How to make sure that your planning application includes all the required information when submitted

Local validation requirements
Adopted November 2014

www.waveney.gov.uk/planning
Contents

National Validation Requirements .............................................................................................................. 3

Local Validation Requirements .............................................................................................................. 4

  Affordable Housing Statement ........................................................................................................... 4
  Air Quality Assessment ....................................................................................................................... 5
  Archaeological Assessment ................................................................................................................ 7
  Coastal Erosion Vulnerability Assessment ....................................................................................... 8
  Community Infrastructure Levy ......................................................................................................... 9
  Contaminated Land Assessment / Land Contamination Questionnaire ......................................... 10
  Ecological Surveys/Assessments ........................................................................................................ 11
  Energy Statement ............................................................................................................................... 13
  Environmental Statement .................................................................................................................. 14
  Flood Risk Assessment ..................................................................................................................... 15
  Foul Drainage Assessment ............................................................................................................... 16
  Geodiversity Survey and Report ....................................................................................................... 17

  Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments) ........................................................................................................ 18
  Land Stability Report ...................................................................................................................... 19
  Landscape and Visual Impact Assessment ..................................................................................... 20
  Landscape Scheme .......................................................................................................................... 22
  Lighting Scheme including a Light Pollution Assessment .............................................................. 23
  Listed Building Appraisal ................................................................................................................. 24
  Marketing Evidence .......................................................................................................................... 25
  Noise Assessment ............................................................................................................................ 26
  Planning Obligations/Heads of Term Form .................................................................................... 27
  Public Rights of Way ......................................................................................................................... 28
  Rural Workers Dwellings .................................................................................................................. 29
  Structural Survey .............................................................................................................................. 30
  Sustainable Urban Drainage Systems (SUDS) .............................................................................. 31
  Telecommunications Development ................................................................................................. 32
  Town Centre Impact Assessment and Sequential Test .................................................................. 33
  Transport Assessment/Transport Statement .................................................................................. 34
  Travel Plan ....................................................................................................................................... 35
  Tree Survey/Arboricultural Statement ............................................................................................. 36
  Ventilation/Extraction ....................................................................................................................... 37
National Validation Requirements

An application for planning permission must be accompanied by:

1. Design and Access Statement, if required

2. Location Plan typically at a scale of 1:2500 or 1:1250, showing:
   - North Point
   - Application site and access points to the site outlined in red and any other land in the applicants ownership outlined in blue
   - Sufficient roads and/or buildings on land adjoining the application site.

3. Block Plan typically at a scale of 1:1000 or 1:200 showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site, plus the following, unless these would not influence or be affected by the proposed development:
     - All the buildings, roads and footpaths on land adjoining the site including access arrangements
     - All public rights of way crossings or adjoining the site
     - The position of all trees on the site, and those on adjacent land
     - The extent and type of hard surfacing

4. Completed Ownership Certificate A,B,C or D including Agricultural Land Declaration

5. Evidence of pre-application consultation if the development is for wind turbine proposals that involve 2 or more turbines or any turbines with a hub height of 15m or more.

6. Depending on the nature and scale of the proposal, other plans and drawings (in addition to the location plan and layout plan) may also be necessary. These plans may include existing and proposed Floor Plans and Plans showing existing and proposed elevations.

Further information

Planning Practice Guidance: Validation Requirements – National Information Requirements
http://planningguidance.planningportal.gov.uk/blog/guidance/making-an-application/validation-requirements/national-information-requirements/
Local Validation Requirements

Affordable Housing Statement

Policy DM18 outlines the requirement for all applications of 5 or more dwellings to make a provision of affordable housing, preferably on site.

On small sites of less than 10 dwellings and in other exceptional circumstances, an off site financial contribution may be considered more appropriate.

An Affordable Housing Statement should therefore be included on any development on sites with a capacity of 5 or more dwellings.

The Statement should provide information about affordable housing and any market housing (e.g. the number of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, and plans showing the location of the units) and proposed tenure of the affordable dwellings (rented, shared ownership or subsidised low cost homes). The Affordable Housing Statement should also include details of any Registered Providers acting as partners in the development.

Further information

Affordable Housing Supplementary Planning Document
Air Quality Assessment

Policy DM02 of the Development Management Policies requires that development proposals and extensions to existing buildings and structures will be expected to protect the amenity of the environment in terms of pollution and emissions.

Most proposals for industrial development that have potential to emit pollution and development that will result in a significant increase in traffic movement will normally require an Air Quality Impact Assessment. The Council will also consider a range of other circumstances when determining whether an Air Quality Assessment is required. This includes, for example, the presence of any Air Quality Management Areas (AQMAs) in the district. The Environmental protection UK ‘Development Control: Planning for Air Quality’ guidance in force at the time outlines examples of when an Air Quality Assessment may be required, however it is ultimately up to the planning officer in charge of the application to determine whether an assessment is required. Applications for biogas boilers will likely require an Air Quality Assessment.

An Air Quality Assessment should clearly indicate the likely change in pollutant concentrations arising from the proposed development, the scope and content of supporting information provided should be proportionate to the potential for pollution represented by the development. The Air Quality Assessment must be conducted and presented in compliance with a recognised methodology applicable at the time.

An Air Quality Assessment should have specific regard for the presence of declared AQMAs in the district (if any). In particular, the Air Quality Assessment should specifically address the likely impacts of the development on the Air Quality Objectives set out in the Air Quality (England) Regulations 2000 and the Air Quality (England) (Amendment) Regulations 2002 for use in the Local Air Quality Management regime.

With regard to the construction phase of the development, an Air Quality Assessment should be linked to the risks and mitigation methods described in any Environmental Management Plan applicable to the proposal.
Applications for any biomass boilers exceeding 50kW thermal must provide the following information:

- Location (and use) of boiler
- Lie of the land (rural, urban, suburban)
- Is the land flat? (in relation to nearby receptors)
- Where is the boiler situated (with a boiler house, residential building etc)
- Dimensions of the building the boiler is situated in (width and length)
- Size of boiler (kW thermal)
- Fuel type used
- NOx emission rate (g/s)
- PM$_{10}$ emissions rate (g/s)
- Exit/discharge velocity (m/s)
- Exit/discharge temp (°C)
- Full stack height
- Ridge height of building that the boiler and stack is situated within
- Calculation of height of stack once it clears the building ridge height
- Internal stack diameter
- Distance and direction of closest residential receptors
- Height of tallest building within a distance of 5x the stack height

Further information

Suffolk Air Quality Management and New Development Supplementary Planning Document

Planning Practice Guidance: Air Quality Assessments

Institute of Air Quality Management
http://iaqm.co.uk/guidance/
Archaeological Assessment

In accordance with paragraph 128 of the National Planning Policy Framework and Policy DM31 of the Development Management Policies an Archaeological Assessment may be required with certain applications.

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

Further information

English Heritage provides guidance on what needs to be included within an Archaeological Assessment:

Coastal Erosion Vulnerability Assessment

Policy DM06 of the Development Management Policies requires that all new development, redevelopment, extensions to existing property and development or intensification of land uses in Coastal Change Management Areas (as identified on the Proposals Map) and planning applications for all development within and 30 metres landward of the Coastal Change Management Area identified on the Proposals Map must be accompanied by a Coastal Erosion Vulnerability Assessment.

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

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

Further information

Development and Coastal Change Supplementary Planning Document
Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is the way in which the Council collects financial contributions from developers to help pay for new and improved infrastructure.

If your development involves the following, you must submit the CIL Additional Questions Form with your application:

- New dwellings (Use class C3 and C4)
- New dwellings used as holiday lets
- Supermarkets or retail warehouses over 100sqm in size
- Extensions of greater than 100sqm to dwellings, dwellings used as holiday lets, supermarkets or retail warehouses

The CIL Additional Questions Form helps you and the Council understands the likely amount of CIL that will have to be paid should the development be permitted and commenced.

Further information

Waveney District Council’s CIL webpage

Planning Practice Guidance Community Infrastructure Levy section
http://planningguidance.planningportal.gov.uk/blog/guidance/community-infrastructure-levy/
Contaminated Land Assessment / Land Contamination Questionnaire

Paragraph 120 of the National Planning Policy Framework states that; *responsibility for securing a safe development rests with the developer and/or the land owner.*

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

If contamination is not suspected, and the development is only for 1-2 dwellings on existing residential land or a Greenfield site then a Land Contamination Questionnaire and environmental search should be completed. Environmental searches may be obtained from various companies who keep large databases of environmental information which detail various previous land uses that may indicate the existence of potential contamination.

Further information

Planning Practice Guidance: Contaminated land assessment

The Council has a duty under Section 40 of the Natural Environment and Rural Communities Act (2006) to have regard to conservation of biodiversity in carrying out its functions. Other statutory provisions the Council has to have regarded are set out in Circular 06/2005.

Ecological Surveys/Assessments will be required for any application which is within or may have an effect on:

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

Ecological Surveys/Assessments may also be required for sites where there is potential for protected and/or Biodiversity Action Plan species or habitats such as brownfield sites with open mosaic habitats or Greenfield sites with hedgerows.

Barns, farm buildings and derelict structures often contain protected species, such as bats and barn owls. Planning applications for conversions of these should include an Ecological Survey/Assessment that assesses the potential for protected species, and if present identifies the impact of conversion and necessary avoidance, mitigation and compensatory measures.

Ecological Surveys/Assessments consider the impacts on species and habitats from a development proposal. They should identify how harm to habitats and species can be avoided and if necessary mitigated and/or compensated. The Ecological Survey/Assessment must be conducted at an appropriate time of year. Assessments should be proportionate to the nature and scale of development proposed and the likely impact on biodiversity. For proposals which may have an impact on SPAs (including pSPA), SACs (including cSAC) or Ramsar sites, sufficient information should be included so that the Council can conclude whether an
'Appropriate Assessment' is required under the Habitat Regulations. If an 'Appropriate Assessment' is required sufficient information should be included to allow the Council to confirm whether there are any significant effects.

Further information

Natural England: Frequently Asked Questions
www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/faq.aspx

Planning Practice Guidance: Natural Environment
http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/

Circular 06/05: Biodiversity and Geological Conservation
Energy Statement


Outline planning applications for residential developments and schools and offices with a gross floor area of 1000m2 or greater, an Energy Statement must be provided to explain if a community-scale energy network will be provided or why such a facility has been considered inappropriate.

Detailed applications for residential developments and non residential buildings of 1000m2 or greater will also require an Energy Statement.

A Site Waste Management Plan should also be submitted with all development schemes with a value over £300,000.

Further information

Waveney Renewable Energy and Sustainable Construction Supplementary Planning Document (p.80 explains what is required within an Energy Statement)
Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 require a developer to prepare an Environmental Statement for Schedule 1 and for some Schedule 2 applications.

The regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. A procedure exists whereby applicants may seek a ‘screening opinion’ from the Local Planning Authority in respect of whether an Environmental Statement is required. Applicants may also seek a ‘scoping opinion’ from the Local Authority as to what information should be included within the Environmental Statement.

Applicants are encouraged to do this at the pre-application stage in order to avoid delay later in the application process.

Further information

Planning Practice Guidance: Environmental Impact Assessment
Flood Risk Assessment

Paragraphs 100-104 of the NPPF require that development in areas at risk of flooding must be informed by a site-specific Flood Risk Assessment.

All development proposals within Flood Zones 2 and 3, and those over a hectare in Flood Zone 1, should be supported by a site specific Flood Risk Assessment (FRA) to demonstrate the flood risk to, and resulting from, the development and to demonstrate the safety of the development for its lifetime.

Further information

*Environment Agency Flood Zones Map* contains the relevant map for planning ‘Flood Map for Planning (Rivers and Sea)’
http://maps.environment-agency.gov.uk/

Waveney District Council has prepared a Strategic Flood Risk Assessment (SFRA). The SFRA provides a detailed analysis of flood risk across the main towns of the District. The SFRA identifies flood zones that take into account the impact of climate change over the period to 2107. Any development proposals within the flood zones identified in the SFRA should be accompanied by a Flood Risk Assessment.

Further information

*Planning Practice Guidance: Flood Risk and Coastal Change* contains guidance on how to undertake a flood risk assessment

*Waveney Strategic Flood Risk Assessment*
Foul Drainage Assessment

Policy DM02 of the Development Management Policies states that development is expected to ensure that the capacity of local wastewater treatment and sewerage infrastructure is not exceeded.

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

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

Further information

Planning Practice Guidance: Water Supply, Waste Water and Water Quality
http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/
Policy CS16 of the Core Strategy requires that proposals should conserve and contribute towards the enhancement of the landscape character, biodiversity and geodiversity of the District.

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

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

Further information

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

Suffolk Biological Records Centre
www.suffolkbrc.org.uk/public_html/node/39

GeoSuffolk
www.geosuffolk.co.uk
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)

Policy DM30 of the Development Management Policies and section 12 of the NPPF require that applications provide adequate information to ensure historic assets are not detrimentally affected.

It is required that applicants describe the significance of any heritage assets affected by the proposed development, including any contribution made by their setting. The level of detail should be proportionate to the assets importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.

Applicants may wish to discuss with the County Archaeological Service what is required in the statement or alternatively with Waveney District Councils Design and Conservation Team. In the case of Scheduled Monuments, applicants should also discuss the requirements with English Heritage.

Further information

English Heritage Good Practice Advice

Built Heritage and Design Supplementary Planning Document
Land Stability Report

Paragraph 120 of the NPPF states that; ‘responsibility for determining whether land is unstable rests with the developer’, as such in areas of land instability it is necessary for a Land Stability Report to be submitted.

The report must include information regarding the site and its surrounding area, with details of where subsidence, landslides and land compression could threaten the development within its anticipated life or damage neighbouring land or property.

Further information

Planning Practice Guidance: Land Stability
In accordance with Policies DM02, DM08 and DM27 of the Development Management Policies, some applications will be required to provide a Visual Impact Assessment.

A Landscape and Visual Impact Assessment will be required for all low carbon and renewable energy schemes and applications for tall structures as well as applications for expansions to B1, B2 and B8 uses that are not within an existing employment area. Any development affecting the Broads Area and the Suffolk Coast and Heaths Area of Outstanding Natural Beauty, Rural River Valley and Tributary Valley Farmland areas will require a Landscape and Visual Impact Assessment.

The bullets below set out the type of information that can usefully inform assessments:

- A base plans showing cumulative ‘zones of influence’ (A zone of visual influence is the area from which a development or other structure is theoretically visible).

- The base plans will need to reflect local circumstances, for example, the areas covered should take into account the extent to which factors such as the topography and the likely visibility of proposals in prevailing meteorological conditions may vary.

- Photomontages will also be required for wind turbine developments showing all existing and consented turbines, and those for which planning applications have been submitted, in addition to the proposal under consideration. The viewpoints used could be those identified using the maps of cumulative zones of influence.

- At the most detailed level, description and assessment of cumulative impacts may include the following issues: scale of development in relation to landscape character or designations, sense of distance, existing focal points in the landscape, sky lining (where additional development along skyline appears disproportionately dominant) and sense of remoteness or wildness.
Further information

Planning Practice Guidance: Renewable and low carbon energy – What information is needed to assess cumulative landscape and visual impacts of wind turbines? – Information to inform landscape and visual impact assessments

BRE National Solar Centre website
http://www.bre.co.uk/nsc/index.jsp?id=2983
Landscape Scheme

In accordance with Policy DM02 of the Development Management Policies, all new developments must include details of new hard and soft landscaping to illustrate how the development could be satisfactorily integrated into the surrounding area.

Further information

Planning Practice Guidance: Design – Planning should promote local character (including landscape setting)
http://planningguidance.planningportal.gov.uk/blog/guidance/design/what-planning-objectives-can-good-design-help-achieve/#paragraph_007
Lighting Scheme including a Light Pollution Assessment

Paragraph 125 of the NPPF requires that ‘planning policies and decisions should limit the impact of light pollution’.

Information submitted with an application should include technical specification designed to ensure nuisance from lighting is minimised/prevented.

Further information

Planning Practice Guidance: Lighting and Light Pollution
http://planningguidance.planningportal.gov.uk/blog/guidance/light-pollution/when-is-light-pollution-relevant-to-planning/
Listed Building Appraisal

Policy DM30 of the Development Management Policies states that the re-use of Listed Buildings and the buildings identified on the Local List will be encouraged if compatible with the fabric, interior and setting of the building.

New uses which result in harm to their character, appearance or setting will not be permitted.

Because of this it is essential that the Council is provided with detailed information that allows for proper assessment of any proposed alterations. This will also provide a historical record of the building prior to the undertaking of any such works.

A written statement that includes a schedule of works to the listed building(s) and an analysis of the significance of the archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application.

Where proposals involve removal of fabric then full details including an assessment of the fabric to be removed, and of the new material specified for the proposed replacement should accompany the application. It is a criminal offence to carry out work which needs listed building consent without obtaining it beforehand.

Further information

Planning Practice Guidance: Historic Environments

Built Heritage and Design Supplementary Planning Document
Marketing Evidence

Policy DM15 of the Development Management Policies states that in exceptional circumstances the loss of a local service or community facility may be permitted, if an applicant has demonstrated through market evidence that the facility cannot be made viable in the foreseeable future.

The evidence required may include details of previous usage/accounts and details of campaigns aimed at finding alternative owner(s) prepared to take the use on.

Applications for conversion of rural buildings to residential use will also be required to provide marketing evidence as to demonstrate that every attempt has been made to secure the building for a suitable commercial re-use.

Further information

Development Management Policies: DM15 Neighbourhood and Village Shops and Facilities
Noise Assessment

Paragraph 123 of the NPPF states that planning decisions should aim to avoid noise from giving rise to significant adverse impacts on health and quality of life as a result of new development.

Proposals for development that could raise issues such as of disturbance or are considered to be a noise sensitive development such as industrial developments should be supported by a Noise Impact Assessment.

Noise Impact Assessments should identify the overall effect of the noise exposure including the impact during the construction phase wherever applicable. As noise is a complex technical issue, it may be appropriate to seek the advice of a suitably qualified acoustician.

Further information

Planning Practice Guidance: Noise
http://planningguidance.planningportal.gov.uk/blog/guidance/noise/noise-guidance/
Planning Obligations/Heads of Term Form

Paragraphs 203 -206 of the NPPF highlight that Planning obligations (or ‘section 106 agreements’) may be used in certain developments.

Planning Obligations are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or ‘developers’), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Planning Obligations should meet the tests that they are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind. These tests are set out as statutory tests in the Community Infrastructure Levy Regulations (2010) and as tests set out in paragraph 204 of the National Planning Policy Framework.

Planning Obligations are specific to the site that is proposed for development, if a Planning Obligation is to be put forward then a Heads of Term Form needs to be submitted to the Council. When submitting a Heads of Term, details of the title deeds and the name/contact details of solicitors used must be provided.

Most Planning Obligations have been replaced by CIL (Community Infrastructure Levy), however Planning Obligations may still be required for some planning applications.

Further information

Planning Practice Guidance: Planning Obligations
http://planningguidance.planningportal.gov.uk/blog/guidance/planning-obligations/planning-obligations-guidance/
Public Rights of Way

Policy DM02 of the Development Management Policies requires that developers will be expected to make opportunities to enhance access to the countryside and coast through improvements to the rights of way network.

As the effect of development on a public right of way is a material consideration in the determination of a planning application, applications should include details about how public right of ways across or adjacent to a development site will be protected and enhanced.

Further information

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

Natural England: Rights of Way
www.naturalengland.org.uk/ourwork/access/rightsofway/default.aspx
Rural Workers Dwellings

Paragraph 55 of the NPPF requires that local planning authorities should avoid new isolated homes in the countryside, unless there are special circumstances such as an essential need for a rural worker to live permanently at or near their place of work in the countryside.

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

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

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

Further information

**Paragraph 55 of the NPPF**

**Annex A of Planning Policy Statement 7 (Cancelled)**
Structural Survey

Policy DM09 of the Development Management Policies states that the conversion and re-use of vacant buildings for non-residential and employment uses will be permitted if the building is a redundant, permanent structure capable of being converted without major reconstruction and the proposal respects the form and character of the existing building.

For the conversion of barns and outbuildings to residential or other alternative uses, a Structural Survey may be required if the building is listed or listed by curtilage. A Structural Survey’s purpose is to identify the buildings special significance, which in turn will enable developers to help retain the buildings external and internal character when converting the building to a different use. A Structural Survey may be needed as part of a Heritage Statement depending on the proposed development.

Further information

**Built Heritage and Design Supplementary Planning Document** contains information on what is required within a Structural Survey

**English Heritage: Conversion of Traditional Farm Buildings – A Good Practice Guide**
www.english-heritage.org.uk/publications/conversion-of-traditional-farm-buildings/

**National Heritage List for England**
http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/
Sustainable Urban Drainage Systems (SUDS)

Policy DM02 of the Development Management Policies requires that development proposals, extensions and alterations to existing buildings and structures will be expected to incorporate Sustainable Urban Drainage Schemes (SUDS) unless following adequate assessment, soil conditions and/or engineering feasibility demonstrates this method is inappropriate.

Sustainable Drainage Systems are designed to control surface water run off close to where it falls and mimic natural drainage as closely as possible. Details and plans of the type of sustainable drainage systems to be used should be submitted as part of all planning applications unless proven unsuitable.

Further information

Planning Practice Guidance: Flood Risk and Coastal Change - Reducing the causes and impacts of flooding
Telecommunications Development

Paragraph 45 of the NPPF requires that applications for telecommunications development should be supported by the necessary evidence to justify the proposed development.

The supporting evidence must include the following:

- Details of any consultation undertaken
- Area of Search
- Details of the proposed structure
- Technical justification and information about the proposed development

Applicants must also provide a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection.

Further information

Paragraph 45 of the NPPF
http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/5-supporting-high-quality-communications-infrastructure/#paragraph_45
Town Centre Impact Assessment and Sequential Test

Paragraph 26 of the NPPF requires that applications for retail, leisure and office development outside of town centres which are not in accordance with the Local Plan will need to be supported by a Sequential Test Assessment and an Impact Assessment (if over 2,500sqm).

The Sequential Test will identify development that cannot be located in town centres and which would then be subject to the impact test. The Sequential Test should be considered first as this may identify that there are preferable sites in town centres for accommodating main town centre uses (and therefore avoid the need to undertake the Impact Assessment).

The Impact Assessment should include the following information:

- The impact of the proposal on the existing committed and planned public and private investment in a centre or centres in the catchment area of the proposal.
- The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

Further information

Planning Practice Guidance: Ensuring the Vitality of Town Centres
Transport Assessment/Transport Statement

Paragraph 32 of the NPPF requires that all developments that generate significant amounts of movements should be supported by a Transport Statement or Transport Assessment.

Plans and decisions should take account of whether:

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

Suffolk Highways can provide further advice as to what information should be included within a Transport Assessment/Transport Statement.

Further information

Section 4 of the NPPF

Suffolk Highways
http://www.suffolk.gov.uk/environment-and-transport/highways/
Travel Plan

Paragraph 36 of the NPPF states that all development which generate significant amounts of movement should be required to provide a Travel Plan.

A Travel Plan is a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed.

Further information

Further information on what should be included within a Travel Plan can be found on the Planning Practice Guidance website at the following link:

Planning Practice Guidance: Travel plans, transport assessments and statements in decision-taking
Tree Survey/Arboricultural Statement

Policy DM02 of the Development Management Policies and paragraph 118 of the NPPF both set out the need for development to retain and enhance existing natural and semi natural features on sites.

On sites where there are trees subject to preservation orders, within conservation areas or where there are important amenity, landscape, landmark or heritage trees, a Tree Survey (location, species, and dimensions) and Tree Condition Report will be required.

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

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

Further information

Planning Practice Guidance: Tree Preservation Orders and trees in Conservation Areas
http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/

British Standard: BS 5837:2012 Trees in relation to design, demolition and construction
http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030213642
Ventilation/Extraction

Policy DM02 of the Development Management Policies states that development should be expected to protect the amenity of the wider environment by minimising odour, noise and other forms of disturbance.

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

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

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

Further information

Planning Practice Guidance: Noise
http://planningguidance.planningportal.gov.uk/blog/guidance/noise/noise-guidance/
This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact the Council using one of the methods above.