

Chapter 1: Householder Planning Applications for extensions and/or alterations to dwellings and outbuildings, other works within their curtilage, and means of enclosure

Introduction

This document provides guidance on the drawings and documents required for Householder Planning Applications (i.e. those for works to houses/bungalows, their outbuildings, other works within their gardens and means of enclosure such as fencing).

This guidance is based upon East Suffolk Council Local Validation List 2024, and covers the following types of proposal:

- [Extension\(s\) and/or alterations to the dwellinghouse](#)
- [Outbuilding\(s\)](#)
- [Annexes](#)
- [Swimming pools or other pools or ponds](#)
- [Ground level changes](#)
- [Foul water/sewage treatment plants](#)
- [Domestic heating fuel tanks.](#)
- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

In addition to Planning Permission for the proposed works, if the property is a **Listed Building or curtilage listed**, then Listed Building Consent may also be required. If a Listed Building Consent application is also required alongside your planning application you should also consult the Application for [Listed Building Consent](#) section of this guide to check if there are any other requirements for your applications.

If the application is seeking consent to **work from home and the business activity is of a type and/or scale that requires planning permission**, and/or the scheme is seeking to enlarge a garden, in most case an application for full [Planning Permission](#) will be required, which will need to include a change of use along with any physical works required to facilitate that change. The Householder application process cannot be used for such proposals that require a material change of use.

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.

Please note that Building Regulations are not the same as Planning Permission. Works may require one, the other or in many cases both, and the requirements for each form of consent are different. For further guidance on Building Control/Regulations see [Building Control » East Suffolk Council](#)

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](#) 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.

Some applications will require the submission of financial information in the form of Viability Assessments. [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) (NPPF) requires that such documents are published/publicly available (currently paragraph 58). Therefore, whilst such documents need to include sufficient information to enable the financial situation to be understood, those submitting them may wish to consider the level of potentially commercially sensitive or personal data they include.

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

If the application is seeking to apply for extensions, alterations or works to your own home, another dwelling or its garden it is recommended that the description is clear about the works that are proposed, including any demolition, but does not list all the specific alterations you are making to the interior, the dimensions of the addition(s), a long descriptive set of details, or personal reasoning for wishing to alter and extend.

Applications for extensions and alterations to dwellings have a tendency to be either far too long or far too short. The description just needs to be limited to a brief summary of the elements the works require, and that the application is seeking planning permission for. However, it should be long enough to include sufficient information to be clear what is proposed.

For example, a description in the following form would be too brief as it is unclear where on the property the extensions are proposed or what scale of extension is proposed:

“Erection of extensions”

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 planning permission, and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Erection of two-storey side extension which would be 3m wide by 5m deep with pitched roof with 6 rooflights and gable facing the road containing a Juliet balcony. The extension will be finished in pink render with an artificial slate roof.

Erection of single-storey rear extension which would be clad in black weatherboarding, with bi-folding doors on the side elevation. The rear extension would be 4m wide by 4m deep with a flat roof containing a roof lantern.

The existing detached double garage within the side garden is to be demolished to enable the erection of the side extension.

The extensions are proposed to create a utility room, two new bedrooms, a bathroom and an enlarged living room with new internal doorways on the ground floor and removal of internal walls.

These are required due to a growing family and to modernise the property.”

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

“Erection of two-storey side extension and single-storey rear extension (existing detached garage to be demolished)”

Another form of development where descriptions have a tendency to be very short or very long is for proposals or retention of fences, walls and gates. A good example for a fence would be along the lines of the one below as it is clear in broad terms what feature is proposed and where. That is all the description needs to cover.

“Erection of close-boarded fence along the eastern side of the garden adjoining The Street.”

Terms that are open to subjective, or to potentially wide interpretation of matters of fact and degree, should also be avoided. For example, instead of saying “Erection of sustainably designed single-storey detached outbuilding”, the description should read “Erection of single-storey outbuilding”.

Where an application is being submitted to seek to retain existing physical works and/or an existing use this should be made clear in the description of development, by referring to the proposals as retrospective e.g.:

“Retentions of close-boarded fence along the eastern side of the garden adjoining The Street.”

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a [Planning Statement](#), not included as part of the application description on the application form.

Requirements based upon the proposed physical works

If the scheme proposes multiple elements, the applicant/agent will need to submit all the documents specified in all relevant sections. For example, if the scheme is proposing both an extension and solar panels, the applicant/agent will need to supply the documents listed both sections that relate to those types of project.

This guidance explains what is required for the following types of proposal:

- [Extension\(s\) and/or alterations to the dwellinghouse](#)
- [Outbuilding\(s\)](#)
- [Annexes](#)
- [Swimming pools or other pools or ponds](#)
- [Ground level changes](#)
- [Foul water/sewage treatment plants](#)
- [Domestic heating fuel tanks.](#)
- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)

- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

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](#)

Extension(s) and/or alterations to the dwellinghouse

If the proposal includes **extension(s) and/or alterations to the dwellinghouse** (including **porches, conservatories, solid extensions, replacement of or changes to windows and/or doors, dormer windows, roof lights, balconies, cladding and rendering**), the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)
- Existing and Proposed [Elevational Plans](#)

The Existing [Block Plan/Site Layout Plans](#) must include and label any structures or features that are to be demolished/removed including any trees (also see section in site features table below).

The Proposed [Block Plan/Site Layout Plans](#) must include the position of any extensions in relation to the existing building, the site boundaries and the neighbouring properties. They should also include the existing and proposed parking spaces, particularly if the extensions include additional bedrooms that would result in a need for increase parking provision in order to meet the [Parking guidance - Suffolk County Council](#).

In the majority of cases the applicant/agent will also need to supply Existing and Proposed [Floor Plans](#). Only in cases where there are no changes to the floorspace/layout (e.g. installation of cladding or render on the existing building, or replacement of windows/doors) will applications be accepted without floor plans.

Replacement Windows and Doors

If a proposal is seeking Planning Permission (e.g. on a listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent), and/or Listed Building Consent to **replace windows or doors**, the application will need to include full [Joinery and Window details](#) detailing the **existing and proposed windows/doors**.

Where the windows/doors to be removed are historic, the application should also include a **justification statement** supported by evidence that the windows/doors are beyond repair.

The windows/doors that are to be replaced also need to be clearly identified on either [Elevational Plans](#) or annotated photographs.

Works to the roof

If a proposed extension would have a roof that would **extend off and/or tie into the original roof** (including **dormer windows and hip to gable enlargements**) or replace the entire roof then Existing and Proposed [Roof Plans](#) will be required to show how the roof slopes would interrelate. The only exception to this would be for relatively minor works such as the installation of roof lights, where roof plans will not be insisted upon.

Front Extensions

If the proposal is for a two-storey **front extension** or an extension which involves a significant **addition to the front roof slope** or **replacing the existing roof** with a roof of a different height or pitch a [Streetscene](#) drawing showing the proposal in the context of the buildings on either side will be required (that is a requirement whether the addition is creating and additional storey or not).

Other General Requirements

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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

Where a scheme includes the creation of an [annexe](#) or a **significant increase in habitable floorspace**, the application must be accompanied by [Contaminated Land information](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

All schemes that include/require **foul water disposal**, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a [foul drainage assessment](#).

All householder schemes creating **100sqm or more of floorspace** (measured externally) located on sites within [Conservation Area](#), a [Design and Access Statement](#) is required.

If the new floorspace would be close to or above the threshold making the development [Community Infrastructure Levy \(CIL\) Liable](#), the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted, along with other relevant CIL Forms) prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption).

If the scheme is proposing **an extension** that by virtue of its size and/or location **could affect the light reaching habitable rooms** on adjoining properties or light to existing solar panels on neighbouring properties, the applicant/agent should consider submitting a [Daylight / Sunlight Assessment](#) as part of the application because it might assist their case in demonstrating how/why the scheme is acceptable in this respect.

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 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.**

- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Construction, extension, alteration or demolition of outbuilding(s)

If the proposal includes the **construction, extension, alteration or demolition of outbuilding(s)** (including garages, carport, cart lodges, sheds, greenhouses, studio buildings, summerhouses, detached annexes etc), the application 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](#)

The Existing [Block Plan/Site Layout Plans](#) must include and label any structures or features that are to be demolished/removed including any trees (also see section in site features table below).

The Proposed [Block Plan/Site Layout Plans](#) must include the position of the outbuildings (and any additions) in relation to the existing on site buildings, the site boundaries and the neighbouring properties.

In the majority of cases the applicant/agent will also need to supply both Existing and Proposed [Elevational Plans](#). However, in cases which are not altering existing outbuildings (e.g. an application which is just for the erection or retention of a shed), existing elevational drawings will not be required, but you will still need to supply proposed elevational drawings.

In the majority of cases the applicant/agent will also need to supply Existing and Proposed [Floor Plans](#). Only in cases where there are no changes to the floorspace/layout (e.g. replacement of a chimney, installation of a satellite dish) or for very modest outbuildings with no internal divisions such as small sheds will applications be accepted without floor plans.

If a proposal is seeking Planning Permission (e.g. on a curtilage listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent) and/or Listed Building Consent to replace windows or doors, the application will need to include full [Joinery and Window details](#) detailing the existing and proposed windows/doors. Where the windows/doors to be removed are historic, the application should also include a justification statement supported by evidence that the windows/doors are beyond repair.

In the case of retrospective applications for new outbuildings or alterations to such structures there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings. However, a to scale block plan would still be required and in such cases the photographs would need to be fully annotated with full accurate dimensions of the outbuilding in metric. These dimensions would need to be of both its overall dimensions (width, depth, eaves level, ridge height) and the location and size of any openings (e.g. distances/heights from fixed features on the building e.g. building corners, ridge height etc) so that is clear precisely what you are seeking to retain.

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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

All schemes that include/require **foul water disposal**, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a [foul drainage assessment](#).

All householder schemes creating **100sqm or more of floorspace** (measured externally) located on sites within [Conservation Area](#), a [Design and Access Statement](#) is required.

If the new floorspace would be close to or above the threshold making the development [Community Infrastructure Levy \(CIL\) Liable](#), the application will also need to include a CIL Additional Information Form (CIL Form 1). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted, along with other relevant CIL Forms) prior to commencement of development/works on site, the applicant/developer cannot claim any exemptions (e.g. self build exemption).

Where a scheme includes the creation of an [annexe](#) or a **significant increase in habitable floorspace**, the application must be accompanied by [Contaminated Land information](#).

If the scheme is proposing an **extension or new building** that by virtue of its size and/or location **could affect the light reaching habitable rooms** on adjoining properties or light to existing solar panels on neighbouring properties, the applicant/agent should consider submitting a [Daylight / Sunlight Assessment](#) as part of the application because it might assist their case in demonstrating how/why the scheme is acceptable in this respect.

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 drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Annexe

Creation of an annexe or alterations to an annexe in the form of an extension, or in an existing outbuilding or in a new outbuilding, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)

The Existing [Block Plan/Site Layout Plans](#) must include and label any structures or features that are to be demolished/removed including any trees ([also see section in site features table below](#)).

The Proposed [Block Plan/Site Layout Plans](#) must include the position of any new outbuildings and/or any extensions to existing buildings, in relation to the existing building, the site boundaries and the neighbouring properties.

The applicant/agent will also need to supply Existing and Proposed [Floor Plans](#) of the building proposed to be converted and/or extended.

In the majority of cases the applicant/agent will need to supply both Existing and Proposed [Elevational Plans](#). In cases which are not altering existing outbuildings (e.g. a new building for an annexe), existing elevational drawings will not be required, but the applicant/agent will still need to supply proposed elevational drawings.

If the proposal is for a two-storey front extension or an extension which involves a significant addition to the front roof slope or replacing the existing roof with a roof of a different height or pitch a [Streetscene](#) drawing(s) showing the proposal in the context of the buildings on either side will be required (that is a requirement whether the addition is creating an additional storey or not).

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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

All schemes that include/require foul water disposal, should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a [foul drainage assessment](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

All householder schemes creating **100sqm or more of floorspace** (measured externally) located on sites within [Conservation Area](#), a [Design and Access Statement](#) is required.

If the new floorspace would be close to or above the threshold making the development [Community Infrastructure Levy \(CIL\) Liable](#), the application will also need to include a [Community Infrastructure Levy \(CIL\) Liable](#). It is also strongly recommended that you also submit CIL Form 2, because if this form isn't submitted prior to commencement of development/works on site (along with other relevant CIL forms), the applicant/developer cannot claim any exemptions (e.g. self build exemption) and payments on larger schemes cannot be paid by instalments.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by [Contaminated Land information](#).

If the scheme is proposing **an extension or new building** that by virtue of its size and/or location **could affect the light reaching habitable rooms** on adjoining properties or light to existing solar panels on neighbouring properties, the applicant/agent should consider submitting a [Daylight / Sunlight Assessment](#) as part of the application because it might assist their case in demonstrating how/why the scheme is acceptable in this respect.

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 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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)

- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

Swimming pools or other pools or ponds

If the proposal includes the **creation or enlargement of swimming pools or other pools or ponds**, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)
- The Existing [Block Plan/Site Layout Plans](#) must include any features that are to be removed to enable the creation of the pool including any trees (also see section in site features table below). This maybe in the form of a [topographical survey](#).
- The Proposed [Block Plan/Site Layout Plans](#) must include the location and surface area of the proposed pool and any surrounding hard surfacing (also see section below on details of [hard surfacing](#) required to be submitted), in relation to the existing building, the site boundaries and the neighbouring properties.
- Full details of the depth and profile of the pool, in the form of [cross sections](#).
- If the pool requires plant/pumps etc, the application will need to include at [Noise Impact Assessment or Acoustic Report](#). If the plant/pumps would be located less than 2m from a boundary with another dwelling (including flats within the same wider site). This should contain 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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is **listed**, **curtilage listed**, a **scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

All schemes that include/require **foul water disposal** (including those required to drain swimming pools) should include details of connections to the mains/existing local disposal methods on the block/floor plans and/or a [foul drainage assessment](#).

On sites with significant variation(s) in ground level and therefore requiring additional ground level changes around the proposed pool, the applicant/agent will be required a [topographical survey](#), showing the existing levels accurately, [cross sections](#) of the site based upon the topographical survey and proposed cross sections and site layout plan showing the proposed levels and extent of excavation and/or building up of earth, along with any retaining wall type features.

Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by [Contaminated Land information](#).

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 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.**

- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Changes to Ground Level

If the proposal involves any significant **changes to the existing ground level** (e.g. creation of terrace(s) within the garden or excavation of a bank etc) the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)
- The Existing [Block Plan/Site Layout Plans](#) must include full and accurate details of existing ground levels ideally in the form of a [topographical survey](#), so it is clear that the levels are accurate.
- The Proposed [Block Plan/Site Layout Plans](#) must include the location and surface area of the proposed ground level changes and how they relate to any other existing/retained or proposed features, extensions, outbuildings etc. including any trees (also see section in site features table below).
- The application must also include Existing and Proposed [cross sections](#) through the areas of proposed change, with the existing cross sections being based upon a [topographical survey](#).

Where works are proposed within a few metres of a boundary with a neighbouring property, the [topographical survey](#), proposed site layout plan and cross sections must show how the existing and proposed levels within the site relate to the levels of the neighbouring land and any buildings or structures close to the shared boundary (including any boundary treatments).

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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

Please note - As set out in the [NPPE](#), the responsibility and subsequent liability for safe development and secure occupancy of the site rests with the developer and/or landowner. Although the Local Planning Authority will use its best endeavours to determine the application on the basis of the information available to it, this does not mean that the land would be free from instability. It would be a material planning consideration of the Local Planning Authority in determining the application, however it does not imply that the requirements of any other controlling authority would be satisfied; in particular, the granting of this planning permission does not give a warranty of support or stability.

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 drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Foul Water/Sewage Treatment Plant

If the proposal includes the installation or replacement of a **foul water/sewage treatment plant**, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)

The Existing [Block Plan/Site Layout Plans](#) must include any features that are to be removed to enable the installation of the sewage treatment plant, including any trees (also see section in table below).

The Proposed [Block Plan/Site Layout Plans](#) must include the location of the sewage treatment plan and features that will remain visible above ground, in relation to the existing building, the site boundaries and the neighbouring properties.

The applicant/agent will also need to submit full details of the proposed sewage treatment plant, including:

- its volume/capacity, outflow quality, outflow rates (most of these are usually within a brochure or the specification provided by the manufacture on their website (we will need a pdf as we cannot accept web addresses as they are not stable/the content can be altered)).
And
- details of where the outflow will go (this could be shown on the proposed block plan).

The above details should be included within a [foul drainage assessment](#).

If the proposal requires pumps or other plant to make the foul water/sewage treatment plan function, and the equipment has the potential to generate significantly higher levels of noise than background levels, and/or the pumping or other mechanical equipment would be located less than 2m from a boundary with another dwelling, or it is to be within 1m of a building containing flats/apartments, the application will need to 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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

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 drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Heating fuel tanks

If the proposal includes domestic **heating fuel tanks** (i.e. for the storage of heating oil or LPG), planning applications 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)
 - o The Existing [Block Plan/Site Layout Plans](#) must include any features that are to be removed to enable the installation of the tank, including any trees (also see section in table below).
 - o The Proposed [Block Plan/Site Layout Plans](#) must include the location and footprint of the tank and any hard surfacing/concrete base on which it is to be installed, or the location of any associated capping hardstanding and covers/access points for those proposed below ground, in relation to the existing building, the site boundaries and the neighbouring properties.
- Full details of the height and appearance of above ground tank(s) must be submitted. This maybe in the form of a photograph annotated with full dimension rather than elevational drawings.

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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

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 drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)

- [Ground level changes](#)
- [Foul water/sewage treatment plants](#)
- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

Renewable Energy and/or Air Conditioning Units

If the proposal includes: **Solar panels, Air, ground or water source heat pumps, Biomass boilers, Wind turbine(s) and/or Other renewable energy** equipment or **Air Conditioning Units**, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plan](#)

The application will need to include details on the Proposed [Elevational Drawings](#), Proposed [Block Plan/Site Layout Plan](#) and other details as applicable, as outlined in [Solar Power, air source heat pumps and/or air conditioning units, Biomass Boilers and other renewables](#).

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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

The application may need to include at [Noise Impact Assessment or Acoustic Report](#) (see [Solar Power, air source heat pumps and/or air conditioning units, Biomass Boilers and other renewables](#)).

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 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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)

- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

Flues and Chimneys

If the proposal includes the **installation of a new flue or chimney, or alterations to such a feature**, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)
- The application must include full details of their width, depth, height and location relative to the existing building, in the form of Existing and Proposed [Floor Plans](#) and Existing and Proposed [Elevational Plans](#).

In the case of retrospective cases there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings and floor plans. However, in such cases the photographs would need to be fully annotated with full dimensions in metric of the flue/chimney and distances/heights from pre-existing features on the building (e.g. building corners, ridge height etc).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

If the flue or chimney is connected to a Biomass Boiler the application will also need to include the documents specified in the [Biomass Boiler Section](#).

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 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.
- Additional drawings/documents will be required for proposals that also include any of the following:
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)

- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

Satellite Dishes and CCTV cameras

If the proposal includes **Satellite dishes and/or CCTV cameras**, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)

The application must also include;

- full details of their vertical and horizontal position on the Proposed [Elevational Plans](#),
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed

and

- full details of their external appearance.

In the case of retrospective cases there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings. However, in such cases the photographs would need to be fully annotated with full dimensions in metric of the dish/cctv camera(s) and distances/heights of those features from pre-existing features on the building (e.g. building corners, ridge height etc) and height above ground level.

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

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 drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)

- [Foul water/sewage treatment plants](#)
- [Domestic heating fuel tanks.](#)
- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

Walls, fences, gates or other means of enclosure

If the proposal includes works to or the erection of **walls, fences, gates or other means of enclosure**, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)

On the [Block Plan/Site Layout Plans](#), the applicant/agent will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure, in relation to the existing building, the site boundaries and the neighbouring properties.

The applicant/agent will also need to include full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of [Elevational Plans](#).

However, in the case of existing walls, fences and gates it maybe possible to submit the necessary details in the form of photograph(s) that are fully annotated with their height in metric, materials, colour and finish.

In the case of walls, the applicant/agent will need to submit plans because the application will need to include details of any piers (on the Proposed [Block Plan/Site Layout Plans](#) and Proposed [Elevational Plans](#)) and any top dressing, capping stones or other detailing (on the Elevational Drawings).

In the case of retrospective cases there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings. However, a to scale block plan would still be required and in such cases the photographs would need to be fully annotated with full dimensions of the fence/wall and any gates in metric, in terms of both its overall length and height and the location and size of any openings or gates, and any other detail e.g. capping stones on the wall or trellis on a fence.

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 (including excavations for drainage pipes etc). 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).

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

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 drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)
 - [Extension to the curtilage / garden](#)

Hard surfacing

If the proposal includes the **replacement and/or creation of additional hard surfacing** (e.g. a new driveway), the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)
- On the Proposed [Block Plan/Site Layout Plans](#), the applicant/agent will need to include full details of the size and location of the area to be covered by hard surfacing, in relation to the existing building, the site boundaries and the neighbouring properties.
- The application should also include full details of the proposed surfacing material including its colour/finish and details on whether it is permeable.
- If the scheme is also seeking to create a new access on to a highway or alter a new access on to a highway, this should also form part of your application and further details will be required, see here.
- If scheme are also seeking to install a point for recharging vehicles and it is of a form or location that requires planning permission, this should also form part of the application and further details will be required, see [Charging Points for Electric Vehicles](#)

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 (including excavations for drainage pipes etc). 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, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

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 drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)

- [Foul water/sewage treatment plants](#)
- [Domestic heating fuel tanks.](#)
- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Vehicular access](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

Vehicular Access

If the proposal includes the creation of a **new vehicular access or alteration to an existing vehicular access**, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)
- The application will also need to include full details of the new/altered access including visibility splays on the Proposed [Block Plan/Site Layout Plans](#)

Visibility splays must be provided for all new or altered accesses that are suitable for the type of access proposed, the road they are connecting to and the associated levels of traffic movements. These splays must be accommodated on land under the control of the applicant and/or forming part of the application site and be free from any obstructions exceeding 0.6m in height. Standard drawings for vehicular accesses can be found via [Standard drawings for vehicular access | Suffolk County Council](#)

If the applications are also seeking to lay hardstanding/create a parking and/or turning area, this should also form part of the application and further details will be required, see [Hard surfacing](#).

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 (including excavations for drainage pipes etc). 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).

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 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.**
- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)

- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Electrical outlets/upstands for recharging vehicles](#)
- [Extension to the curtilage / garden](#)

Charging Points for Electric Vehicles

If the proposal includes the installation of **electrical outlets/upstands for recharging vehicles**, the application 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 of this chapter](#)
- [Fee](#)
- [Site Location Plan](#)
- Existing and Proposed [Block Plan/Site Layout Plans](#)

On the Proposed [Block Plan/Site Layout Plans](#), the applicant/agent will need to include the position of the outlets/upstand in relation to the parking space(s) they are to serve.

The applicant/agent will also need to supply details of the proposed height above ground level which could be annotated on the proposed block plan.

Details of the appearance of the units will also be required. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

If the application is also seeking to lay hardstanding/create a parking and/or turning area, this should also form part of the application and further details will be required, see [Hard surfacing](#)

If the application is also seeking to create a new access on to a highway or alter a new access on to a highway, this should also form part of the application and further details will be required, see [Vehicular Access](#).

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 drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)

- [Renewable energy equipment](#)
- [Flue or chimney](#)
- [Satellite dishes and/or CCTV cameras](#)
- [Walls, fences, gates or other means of enclosure](#)
- [Hard surfacing](#)
- [Vehicular access](#)
- [Extension to the curtilage / garden](#)

Extension of the Curtilage or Garden

If the scheme includes an **extension to the curtilage** (i.e. enlargement of the garden or land associated with a dwelling by changing the use of adjacent land), the application will require the following as a minimum:

- [Application Form with appropriate Ownership Certificate](#), (this has to be a full application form, not a householder form, as the proposal is for a material change of use which is not householder development) 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](#)

The Proposed [Block Plan/Site Layout Plans](#) must be clearly annotated to show precisely what area(s) of land are proposed to be added to the existing curtilage (i.e. garden) and any buildings or structures proposed on the land, along with any proposed boundary treatments (e.g. fences etc) any hardstanding, and any other features.

Please note, if the change of use is granted planning permission, ‘Permitted Development Rights’ for structures, buildings, means of enclosure and other works on that area of land may be removed. Therefore, it is recommended that the applications include details of all structures, buildings, hardstanding, walls, fences, gate, other means of enclosure or other works you wish to undertake as part of your application.

The plans/documents required for any outbuildings/structures will need to be as per those for such buildings/ structures within the existing curtilage, see [Construction, extension, alteration or demolition of outbuilding\(s\)](#).

Where a scheme includes the creation of **an annexe or a significant increase in habitable floorspace**, the application must be accompanied by [Contaminated Land information](#).

The plans/documents for any **fences, walls, gates or other means of enclosure** will need to be as per those for such means of enclosure around or within the existing curtilage, see [Walls, fences, gates or other means of enclosure](#).

If the application is also seeking to lay **hardstanding/create a parking and/or turning area**, this should also form part of the application and further details will be required, see [Hard surfacing](#)

If the application is also seeking to create a new **access** on to a highway or alter a new access on to a highway, this should also form part of the application and further details will be required, see [Vehicular Access](#)

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 (including excavations for drainage pipes etc). 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 additional planting is likely to be required it is recommended that such applications also include '[Landscaping details](#)' to reduce the potential for conditions that require approval/discharge via a further formal application process.

An [Ecological Assessment](#) will be required if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#).

If the building is **listed, curtilage listed, a scheduled ancient monument**, in a **Conservation Area** or identified as a **Non-Designated Heritage Asset (NDHA)**, a [Heritage Impact Assessment will also be required](#).

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 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.**

- **Additional drawings/documents will be required for proposals that also include any of the following:**
 - [Extension\(s\) and/or alterations to the dwellinghouse](#)
 - [Outbuilding\(s\)](#)
 - [Annexes](#)
 - [Swimming pools or other pools or ponds](#)
 - [Ground level changes](#)
 - [Foul water/sewage treatment plants](#)
 - [Domestic heating fuel tanks.](#)
 - [Renewable energy equipment](#)
 - [Flue or chimney](#)
 - [Satellite dishes and/or CCTV cameras](#)
 - [Walls, fences, gates or other means of enclosure](#)
 - [Hard surfacing](#)
 - [Vehicular access](#)
 - [Electrical outlets/upstands for recharging vehicles](#)

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

<p>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 or affected by a heritage asset:</p> <ul style="list-style-type: none"> • A listed building, within the curtilage of a Listed building, and/or within the setting of a listed building, • A Scheduled Ancient Monument and/or its setting, • A site identified on the Suffolk Historic Environment Record or within the setting of such a site, • A site known to or thought to contain archaeological remains, • A site within or adjoining a Conservation Area, or • In the case of a scheme proposing demolition or substantial alterations, a building which may be considered to be a non-designated heritage asset (NDHA). <p>and you are proposing any physical works including:</p> <ul style="list-style-type: none"> • extensions and/or alterations to the dwellinghouse, including to its roof, • constructing new outbuildings, • altering or extending an existing outbuilding, • erection of or alterations to walls, fences, gates and other means of enclosure, • fixing any additional features (e.g. satellite dishes, electrical charging points, cctv etc) to a Listed Building or an outbuilding within its curtilage, • installing a domestic fuel tank, air source heat pump, biomass boiler or other forms of heat or power generation 	<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"> - Proposals affecting any Listed building, including development within a curtilage and the setting of a listed building, - Proposals affecting Scheduled Ancient Monument and their setting, (some exceptions apply for householder proposals, and other minor works see below), - Proposals affecting sites identified on the Suffolk Historic Environment 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 (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), - Proposals involving the demolition or substantial alterations

	<p>to a building which may be considered as a Non-designated heritage assets » East Suffolk Council</p> <ul style="list-style-type: none"> - 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. <p>Please note –</p> <ul style="list-style-type: none"> - For planning applications (and/or Listed Building Consent 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 (including Listed Buildings, Conservation Areas and NDHA's), the application will also need to include full and precise Joinery and Window details. works to/within the curtilage of a Listed Building are also likely to require Listed Building Consent, the application for which has its own requirements. - In some cases an Archaeological Assessment may also be required. <p>Please note – works to/within the curtilage of a Listed Building may also require Listed Building Consent, the application for which has its own requirements.</p>
<p>If the site/property is within a Neighbourhood Plan Area as shown on the online map</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 Neighbourhood Plan 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 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:</p> <ul style="list-style-type: none"> • 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. <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Alterations to building of a form that could potentially provide a habitat for roosting bats () - Works close to or directly affecting other habitats which may e.g. ponds that may contain great crested newts <p>Further considerations are detailed in the Suffolk Biodiversity Validation Checklist (http://www.suffolkbis.org.uk/planning/checklist).</p>	<p>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.</p> <p>The CIEEM guidance should be used in relation to the age of surveys that are relied upon.</p> <p>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.</p>

<p>The East Suffolk ArcGIS Mapping system, can be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above. However, protected Species are not shown on this mapping system, as it is considered best practice, to limit access to information relating to the location of certain species in order to safeguard those species and their habitat from direct intentional harm by parties who may or may not be involved directly with a development proposal. Data on protected species records and locally designated sites (County Wildlife Sites and Roadside Nature Reserves) is available from Suffolk Biodiversity Information Service (SBIS) (LINK??).</p>	
<p>If there is a Public Right of Way on or adjoining your application site:</p>	<p>The applicant/agent must mark the definitive route on the Proposed Block Plan/Site Layout Plan. The route must be that shown on the Suffolk County Council Definitive Map, 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 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>

	Further details explaining why these details are required can be found via Public Rights of Way .
If there are Trees on or overhanging 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>An Arboricultural Assessment and Tree Survey 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>
Where a scheme relates to a site known or suspected to be contaminated and/or the use is vulnerable to sources of contamination . This may be due to previous uses of the site.	Where a scheme includes the creation of an annexe or a significant increase in habitable floorspace, the application must be accompanied by Contaminated Land information .