Assessment does not include climate change meddling for every watercourse. It is therefore also necessary to

² See <https://www.eastsuffolk.gov.uk/planning/local-plans/waveney-local-plan/local-plan-background-studies/strategic-flood-risk-assessment-level-1-april-2018/> and

consider the flood extents from the 2008 Strategic Flood Risk Assessment³ for the following watercourses:

- River Waveney
- Wrentham
- Tin River
- Alde – west of A12
- Minsmere – west of Middleton

More information:

- [Flood risk assessments standing advice](#)
- [Flood Zone 1 and critical drainage areas](#)
- [Flood Zones 2 and 3](#)
- [Sequential tests](#)

Foul Drainage Assessment

Development is expected to ensure that the capacity of local wastewater treatment and sewerage infrastructure is not exceeded.

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s).

Where a development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a more detailed Foul Drainage Assessment will be required including details of the method of storage, treatment and disposal. A Foul Drainage Assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the Foul Drainage Assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. A private means of foul effluent disposal is only acceptable, and should only be considered, when foul mains drainage is unavailable.

Further information

- Planning Practice Guidance: Water Supply, Waste Water and Water Quality
- <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>
- <http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/>

Geodiversity Survey and Report

Proposals should conserve and contribute towards the enhancement of the landscape character, biodiversity and geodiversity of the East Suffolk District.

Within East Suffolk there are Sites of Special Scientific Interest with designations for geodiversity interest. If a proposed development is likely to impact on the geodiversity of these sites, then a survey and assessment of the impact of the development will be required.

³ See <https://www.eastsuffolk.gov.uk/planning/local-plans/waveney-local-plan/local-plan-background-studies/> and <https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Document-Library/Environment/SuffolkCoastalFloodRiskAssessmentMay09.pdf>

The Survey should needs to identify the potential impact of the development and measures to avoid, mitigate or compensate those impacts on the designated site.

Further information

To check whether a site is affected, applicants are advised to contact the Suffolk Biological Records Centre, which holds geodiversity as well as biological records. Further advice may also be obtained from the GeoSuffolk website.

The following websites provide links to these resources:

- Suffolk Biological Records Centre
- www.suffolkbrc.org.uk/public_html/node/39
- GeoSuffolk
- www.geosuffolk.co.uk

Heritage Statement or Impact Assessment

When required to validate an application:

- Proposals affecting any listed building, including development within a curtilage and the setting of a listed building
- Proposals affecting Scheduled Ancient Monuments and their setting
- Proposals affecting sites identified on the Sites and Monuments Record and their setting
- Proposals affecting sites known to or thought to contain archaeological remains e.g. unidentified earthworks that appear on historical mapping
- Proposals within or affecting the character or appearance of Conservation Areas
- Proposals involving the demolition or substantial alterations to a building which may be considered as a non-designated heritage asset.

All applications where the development is likely to have an impact on designated or non-designated heritage assets (identified at pre-application stage) will require a heritage statement. For Householder applications this will be required for:

- works in the curtilage of a listed building
- works in a conservation area

Annex 2 (Glossary) of the National Planning Policy Framework (NPPF) defines a heritage asset as 'A building, monument, site, place, area or landscape identified as have a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage assets include designated heritage assets and assets identified by the local planning authority (including local listing)'

A statement should include:

- a description of the significance of any heritage assets affected, including any contribution made by their setting
- the relevant historic environment record should be consulted.
- an assessment of the affected heritage asset(s) using appropriate expertise where necessary to describe the significance of the heritage asset
- an assessment of the impact of the proposal on the significance of the heritage asset and any reasoned justification for the proposal
- where an application site includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest, or where a site has the potential to include heritage assets with archaeological interest, a desk-based archaeological assessment (and where necessary an appropriate level of field evaluation) should be compiled in accordance with paragraph 128 of the NPPF.

Heritage Statements should be proportionate to the proposed development. A copy of the listing held by English Heritage will not be accepted as a heritage statement.

Assessments may form part of an Environmental Statement, where a proposal would fall within the guidelines of an Environmental Impact Assessment (EIA) development.

More information:

- [National Planning Policy Framework](#)
- [National Planning Practice Guidance - Conserving and enhancing the historic environment](#)
- [Suffolk County Council Archaeological Service](#)
- [Historic England](#)
- [Non-designated Heritage Asset Criteria](#)

Joinery and Window Details

This is required for all applications which include the replacement of existing, or the provision of new, windows, doors and surrounds, conservatories or shop fronts, within or to heritage assets.

Elevational drawings showing proposed windows, doors and their surroundings at a scale of 1:10 and horizontal and vertical cross-section drawings at a scale of 1:2 showing the details of the glazing bars, sills, heads, methods of opening and glazing.

For conservatories, the elevational and cross-sectional drawings (to the scales identified above) must include a continuous horizontal cross-section through windows and doors, and details of the glazing bars, sills, heads, cornice and methods of glazing and opening.

For shopfronts, the elevational and cross-sectional drawings (to the scales identified above) must include details of the glazing bars, sills, heads, fascia, pilasters, stallriser, cornice, method of glazing, shopfront lettering and colour scheme.

It may be possible to agree these details by condition in some instances.

Landscape and Visual Impact Assessment

When required to validate an application:

- Schemes which are likely to have a significant visual impact within the landscape.
- Significant development within the Area of Outstanding Natural Beauty
- Significant development within the setting of the Area of Outstanding Natural Beauty and the setting of the Broads.
- All application where an Environmental Impact Assessment is required.

Any proposal that, due to its scale or location, is likely to have a significant visual impact will require a landscape and visual impact assessment. This may form part of an environmental statement where a proposal would fall within the guidelines of an environmental impact assessment (EIA) development.

A landscape and visual impact assessment should include:

- a description of the site and the landscape context
- evaluation of the landscape sensitivity and the capacity to incorporate the development

- identification and assessment of effect on landscape character and quality
- identification and assessment of visual impact
- measures that would avoid or minimise adverse effects
- where significant adverse effects are unavoidable, consideration of alternatives and why they have been rejected
- methodology of LVIA with reference to best practice guidance.

More information::

[An approach to Landscape Character Assessment](#)

[National Planning Policy Guidance - Natural environment](#)

[Suffolk Landscape Character Assessment](#)

[Suffolk Coastal Landscape Character Assessment](#)

[Waveney Landscape Character Assessment](#)

[Landscape Institute](#)

Landscaping details

This is required for all applications for development where landscaping is to be undertaken.

Details should include:

- proposed planting of trees and shrubs
- any existing trees and vegetation to be retained
- surface materials for hard landscaping
- any excavation or changes in ground level
- the timescale for implementation
- proposals for long-term maintenance and landscape management

In some circumstance, particularly with outline planning applications, applicants may wish to provide a lesser amount of landscaping detail, however in such a case it will need to be acknowledged that full landscaping details will be expected as part of reserved matters applications or as a pre-commencement condition.

More information:

[***National Planning Policy Guidance - Natural Environment - Landscape***](#)

[***British Association of Landscape Industries***](#)

[***Royal Horticultural Society***](#)

[***Landscape Institute***](#)

Lighting Assessment / Details of Lighting Scheme

When required to validate an application:

This is required for all applications for development where the development is likely to result in a material increase in levels of light pollution (for example floodlighting or illumination in the countryside).

An assessment should include details of any existing and proposed external lighting and the hours when the lighting would be switched on. These details should all include a layout plan with beam orientation and schedule of the equipment in the design (such as manufacturers specifications).

Marketing Assessment

This is required for those applications that involve:

Within the former Suffolk Coastal area:

Change of use or redevelopment of an employment use to an non-employment use

- Change of use or redevelopment of a public building(such as schools, churches, museums or halls) or community facility to a non-community use.
- Any application that involves or consists of the loss of a designated or non-designated heritage asset, on the grounds of redundancy
- Conversion of holiday lets to unrestricted residential dwellings

Within the former Waveney area:

- Change of use or redevelopment of an employment use to an non-employment use within an Existing Employment Area (as defined by Policy WLP8.12) or on Riverside Road, Lowestoft Enterprise Park and Quayside Business Centre within the Kirkley Waterfront and Sustainable Urban Neighbourhood allocation (Policy WLP2.4)
- Applications for the removal of an occupancy restriction on a rural workers dwelling
- Change of use or redevelopment of tourist accommodation
- Change of use or redevelopment of community facilities
- Any application that involves or consists of the loss of a designated or non-designated heritage asset, on the grounds of redundancy
- the loss or change of use of a public house

A marketing assessment should be prepared in accordance with the guidance in Appendix E of the emerging Suffolk Coastal Local Plan and Appendix 4 of the Waveney Local Plan.

Noise Impact Assessment or acoustic report

When required to validate an application:

- Proposals that generate high levels of noise such as noisy sports; industrial and/or commercial

developments using noisy machinery, for example joinery workshops; refrigeration plant and equipment.

- New housing adjacent to major sources of noise, including roads, railways, commercial and/or industrial sources.
- the introduction of new noise sensitive receptors (such as those associated with new residential dwellings, hospitals or schools).

This is required for all new development which may involve a noise generating activity to surrounding areas, particularly where proposed close to existing sites that may be particularly harmed by such development (such as industrial estates, trunk roads) and for any development for sensitive use (such as new dwellings) situated close to an existing noise generating activity.

You are advised to contact the Environmental Health Team to discuss the scope of any noise report submitted.

More information:

- [National Planning Policy Guidance - noise guidance](#)
- [Noise Policy Statement for England](#)
- [Noise](#)

Parking layout plans

When required to validate an application:

- Any full or reserved matters application for the development of 10 or more dwellings or 1,000m² of commercial floor space
- Any development which includes alterations to existing parking and access arrangements

This is required for all development where there is an increase in number of dwellings or bedrooms or for new commercial units proposing parking areas. It should clearly indicate the proposed parking spaces. For smaller developments this may be included in the block plan

More information:

- [Suffolk County Council - Parking guidance](#)

Planning Statement

This is required for all applications where the context and justification for a proposed development needs to be demonstrated, and in particular all applications for major development, change of use and developments that do not accord with the development plan.

A planning statement should:

- detail how the proposal has taken account of national and local planning policy
- identify the context for the development and why the site has been chosen

- detail the intensity and type of use and who the users would be
- detail any consultation that has taken place with the local authority, statutory consultees or wider public and the feedback from that consultation (where this has not been incorporated as a separate statement of community involvement)

It may also include details of consultations with the local planning authority, the wider community and the statutory consultees that have been undertaken prior to submission of an application (a statement of community involvement may be incorporated into the planning statement where appropriate).

Where proposals effect or create sports facilities and/or playing fields, or generate a substantial need for them, a planning statement should also include:

- reasoned justification as to why development affecting such facilities should be allowed
- details of the area of sports facilities to be lost and any replacement
- information on any assessment considered to support the view that the open space, sport and recreation facilities are surplus to requirements
- details of quality, accessibility, management and maintenance of proposed facilities and of existing facilities where there is a proposed loss
- details of existing and proposed changing/toilet facilities
- technical details including surfacing, fencing and floodlighting
- details of proposed sports to be played, including the level to be played at.

Public Rights of Way

Developers will be expected to make opportunities to enhance access to the countryside and coast through improvements to the rights of way network.

As the effect of development on a public right of way is a material consideration in the determination of a planning application, applications should include details about the definitive position of public rights of way across or adjacent to a development site and how they will be protected and enhanced. Proposals which seek to create public rights of way should include a statement on the creation process proposed and detailed plans of the locations, width and surface proposed.

Further information

Planning Practice Guidance: Open space, sports and recreation facilities, public rights of way and local green space - Public rights of way and National Trails

Refuse storage plan

When required to validate an application:

Applications will not be made invalid because they lack information regarding Refuse Collection, however you are strongly advised to submit this information with the following applications as it will speed up the process:

- creation of new dwellings
- new retail business
- industrial or leisure or other similar developments

All applications for new dwellings should provide details of bin storage and collections points. This may be included on a block or layout plan where appropriate.

Self Build and Custom Build Design Principles

When required to validate an application:

In the former Waveney Area full and detailed planning applications which include 5 or more self build or custom build dwellings should include a information setting out a set of design principles for the self build and custom build dwellings.

Town Centre Sequential Test

When required to validate an application:

For all development of main town centre uses as defined in the National Planning Policy Framework⁴ which are located outside of town centre boundaries or not in accordance with the Local Plans. The assessment should consider alternative suitable sites for the development in more sequentially preferable locations (i.e. town centre first, followed by edge of centre).

Town Centre Impact Assessments

When required to validate an application:

This is required for developments for:

Within the former Suffolk Coastal area:

- Retail and leisure development (including redevelopment, extensions, changes of use and variation of conditions which increase floorspace) outside of town centre boundaries exceeding 2,500sqm

Within the former Waveney area:

- Retail and leisure development (including redevelopment, extensions, changes of use and variation of conditions which increase floorspace) outside of town centre boundaries exceeding 350sqm

Any assessment should include:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major

⁴ Main town centre uses: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

More information:

- [Ensuring the vitality of town centres](#)

Rural Workers Dwellings

The NPPF requires that local planning authorities should avoid new isolated homes in the countryside, unless there are special circumstances such as an essential need for a rural worker to live permanently at or near their place of work in the countryside.

Proposals for the development of isolated rural workers dwellings must provide key information to ensure unnecessary and potentially obtrusive development in the countryside is avoided.

Applications for rural workers dwellings must be accompanied with evidence showing that:

- There is a clearly established existing functional need.
- The need relates to a full-time worker, or one who is primarily employed in agriculture and does not relate to a part time requirement.
- The unit and the agricultural activity concerned have been established for at least three years, have been profitable for at least one of them, are currently financially sound, and have a clear prospect of remaining so.
- The functional need could not be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned.

Further information

- Paragraph 79 of the NPPF - <http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/6-delivering-a-wide-choice-of-high-quality-homes/>
- <https://www.gov.uk/guidance/rural-housing>
- Annex A of Planning Policy Statement 7 (Cancelled) - <http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/archived/publications/planningandbuilding/pps7>

Structural Survey

When required to validate an application:

A structural survey will be required in support of an application if the proposal involves substantial demolition or structural alterations to a Listed Building or demolition in a Conservation Area and where it is proposed to restore/convert an existing building. This report should be prepared by an expert, giving details about the condition of a building and whether it is capable of accommodating the proposed works.

A structural survey is required for applications that affect the structural integrity of the building and involve the substantial conversion, demolition, extension or alteration of:

- a listed building or non-designated heritage asset
- the conversion of a former agricultural building to a new use
- the demolition (including any part demolition) of an agricultural building

Structural surveys should be carried out by a suitably qualified professional and should, where appropriate, identify any remedial works to ensure the retention of the building.

A structural survey submitted in relation to a heritage asset (designated or otherwise) must include an extensive photographic survey detailing the current structural condition, and, where applicable, a schedule of repairs necessary to make the building structurally sound.

Further information

- Built Heritage and Design Supplementary Planning Document contains information on what is required within a Structural Survey
- http://www.waveney.gov.uk/site/scripts/download_info.php?fileID=2706
- English Heritage: Conversion of Traditional Farm Buildings – A Good Practice Guide
- www.english-heritage.org.uk/publications/conversion-of-traditional-farm-buildings/
- National Heritage List for England
- <http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/>
- <https://www.historicengland.org.uk/listing/the-list>

Sustainable Drainage Strategy

The Sustainable Drainage Systems (SuDs) are required for all applications for major development (defined as development of ten or more dwellings (or 0.5 hectares for residential development where the number of dwellings is unknown) for the creation of more than a 1000 square metres of floor space and where the site is greater than one hectare).

SuDs measures must be shown on all relevant plans submitted, in order to demonstrate how SuDs integrate with planned public open spaces, landscaping, roads, trees and buildings. Plans should identify multifunctional SuDs for example, those which enhance biodiversity or improve water quality. Details should be submitted that include any soakage test results and calculations, drainage, design layout and calculations (including summary on Suffolk County Council SW Drainage Proforma), proposals for protection of SuDs and watercourses during construction, details of adoption and maintenance.

More information:

[Green Suffolk - flooding](#)

[Suffolk County Council Guidance on development and flood risk](#)

[Suffolk Flood Risk Management Strategy](#)

Statement of Community Involvement

When required to validate an application:

- For any development in excess of 50 dwellings or 1000sq.m of commercial floorspace

Major applications should be accompanied by a statement of community engagement demonstrating that a community involvement exercise has been undertaken and that the views of the local community have been

taken into account in the formulation of the development proposal. Evidence of the engagement process should be included. The applicant will need to pay attention to data protection requirements if providing pre-application engagement public responses as part of the submission.

More information:

- [National Planning Policy Guidance - public consultation](#)
- [Community engagement](#)

Transport Statement or Assessment

When required to validate an application:

The NPPF requires that all developments that generate significant all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment. amounts of movements should be supported by a Transport Statement or Transport Assessment. Reference is also drawn to allocations in the Local Plans which highlight the need for TA's and TPs on certain sites which are required to enable applications to be validated.

Plans and decisions should take account of whether:

- The opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure.
- Safe and suitable access to the site can be achieved for all people.
- Improvements can be undertaken within the transport network that cost effectively limits the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.

Suffolk Highways should be contacted to provide further advice as to the scope of the assessment and what information should be included within a Transport Assessment/Transport Statement.

Further information

- The NPPF
- [Manual for streets](#)
- [Transport evidence bases in plan making and decision taking](#)

Travel Plan

This is required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications.

A Travel Plan is a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that contains a suitable action plan and is annually reviewed and monitored. The Travel Plan should also link to the supporting Transport Assessment or Statement that will also need to be submitted.

The scope and content for a Travel Plan should ideally be discussed prior to any application being submitted in consultation with the Highway Authority (Suffolk County Council). More information:

[National Planning Policy Framework \(NPPG\) - travel plans](#)

[Suffolk County Council - travel plans for new developments](#)

Tree Survey / Arboricultural Assessment

When required to validate an application:

- When proposals could have an impact on significant trees on or adjoining the site, whether or not the trees are protected by a Tree Preservation Order or are in a conservation area (and are therefore protected).

This is required where trees are:

- on or adjacent to the proposed development
- protected by a Tree Preservation Order

As well as trees, the survey must indicate key landscape features such as ponds, hedges and wildlife corridors that may be affected by the proposed development. Trees to be felled and trees to be retained should be clearly delineated.

An Arboricultural Method Statement should also be provided that sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings, schedules of any necessary tree work and proposals for long-term maintenance.

Tree surveys and reports are typically valid for up to two years.

More information:

- [Arboricultural Association](#)
- [British Standards 5387](#)

Ventilation/Extraction

Development should be expected to protect the amenity of the wider environment by minimising odour, noise and other forms of disturbance.

A Ventilation-Extraction Statement will be required to accompany all applications for restaurants, cafes, pubs, wine bars and any other drinking establishment and all hot food takeaways.

Details should include details of the type, size and location of the filtration plant, a scheme to attenuate noise and vibration, final noise levels emitted, the sizes and route of the ductwork, and the location of the final discharge point, including details of odour control and filtration equipment proposed to be fitted.

In cases where an outline assessment of the noise emissions indicates that the development may generate noise disturbance, a further assessment may be required by the Environmental Health team.

Further information

- Planning Practice Guidance: Noise
- <https://www.gov.uk/government/publications/noise-impact-assessment-information-requirements>
- <http://planningguidance.planningportal.gov.uk/blog/guidance/noise/noise-guidance/>
- <https://www.gov.uk/guidance/nuisance-smells-how-councils-deal-with-complaints>

Viability Assessment

Where the application cites viability as a factor in the heads of terms a viability assessment is required, particularly for applications involving less affordable housing than would otherwise normally required. Other circumstances may include: divergences from policy requirements on housing mix, self build, sustainable construction requirements; change of use of community facilities; enabling development proposals; and provision of market housing on exception sites.

Viability Assessments should be prepared in accordance with the guidance set out in Appendix G of the emerging Suffolk Coastal Local Plan and Appendix 5 of the Waveney Local Plan as well as the National Planning Policy Guidance on Viability.

More information:

NPPG- Viability

Further Information and Contacts

Most of the references to national and local planning policies and other background documents are available online. Useful websites are set out below.

For national and regional planning policies and guidance (Planning Policy Guidance Notes or Statements, government circulars etc):

- Department for Communities and Local Government – www.communities.gov.uk
- Planning Portal – www.planningportal.gov.uk
- GOV.UK – www.gov.uk and <https://www.gov.uk/government/collections/planning-practice-guidance>