



East Suffolk Local Validation Requirements

October 2020

Version 1

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Section 1 - Introduction

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

This is a live document which will be updated as and when national and local planning policy and guidance is formally altered (including the adoption of the Neighbourhood Plans as they are 'Made'). These updates will include both submission requirements and links to associated information.

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

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

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

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

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

- Materials – i.e. Supplier and make / colour of bricks/tiles
- Boundary treatments
- Hard landscaping – particularly showing permeable surfaces
- Parking and turning layouts to satisfy highway requirements

- Tree protection details
- Soft landscaping
- Drainage schemes
- External lighting details
- Contamination surveys / assessments

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

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

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

This includes situations where a plan/statement/document has been submitted to meet a validation requirement, but fails to include sufficient detail and/or meet the criteria set out in sections 2 and 3 of this document.

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

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

However, please note, due to the time frames set nationally for the determination of applications, and the potentially need for further consultation processes/time periods, on any additional information, it is not always possible to allow for the submission of additional documentation during the application process.

If additional information is deemed necessary by the Local Planning Authority and sought from you, but not submitted within a defined timescale, or there is insufficient time within the course of an application for the submission of and consultation on the required additional documentation, the application may be refused on the basis of lack of information. Alternatively, you could withdraw the application and submit a fresh application with accompanied by the requested additional

information.

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

Common reasons why applications are invalid

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

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

What if further information or a fee is required?

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

Online and electronic submissions

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

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

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

Section 2 – Drawings, Plans and Certificates

Drawings

Drawings are preferred at A4 or A3, for smaller schemes such as home extensions, however larger drawings are acceptable, particularly for more complex proposals. Where a drawing contains different elements of the proposal, they should be clearly grouped under headings.

All drawings MUST include the following information:

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

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

Such plans should show at least two named roads when possible, in rural areas one road is sufficient, along with any surrounding buildings, to enable the site to be clearly identified

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

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

The application site must be edged clearly with a red line, including all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car-parking and open areas around buildings. If an existing access is going to be used, the red line needs to go up to the edge of highway land.

A blue line must be drawn around any other land owned or controlled by the applicant, close to, or adjoining the application site.

Applicants should check that all land within the red line is within their ownership or control or

consists of adopted highway. Where the red line includes third party land this needs to be reflected in the ownership certificate on the application form (see [Ownership Certificates](#) below).

Site Layout Plan / Block Plan

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

- The proposed development in relation to the site boundaries, and other existing buildings on the site.
- on land adjoining the site including access arrangements.
- The species, position, and spread of, all trees within or overhanging the application site, including those on adjoining land with a canopy overhanging the application site.
- The extent and type of any hard surfacing.
- Boundary treatments including walls or fencing where this is proposed.
- The location and form of any new or amended vehicle or other accesses to the highway.. This should include visibility splays for new vehicle accesses, and those where the use will increase as a result of the proposal. All of these vehicular access elements including visibility splays should be within the area enclosed by the red line on the [Site Location Plan at a scale of 1:1250 or 1:2500](#).
- The location, number and form of any vehicle or cycle parking
- The location and shape of any vehicle turning area.
- The location, shape and scaled size of any water management/SuDs features,(where appropriate/applicable).
- Indicate the direction of North
- Include a scale bar
- On applications for new dwellings details of the position of refuse/recycling storage and presentation areas should also be shown on the proposed block plan.

Floor Plans and Elevations

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

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

New buildings should also be shown in context with adjacent buildings shown accurately in terms of position, footprint and height (including property numbers where applicable). Finished floor levels will be required for new detached building(s).

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

These plans should also include a scale bar.

Although not an essential requirement, it is recommended that such plans include dimensions, to enable ease of understanding for those consulted on and/or viewing the plans.

Sections and levels

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

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

Ownership Certificates

You must complete an ownership certificate for the land within the red line on the Site Location Plan **at a scale of 1:1250 or 1:2500**, on **all applications** except:

- an application for Reserved Matters,

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

These certificates are embedded within the application form itself.

For these purposes an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

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

Fill in Certificate A if the applicant is the only person who owns the application site and none of the land is part of an agricultural holding. This is what the completed certificate A confirms.

Fill in Certificate B if the applicant does not own the application site or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders, agricultural tenants). You will need to list the names and addresses of any other people and confirm the date when you "served notice" (that is, formally told them) that you were making the application by giving them the Part 1 Notice. This is what the completed Certificate B confirms, which is required at least 21 days before the submission of the application.

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

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

Part 1 Notice

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

Fees

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

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

Section 3 – Local Validation Requirements - Supporting information

Please note, in addition to the specific policy references included within the sections below, some policies (within the district level Local Plan Documents and the Neighbourhood Plans), include their own specific requirements.

Therefore, it is recommended that in addition to the requirements set out below, the requirements of the relevant policies are submitted with applications, to ensure that those can be validated upon submission, and appropriate levels of information are submitted to demonstrate compliance with policy and/or why an exception to policy should be considered.

Affordable Housing Statement

When required to validate an application:

- **Applications which include proposals for 10 or more dwellings or in the case of outline planning applications more than 1000sqm of new floorspace (or meet the Local Plan Thresholds set out below or in relevant Neighbourhood Planning Policies).**
- **For affordable housing exception sites**
- **Applications submitted by Community Land Trusts**

This is required for all proposals that include, or would normally be required to include, affordable housing.

You find details as to when affordable housing would be sought in the core strategies (see links below).

An affordable housing statement should include:

- the number, mix of tenure and size of the affordable housing units (taking into account local housing needs identified by an up to date Strategic Housing Marketing Assessment)

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

- evidence that the proposal would meet a proven need as demonstrated in a local housing needs assessment
- evidence that the affordable housing provided will be made available to people in local housing need at an affordable cost for the life of the property

Within the former Waveney Area, Policy WLP8.2 sets the thresholds for affordable housing requirements on residential sites. It states:

“All new housing developments on sites with a capacity of 11 dwellings or more must make provision for a proportion of the total dwellings to be affordable housing as follows:

- Housing developments in the Lowestoft and Kessingland area (excluding Corton) must provide 20% affordable housing;*
- Housing developments in the Southwold and Reydon area must provide 40% affordable housing;*

and

- Housing developments in the remainder of the District must provide 30% affordable housing* ”

Within the former Suffolk Coastal Area, Policy SCLP5.10 sets the thresholds for affordable housing on residential sites. It states.

“Proposals for residential development with capacity for ten units or more or sites of 0.5ha or more will be expected to make provision for 1 in 3 units to be affordable dwellings, and to be made available to meet an identified local need..... ”

In addition to the above, Neighbourhood Plans can set alternative thresholds for affordable housing requirements, therefore if the application site lies within a Neighbourhood Plan Area, and the proposed development would meet/trigger an affordable housing requirement, the application must be accompanied by an Affordable Housing Statement.

Further information:

Ministerial statement - Planning obligations

<https://www.gov.uk/guidance/planning-obligations>

National Planning Policy Framework (NPPF) – section 5 (Delivering a sufficient supply of homes)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance (NPPG) – various sections relating to housing

<https://www.gov.uk/government/collections/planning-practice-guidance>

East Suffolk Local Planning Policy (to see the full wording of the above policies)

<http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

Neighbourhood Plans within East Suffolk, can be viewed online via

<http://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Air Quality and Odour Assessment

When required to validate an application:

- **When a proposal, whether residential, commercial or of another type, has the potential to cause significant levels of air pollution or odour or any potential air quality matters for future occupants.**

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

Air Quality Assessment

In most circumstances this will only be required for 'Major', but those generating a considerable number of traffic movements to/from the site close to an AQMA and/or generating potential air pollution from the nature/type of activity on site will always require such an assessment

The assessment should indicate the potential change in air quality resulting from the development and outline mitigation measures as necessary. Reference should be made to the latest edition of EPUK and IAQM document 'Land-Use Planning and Development Control: Planning for Air Quality' for initial guidance on when an Air Quality Assessment will be required, and where it is considered necessary.

Odour Assessment

Where an odour assessment is necessary reference should be made to the latest edition of the IAQM "Guidance on the assessment of odour for planning" An appropriate site-specific assessment should be submitted for all residential proposals near known sources of odour, with particular regard to adjacent industrial uses or where an odorous use is proposed

Where the application is for a commercial kitchen ventilation or extraction system an assessment should be submitted in accordance with the latest edition of EMAQ+ Guidance – "Control of Odour and Noise from Commercial Kitchen Exhaust Systems"

The East Suffolk Environment Protection Team should be contacted to confirm the scope of any assessment.

Biomass Boilers

Applications for any biomass boilers should complete the Biomass Boiler request form and submit the form with the planning application.

The Biomass Boiler request form can be accessed here:

<https://www.eastsuffolk.gov.uk/environment/environmental-protection/air-quality/biomass-and-wood-burning/biomass-boiler-information-request/>

Further information:

Planning Practice Guidance: Air Quality Assessments

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

Institute of Air Quality Management – Air Quality, Dust and Odour

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

East Suffolk Environmental Protection and Air Quality Management Areas within the East Suffolk District

<http://www.eastsuffolk.gov.uk/environment/environmental-protection/>

Archaeological Assessment

In accordance with paragraph 189 of the National Planning Policy Framework 2019 an Archaeological Assessment may be required with certain applications.

When required to validate an application:

- **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.**
- **Areas of known or suspected archaeological importance including sites which meet one or more than one of the following criteria:**
 - **Those which contain or are adjacent to sites of significant record on the Heritage Environmental Record (see link below),**
 - **Are in areas of known high archaeological potential, such as river valleys,**
 - **Any larger sites which by their very nature have greater potential to impact on sites.**

However, you are advised to check with the County Council Archaeological Service (details below), whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.

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

Historic England should be consulted on applications affecting Scheduled Monuments.

It is also recommended that an Archaeological Assessment is submitted for any sites which are covered by an allocation policy that specifically highlights a requirement for scheme of archaeological investigation, evaluation and/or assessment. These allocation policies are located within district level Local Plan documents and Neighbourhood Plans.

Links to national, district level and neighbourhood plan documents can be found in the further information section below, within the

Appendix 1: Further Information and Contacts

Further information

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

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

Suffolk County Council as the Local Archaeological Service provide guidance on the Archaeological Processes linked to the planning and development process.

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

Historic Environment Record (HER) (an absence of reported archaeology might still mean that there is archaeology on a site):

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

An online version of the HER can be consulted through the Suffolk Heritage Explorer website, but it is not fully suitable for planning purposes because some sensitive information is withheld.

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

Biodiversity

When required to validate an application:

- **Ecological Assessment (also referred to as a Habitat Assessment) will be required for any application which is within or may have an effect on:**
 - o Special Protection Areas (SPA) including potential SPAs (pSPA)
 - o Special Areas of Conservation (SAC) including candidate SACs (cSAC)
 - o Ramsar sites
 - o Sites of Special Scientific Interest (SSSI) (designated for their biodiversity value)
 - o National and Local Nature Reserves
 - o Roadside Nature Reserves
 - o County Wildlife Sites
- **Ecological assessment will also be required for any application which may result in an adverse impact on a protected species, UK Priority species or UK Priority habitat (under Section 41 of the Natural Environment and Rural Communities (NERC) Act (2006)).**

The Suffolk Biodiversity Validation Requirements identify where habitats and species are most likely to be affected by different types of development. The Suffolk Biodiversity Validation Requirements are available here:

<http://www.suffolkbis.org.uk/sites/default/files/biodiversity/statobs/Suffolk%20Biodiversity%20Validation%20requirements%20BS42020%20updated%20Sep%202019.pdf>

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

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

Although, not a specific Local Validation Requirement, it is recommended that applications for all new dwellings within 13km of SPAs, SACs or Ramsar sites, particularly those for 'Planning in Principle' are accompanied by details necessary to enable the Council to undertake a Habitat Regulations Assessment (HRA). For schemes seeking 'Planning in Principle' where the scheme is of a scale where the necessary and appropriate mitigation measures cannot be provided onsite

they should also be accompanied by a financial contribution to the Recreational Avoidance Mitigation Strategy (RAMS) in the form of an upfront payment with an associated Section 111 form.

The Suffolk Coast Recreation Disturbance Avoidance and Mitigation Strategy (RAMS) is a partnership between East Suffolk Council, Ipswich Borough Council and Babergh and Mid Suffolk District Councils, supported by Natural England. Its aim is to reduce the impact of increased levels of recreational use on Habitat Sites (also often called European Sites), due to new residential development in the Suffolk Coast area, and to provide a simple, coordinated way for developers to deliver mitigation for their developments.

The Zone of Influence (ZOI) is the area where increased residential development will result in likely significant effects. As set out in the strategy, evidence shows that there is a 13 km ZOI around the relevant Habitat Sites in the Suffolk Coast area.

Any new residential development (including conversions/sub-division to create additional units) within the Zone of Influence will be required to mitigate the effects of the development and show how this will be achieved prior to approval of planning permission. In smaller development this is most efficiently achieved through payment of the RAMS contribution only. For sites comprising of more than 50 dwellings and in more sensitive locations, a bespoke approach including payment of RAMS and demonstration of on-site/off-site mitigation measures may be required. Details on this should be provided with your application as information to inform a Habitats Regulations Assessment (HRA).

Further details on RAMS and financial contributions are included within the *Draft Heads of Terms* section of this document.

Details on Geodiversity can be found within the *Geodiversity Survey and Report* Section of this report.

National, district level and neighbourhood plan policies seek to ensure proposals are appropriately assessed in terms of the historic environment. The specific policies relating to biodiversity and ecology, are too numerous to list here, but it is recommended that the relevant biodiversity/ecology related policies are referred to and considered, in the design of any proposals. Links to national, district level and neighbourhood plan documents can be found in the further information section below, and in

Appendix 1: Further Information and Contacts

Further information:

Suffolk Coast RAMS

<https://www.eastsuffolk.gov.uk/planning/developer-contributions/rams/>

Natural England: Frequently Asked Questions:

www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/faq.aspx

National Planning Practice Guidance: Natural Environment

<https://www.gov.uk/guidance/natural-environment>

National Planning Policy Framework

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Association of Local Government Ecologists (ALGE)

<https://www.alge.org.uk/>

Chartered Institute of Ecology and Environmental Management (CIEEM)

<https://cieem.net/>

Natural England

<https://www.gov.uk/government/organisations/natural-england>

Suffolk Biodiversity Information Service (SBIS)

<http://www.suffolkbis.org.uk/>

Suffolk Biodiversity Validation requirements

<http://www.suffolkbis.org.uk/biodiversity/statutoryobligations/plannerspage>

Suffolk Wildlife Trust

<https://www.suffolkwildlifetrust.org/>

Circular 06/05: Biodiversity and Geological Conservation

<http://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005>

GeoSuffolk

<http://www.geosuffolk.co.uk/suffolkgeosites.html>

Suffolk Biological Records Centre

http://www.suffolkbrc.org.uk/public_html/node/39

Coastal Erosion Vulnerability Assessment

When required to validate an application:

- **All new development, redevelopment, extensions to existing property and development or intensification of land uses in Coastal Change Management Areas (CCMA) (as identified on the 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 (CEVA).**

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

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

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

Further information

National Planning Policy Framework (NPPF) – section 14 (Flood Risk and Coastal Change)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Local Planning Policy, including

- o Policy WLP8.25 (Coastal Change Management Area) for the former Waveney Area;
- o Policies SCLP9.3 (Coastal Change Management Area) and SCLP 9.4 (Coastal Change Rollback or Relocation) of for the former Suffolk Coastal Area;

And

- o Proposals maps showing the Coastal Management Areas for the whole of East Suffolk can be viewed via:

<http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

Development and Coastal Change Supplementary Planning Documents for both the former Waveney Area and former Suffolk Coastal Areas:

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

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/local-plan-review/final-draft-local-plan/>

-

Community Infrastructure Levy (CIL)

The Community Infrastructure Levy Additional Information form is required:

- **For all proposals seeking the creation of additional floorspace for, or a change of use, to a use that is CIL liable and above the floorspace limits set out below.**

Within the former Waveney District Area, CIL Liable uses are:

- The creation of new dwellings (whether conversion or new build),
- Additional residential floorspace (e.g. extensions to homes) exceeding 100sqm,
- The creation of holiday lets,
- Retail floorspace – Supermarkets, Superstores and Retail Warehouses

Within the former Suffolk Coastal District Area, CIL Liable uses are:

- The creation of new dwellings (whether conversion or new build),
- Additional residential floorspace (e.g. extensions to homes) exceeding 100sqm,
- Retail floorspace – Convenience Retail

Where the floorspace proposed is close to the minimum figure that triggers the need for CIL, it is expected and recommended that the CIL additional Information form is completed and submitted with the application, in order to demonstrate how/why the floorspace trigger is not met.

Further Information

Community Infrastructure Forms (including the Additional Information Form)

https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/5

Planning Portal – About the Community Infrastructure Levy

https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy

East Suffolk Council – Community Infrastructure Levy (including rates)

<https://www.eastsuffolk.gov.uk/planning/community-infrastructure-levy/>

Community Infrastructure Levy Legislation

https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy/5

Contaminated Land Assessment / Land Contamination Questionnaire

Paragraph 179 and 180 of the National Planning Policy Framework 2019 states that; responsibility for securing a safe development rests with the developer and/or the landowner.

When required to validate an application:

- **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 assessment/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.**

Where the Phase 1 Assessment identifies a potential risk of contamination, a Phase 2 Assessment will be required. This involves more in-depth investigation than the phase 1, including on site investigation. The purpose is to determine if there are any unacceptable risks to people and the environment.

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 an 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.

The Environmental search must be dated within 12 months of the date of the application and have a minimum search radius of 250m

Further information:

National Planning Policy Framework (NPPF) – Section 15 (Conserving and enhancing the natural environment)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Land Contamination: Technical Guidance

<https://www.gov.uk/government/collections/land-contamination-technical-guidance>

East Suffolk Land Contamination Questionnaire

<https://www.eastsuffolk.gov.uk/planning/planning-applications/making-a-planning-application/>

Daylight / Sunlight Assessment

When required to validate an application:

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

An assessment should provide sufficient information to assess the impact on adjacent properties or buildings with regard to sunlight availability to windows and sunlight availability to open spaces and gardens. Shadow paths should be demonstrated on a block plan (to an appropriate scale) showing the adjacent properties in relation to the proposed development.

The daylight/sunlight assessment needs to be undertaken in accordance with British Standard “Code of Practice for Daylighting” BS 8206: Part 2, 2008 (as amended).

Design and Access Statement

When required to validate an application:

Design and Access Statements are always required for:

- **major development (that is development of 10 or more dwellings) (or 0.5 hectares for residential development where the number of dwellings is unknown)**
- **for the creation of more than a 1000 square metres of floor space and where the site is greater than 1 hectare),,**
- **For the creation of one or more dwellings within a Conservation Area,**
- **The creation of a building or buildings where the floor area created is 100sqm or more (measured externally within a Conservation Area (including householder developments, such as extensions and outbuildings).**

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

- **National Park: Including Broads National Park.**
- **Site of Special Scientific Interest**
- **Conservation area**
- **Area of Outstanding Natural Beauty**

They are not needed for:

- **Householder developments on land outside the above designated areas (they are still required for householder development within these designations)- ,**
- **A material change of use of land and buildings, (unless it also involves operational development),**
- **Applications relating to advertisement control,**
- **Applications relating to tree preservation orders,**
- **Engineering or mining operations,**

- Applications relating to the storage of hazardous substances.

A design and access statement should:

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

On proposals for Major residential developments (i.e. 10 or more dwellings), the design and access statement should also:

- explain how the proposals perform when assessed against the Building for Life 12 Guidelines.

Policy WLP8.29 (Design) of the East Suffolk Council – Waveney Local Plan and Policy SCLP11.1 (Design Quality) of the East Suffolk Council – Suffolk Coastal Local Plan both require Major residential developments to perform positively when assessed against Building for Life 12 Guidelines

Neighbourhood Plans Policies also set a requirement for demonstrating and/or meeting the Building for Life 12 or other design criteria. The specific policies relating to design and access, are too numerous to list here, but it is recommended that the relevant policies are referred to and considered, in the design of any proposals. Links to national, district level and neighbourhood plan documents can be found in the further information section below and in

Appendix 1: Further Information and Contacts

It is also recommended that Design and Access Statements explain any consideration given to the “National Design Guide”, and local design and character related documents such as Conservation Area Appraisals and Supplementary Planning Guidance Documents in the development of their proposed scheme.

Further Information:

Design Council guidance

<https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

National guidance relating to Design and Access Statements:

<https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>

National Design Guide:

<https://www.gov.uk/government/publications/national-design-guide>

East Suffolk Council – Waveney Local Plan (Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

East Suffolk – District Wide Information on Conservation Area including Appraisals

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/conservation-areas/>

East Suffolk Supplementary Planning Documents/Guidance for the former Waveney Area:

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/>

East Suffolk Supplementary Planning Documents/Guidance for the former Suffolk Coastal Area:

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/supplementary-planning-guidance/>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Draft Heads of Terms

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

- All applications for more than 10 dwellings
- Recreational Avoidance Mitigation Strategy (RAMS)
- When advised of the need through Pre-application advice

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

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

Recreational Avoidance and Mitigation Scheme (RAMS)

Applications for residential development within 13km of a European Designated Site, will be assessed under the Habitats Regulations as part of the application determination process. In some instances where mitigation is identified as being required, that cannot be provided on site, a financial contribution to the Recreational Avoidance Mitigation Strategy (RAMS) will be required, either in the form of an upfront payment with an associated Section 111 form or secured as part of a Section 106 agreement or Unilateral Undertaking.

Further details relating to RAMS are included within the *Biodiversity* Section of this document.

Further information:

East Suffolk Based information on S106 Agreements and Habitat Mitigation (including RAMS)

<https://www.eastsuffolk.gov.uk/planning/s106/>

National Planning Practice Guidance (NPPG):

<https://www.gov.uk/guidance/planning-obligations>

Energy Statement

When required to validate an application:

- **Buildings (new build or conversions) with a gross external floorspace of 1,000m² or more.**
- **Residential developments providing 10 or more residential units.**
- **Residential sites of 0.5 hectares or more**
- **Any development on a site of 1 hectare or more.**

Proposals for new residential development (including re-use or conversion of buildings) and non-residential development over 1000 square metres should submit an energy statement that details how it is proposed the site will meet the energy standards set out within national building regulations. In particular, any areas in which the proposed energy strategy might conflict with other policies in the local plan should be identified and proposals for resolving this conflict outlined.

The energy statement may be included within the *Design and Access Statement* and/or *Planning Statement* and/or *Sustainability Statement* where these are also required.

The specific policies relating to measures to minimise water and energy consumption, are too numerous to list here, but it is recommended that the relevant policies are referred to and considered, in the design of any proposals. Links to national, district level and neighbourhood plan documents can be found in the further information section below and in

Appendix 1: Further Information and Contacts.

Further information:

National Planning Practice Guidance (NPPG) – Climate Change

<https://www.gov.uk/government/collections/planning-practice-guidance>

Policy WLP8.28 (Sustainable Construction) of the East Suffolk Council – Waveney Local Plan
(Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

Policy SCLP9.2 (Sustainable Construction) of the East Suffolk Council – Suffolk Coastal Local Plan
(Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Environmental Impact Assessment

It is not possible to invalidate an application due to the lack of an Environment Impact Assessment (EIA).

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

Further information:

National Planning Policy Guidance (NPPG) – Environmental Impact Assessment:

<https://www.gov.uk/guidance/environmental-impact-assessment>

Environmental Impact Assessment Regulations:

<http://www.legislation.gov.uk/>

Flood Risk Assessment

When required to validate an application:

- **For every application in Flood Zones 2 or 3,**
- **For any application elsewhere with a site area greater than 1 Hectare,**
- **All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River,**
- **Engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems such as watercourses and soakaways.**
- **Development in basements and on lowered ground levels**
- **Development or changes of use to a more vulnerable class ([as specified in Table 2 NPPF Technical Guidance](#)) that may be subject to land, groundwater, sewer or canal flooding). Such uses include but are not limited to new dwellings/residential, hospitals, residential institutions, educational establishments, health services, holiday or short-let caravans and camping.....etc**
- **Sites adjacent to roads with no drainage –(also see Sustainable Drainage Strategy)**
- **Any development proposals within the flood zones identified in the Strategic Flood Risk Assessment (SFRA).**

East Suffolk 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. A Flood Risk Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

For most developments, this assessment should include existing and proposed surface water drainage arrangements, although for larger developments the requirements of a site-specific Sustainable Drainage Strategy should be agreed at pre-application stage.

The April 2018 Strategic Flood Risk Assessment does not include climate change modelling for every watercourse. It is therefore also necessary to consider the flood extents from the 2008 Strategic Flood Risk Assessment³ for the following watercourses:

- River Waveney
- Wrentham
- Tin River

- Alde – west of A12
- Minsmere – west of Middleton

Further details on surface water drainage requirements can be found in the [Sustainable Drainage Strategy](#) of this document

In order to determine whether you need to submit a site specific flood risk assessment (FRA) as part of your application you need to follow two steps:

1. Establish which flood risk zone your site falls within using the "Flood Map for Planning" (see below) - (Click on and expand the Flood Zones option to be able to show this information on the map):
 - Zone 3 is an area that could be affected by flooding either from rivers or the sea, if there were no defences. This area could be flooded from:
 - a river by a flood that has a 1 per cent (1 in 100) or greater chance of happening each year
 - the sea by a flood that has a 0.5 per cent (1 in 200) chance of happening each year
 - Zone 2 is the extent of an extreme flood from the rivers or the sea if there were no defences. These areas could be affected by a major flood with up to a 0.1 per cent (1 in 1000) chance of occurring each year
 - Zone 1 is the area not shown as being in Zones 2 or 3 and considered to be at low risk of flooding from rivers or the sea. Please note that other sources of flood risk are not shown on these maps so your site may still be in an area of risk from surface water or groundwater flooding.
2. If your site falls within zones 2 or 3 or meets one of the other criteria given above a Flood Risk Assessment will be required.

If a proposal requires a full FRA you are strongly advised to discuss the scope and content of the flood risk assessment with Suffolk County Council as Lead Local Flood Authority and the Environment Agency before you start work on it.

Further information may be found on the Environment Agency's website as to the requirements of a flood risk assessment and whether one is required (see links below).

National, district level and neighbourhood plan policies seek to ensure proposals are appropriately located and designed to minimise flood risk both to the development itself and existing development elsewhere. The specific policies relating to flood risk and drainage, are too numerous to list here, but it is recommended that the relevant flood and drainage related policies are referred to and considered, in the design of any proposals. Links to national, district level and neighbourhood plan documents can be found in the further information section below and in

Appendix 1: Further Information and Contacts.

Further information:

East Suffolk Strategic Flood Risk Assessment:

<https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Strategic-Flood-Risk-Assessment-Level-2/01-Suffolk-Coastal-and-Waveney-District-Councils-Level-2-Strategic-Flood-Risk-Assessment.pdf>

National Flood Map for Planning

<https://flood-map-for-planning.service.gov.uk/>

National Planning Policy Framework (NPPF) – section on Flood Risk

<https://www.gov.uk/guidance/flood-risk-and-coastal-change>

National Planning Policy Guidance (NPPG)

<https://www.gov.uk/government/collections/planning-practice-guidance>

National Guidance on “Preparing a flood risk assessment: standing advice”

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

National Guidance on “Flood risk assessment in flood zone 1 and critical drainage areas

<https://www.gov.uk/guidance/flood-risk-assessment-in-flood-zone-1-and-critical-drainage-areas>

National Guidance on “Flood risk assessment in flood zones 2 and 3

<https://www.gov.uk/guidance/flood-risk-assessment-in-flood-zones-2-and-3>

National Guidance on “Flood risk assessment: the sequential test for applicants

<https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants>

Suffolk Flood Risk Management Strategy Appendix C

<https://www.suffolk.gov.uk/assets/Roads-and-transport/Flooding-and-drainage/Strategy-Appendices/2018-10-01-Protocol-for-Local-Planning-Appendix-C-v3-LR.pdf>

East Suffolk Council – Waveney Local Plan (Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Foul Drainage Assessment

When required to validate an application:

- **All development that proposes/requires the disposal of foul sewage effluent.**

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

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

Where a development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a more detailed Foul Drainage Assessment will be required including details of the method of storage, treatment and disposal. A Foul Drainage Assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

Where connection to the mains sewer is not practical, then the Foul Drainage Assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. A private means of foul effluent disposal is only acceptable, and should only be considered, when foul mains drainage is unavailable.

Further information:

Planning Practice Guidance: Water Supply, Waste Water and Water Quality

<https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>

Geodiversity Survey and Report

When required to validate an application:

- **When a proposal is likely to impact upon the geodiversity of a site designated for its geodiversity interest.**

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

Within East Suffolk there are 57 Sites of Special Scientific Interest in total, with 20 of those being 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 need 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

http://www.suffolkbrc.org.uk/public_html/node/39

GeoSuffolk:

<http://geosuffolk.co.uk/>

Health Impact Assessments

When required:

- **For all developments exceeding 100 dwellings,**
- **For all care/assisted living developments,**
- **Schemes involving the loss of, or creation, or expansion of health care facilities.**

A health impact assessment should consider the impact of a development on the health of future users/occupants, and the impacts upon existing health services and facilities.

It should also identify:

- ways in which the positive impacts for health can be enhanced,
- ways to avoid or minimise negative impacts,
and
- Means to mitigation any negative impacts

The level of detail required within the health impact assessment will depend on the scale and nature of the development. The content of a Health Impact Assessment should be agreed with the local NHS at pre-application stage.

Health Impact Assessments should be carried out alongside other assessments, such as Environmental Impact Assessments and Transport Impact Assessments.

Further Information

Government Guidance on promoting health and safe communities

<https://www.gov.uk/guidance/health-and-wellbeing>

Heritage Statement or Impact Assessment

When required to validate an application:

- **Proposals affecting any listed building, including development within a curtilage and the setting of a listed building,**
- **Proposals affecting Scheduled Ancient Monuments and their setting,**
- **Proposals affecting sites identified on the 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,**
- **Proposals involving the demolition or substantial alterations to a building which may be considered as a non-designated heritage asset.**

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

For Householder applications this will be required for:

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

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

A statement should include:

- a description of the significance of any heritage assets affected (whether designated or non-designated), including any contribution made by their setting,
- the relevant Historic Environment Record should be consulted,
- an assessment of the affected heritage asset(s) using appropriate expertise where necessary to describe the significance of the heritage asset,

an assessment of the impact of the proposal on the significance of those heritage assets affected (whether designated or non-designated), both overall and with special emphasis on the parts directly affected, including where necessary consideration of

- impacts which may arise as a result of development within their setting and any reasoned justification for the proposal,
- Demonstrate that opportunities to avoid the identified impacts have been explored, and where this is not possible set out mitigation with any harm weighed against any public benefits.
 - where an application site includes new building or ground disturbance on or adjoining an archaeological heritage asset (whether designated or non-designated), or where a site has the potential to include archaeological heritage assets, a desk-based archaeological assessment (and where necessary an appropriate level of field evaluation) should be compiled in accordance with paragraph 128 of the NPPF (see the [Archaeological Assessment](#) section of this document) .

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

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

National, district level and neighbourhood plan policies seek to ensure proposals are appropriately assessed in terms of the historic environment. The specific policies relating to heritage, are too numerous to list here, but it is recommended that the relevant heritage related policies are referred to and considered, in the design of any proposals. Links to national, district level and neighbourhood plan documents can be found in the further information section below, within the [Archaeological Assessment](#) section of this document

Further information:

East Suffolk Council - Non-designated Heritage Asset Criteria

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/non-designated-heritage-assets/>

National Planning Policy Framework (NPPF) – Section 16 (Conserving and Enhancing the Historic Environment)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Historic England – The National Heritage List for England (NHLE)

<https://historicengland.org.uk/listing/the-list/>

Historic England – General Advice on Historic Building maintenance, repair and conservation

<https://historicengland.org.uk/advice/technical-advice/buildings/practical-building-conservation/>

Historic England – Guidance on Farmsteads and farm Buildings including

- National Farmstead Assessment Framework (published March 2015)
- The Adaptive Reuse of Traditional Farm Buildings (Published October 2017)
- Adapting Traditional Farm Buildings (Published October 2017)
- The Maintenance and Repair of Traditional Farm Buildings (October 2017)
- Best Practice Guidelines for Adaptive Reuse (published October 2017)

<https://historicengland.org.uk/images-books/publications/adapting-traditional-farm-buildings/>

Statements of Heritage Significance in Heritage Assets – Historic England Advice Note 12

<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>

The Setting of Heritage Assets - Historic Environment Good Practice Advice in Planning: 3 (2nd Edition):

<https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritageassets/>

Historic Environment Record (HER)

<https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/what-is-the-historic-environment-record/>

An online version of the HER can be explored on the Suffolk Heritage Explorer website, but it is not fully suitable for planning purposes because some sensitive information is withheld.

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

Suffolk County Council Archaeological Service

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

East Suffolk – District Wide Information on Conservation Area including Appraisals

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/conservation-areas/>

East Suffolk Council – Waveney Local Plan (Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

East Suffolk Supplementary Planning Documents/Guidance for the former Waveney Area:

- Built Heritage and Design Supplementary Planning Document

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/>

East Suffolk Supplementary Planning Documents/Guidance for the former Suffolk Coastal Area:

- SPG6 - Historic Parks and Gardens for the former Suffolk Coastal Area
- SPG13 – Historic buildings: repairs, alterations and extensions,
- SPG14 – Shopfronts, Signs and Advertisements,

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/supplementary-planning-guidance/>

East Suffolk area – Neighbourhood Plans (Some list Non-Designated Heritage Assets)

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Joinery and Window Details

When required to validate an application:

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

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

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

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

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

Further Information:

Historic England – The National Heritage List for England (NHLE)

<https://historicengland.org.uk/listing/the-list/>

Historic England – General Advice on Historic Building maintenance, repair and conservation

<https://historicengland.org.uk/advice/technical-advice/buildings/practical-building-conservation/>

East Suffolk – District Wide Information on Conservation Areas including Appraisals

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/conservation-areas/>

East Suffolk – District Wide - Non-Designated Heritage Assets – Local Criteria

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/non-designated-heritage-assets/>

East Suffolk Supplementary Planning Documents/Guidance for the former Waveney Area:

- Built Heritage and Design Supplementary Planning Document

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/>

East Suffolk Supplementary Planning Documents/Guidance for the former Suffolk Coastal Area:

- SPG6 - Historic Parks and Gardens for the former Suffolk Coastal Area
- SPG13 – Historic buildings: repairs, alterations and extensions,
- SPG14 – Shopfronts, Signs and Advertisements,

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/supplementary-planning-guidance/>

Landscape and Visual Impact Assessment

When required to validate an application:

- **schemes which are likely to have a significant visual impact within the landscape.**
- **All application where an Environmental Impact Assessment is required.**

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

A landscape and visual impact assessment should include:

- a description of the site and the landscape context,
- evaluation of the landscape sensitivity and the capacity to incorporate the development,
- identification and assessment of effect on landscape character and quality,
- identification and assessment of visual impact,
- measures that would avoid or minimise adverse effects,
- where significant adverse effects are unavoidable, consideration of alternatives and why they have been rejected,
- methodology of Landscape and Visual Impact Assessment (LVIA) with reference to best practice guidance.

It is also recommended that a Landscape and Visual Impact Assessment is submitted for any sites which are covered by an allocation policy that specifically highlights a requirement for scheme of landscape assessment. These allocation policies are located within district level Local Plan documents and Neighbourhood Plans.

Links to national, district level and neighbourhood plan documents can be found in the further information section below, and in

Appendix 1: Further Information and Contacts

Further information:

National Planning Policy Framework – Section 15 (Conserving and enhancing the natural environment):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf

National Planning Policy Guidance – Section on Natural Environment:

<https://www.gov.uk/guidance/natural-environment>

An Approach to Landscape Character Assessment – Published by Natural England:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691184/landscape-character-assessment.pdf

The Landscape Institute:

<https://www.landscapeinstitute.org/>

Guidelines to Landscape and Visual Impact Assessment Third Edition (GLVIA 3) produced by the Landscape Institute.

<https://www.landscapeinstitute.org/technical/glvia3-panel/>

East of England Landscape Characterisation

<http://landscape-east.org.uk/>

Suffolk Landscape Character Assessment:

<http://www.suffolklandscape.org.uk/>

East Suffolk Council - Suffolk Coastal Landscape Character Assessment

<https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/First-Draft-Local-Plan/SCDC-Landscape-Character-Assessment.pdf>

East Suffolk Council - Waveney and Great Yarmouth Landscape Character Assessment

<https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/First-Draft-Local-Plan/Settlement-Fringe-Landscape-Sensitivity-Study.pdf>

Suffolk Coast and Heaths Area of Outstanding Natural Beauty – Touching the Tide Landscape Character Assessment

<http://www.touchingthetide.org.uk/>

Suffolk Coast and Heaths Area of Outstanding Natural Beauty - Valued Landscape Assessment Suffolk

Coast & Heaths Additional Project Area

<http://suffolklandscape.org.uk/userfiles/pdfs/Final%20Report%20SCH%20AONB%20Valued%20Landscapes%20Assessment%20R2%2030%20March%202020.pdf>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Landscaping details

This is required for all applications for development where soft and/or hard landscaping is to be undertaken.

Details should include:

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

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

Further information:

National Planning Policy Framework – Section 15 (Conserving and enhancing the natural environment)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Natural Environment

<https://www.gov.uk/government/collections/planning-practice-guidance>

National Planning Policy Guidance – Tree Preservation Orders and trees in Conservation Areas

<https://www.gov.uk/government/collections/planning-practice-guidance>

The Landscape Institute:

<https://www.landscapeinstitute.org/>

Royal Horticultural Society

<https://www.rhs.org.uk/>

British Association of Landscape Industries

<https://www.bali.org.uk/home/>

Lighting Assessment / Details of Lighting Scheme

When required to validate an application:

- **This is required for all applications for development where the development is likely to result in a material increase in levels of light pollution (for example floodlighting or illumination in the countryside).**
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- **For all proposals located within an area covered by a “Dark Skies” policy (or similar policy) within a “Made” Neighbourhood Plan, which specifies a requirement for the submission of a lighting statement/scheme/assessment for the type of development proposed (for example Mutford Neighbourhood Plan requires a lighting statement for new dwellings and commercial developments, but not for extensions to existing dwellings).**

An assessment should include details of any existing and proposed external lighting and the hours when the lighting would be switched on. These details should all include a layout plan with beam orientation and schedule of the equipment in the design (such as manufacturers specifications), and demonstrate how any artificial light spill may extend beyond the site in to neighbouring properties/gardens.

Details of “Dark Skies” and similar policies within “Made” Neighbourhood Plan Policies can be found on the Neighbourhood Plans section of the East Suffolk Website (link below).

Further Information:

National Planning Policy Framework – Section 15 (Conserving and enhancing the natural environment)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Light Pollution

<https://www.gov.uk/government/collections/planning-practice-guidance>

East Suffolk Council – Waveney Local Plan (Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

Neighbourhood Plans within the East Suffolk District

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/>

Marketing Assessment

This is required for those applications that involve:

- the loss or change of use of a public house,
- any application that involves or consists of the loss of a designated or non-designated heritage asset, on the grounds of redundancy and economic viable repair,
- any application that involves the loss of a building or use that provides employment ,
- conversion to residential use within any area safeguarded employment land as allocated within the development plan,

Conversion of holiday lets to unrestricted residential dwellings

- an application that involves the loss of a community facility or community asset

A marketing assessment should include the details defined in Appendix 4 of the East Suffolk Council – Waveney Local Plan (if within the former Waveney District Area) and Appendix E of the East Suffolk Council – Suffolk Coastal Local Plan for the former Suffolk Coastal District Area).

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Further Information

East Suffolk Council – Waveney Local Plan (Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

Noise Impact Assessment or acoustic report

When required to validate an application:

- **Proposals that generate noise such as industrial and/or commercial developments, for example workshops; or include equipment that can generate significant levels of noise e.g. refrigeration plant, equipment, air conditioning plant, air source heat pumps, and public houses and clubs.**
- **The introduction of new noise sensitive receptors (such as those associated with new residential dwellings, hospitals, or schools) adjacent to sources of noise, including roads, railways, commercial, industrial sources, pubs and clubs.**

Noise assessments or acoustic reports should be carried out by a suitable qualified and competent person.

For residential development - The assessment shall follow the principals of ProPG: Planning & Noise – New Residential Development: Main Guidance unless otherwise agreed by the Council's Environmental Protection Team

Where the application is for a commercial kitchen ventilation or extraction system a statement on the system should be included in the application detailing the position and design of the ventilation and extraction equipment, together with noise abatement techniques (if necessary). Reference should be made to the latest edition of EMAQ+ Guidance "Control of Odour and noise from Commercial Kitchen and Exhaust Systems"

All Noise Impact Assessment or acoustic reports should have reference to the following guidance where relevant:

- BS 4142:2014+A1:2019 - Methods for rating and assessing industrial and commercial sound
- BS 8233:2014 - Guidance on sound insulation and noise reduction for buildings
- BS 5228-1:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites. Part 1: Noise
- BS 5228-2:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites – Part 2: Vibration

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

Further information:

National Planning Policy Guidance – Section on Noise

<https://www.gov.uk/guidance/noise--2>

Noise Policy Statement for England

<https://www.gov.uk/government/publications/noise-policy-statement-for-england>

East Suffolk Environmental Protection Team

<https://www.eastsuffolk.gov.uk/environment/environmental-protection/>

Open Space Assessment

When required to validate an application:

- **Any development that results in the loss and/or creation of open space as defined below.**

This is required for all applications for:

- 1. new residential development of five or more dwellings which is likely to generate demand for access to and use of open space and recreation facilities, and**
- 2. development on open space in the East Suffolk District, whether it is in public or private ownership.**

Where new residential development is proposed, the assessment should provide details of the open space to be provided in relation to the number and type of dwellings alongside details on how it is proposed that the open space will be managed and maintained in perpetuity.

Where development is proposed on open space (whether in public or private ownership), the assessment should demonstrate that the land or buildings are no longer required for that purpose, are not economically viable and there is no local demand for the land or buildings in their current use.

Where built development is proposed on the designated local green spaces or open spaces as defined within either of the district level Local Plan Documents or within any of the 'Made' Neighbourhood Plan Areas it will need to be clearly demonstrated that it is required to enhance the role and function of the identified Local Green Space/open space.

Links to national, district level and neighbourhood plan documents can be found in the further information section below, and in

Appendix 1: Further Information and Contacts. Reference should also be made to the **Planning Statement** section of this document.

Further information:

National Planning Policy Framework – Section 8 (Promoting healthy and safe communities)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Natural Environment

<https://www.gov.uk/government/collections/planning-practice-guidance>

National Planning Policy Guidance – Open Space Sports and Recreational Facilities

<https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

Policy WLP8.23 (Protection of Open Space) of the East Suffolk Council – Waveney Local Plan (Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

Open Space Provision and developer Contributions within the former Waveney Area

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/open-space-provision-and-developer-contributions/>

Policy SCLP8.2 (Open Space) of the East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

Outdoor Playing Space Scheme within the former Suffolk Coastal Area

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/supplementary-planning-guidance/outdoor-playing-space-scheme/>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Parking layout plans

When required to validate an application:

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

-

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

Further information:

National Planning Policy Framework – Section 9 (Promoting sustainable Transport)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Suffolk County Council Parking Guidance

<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/parking-guidance/>

Planning Statement

When required to validate an application:

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

A planning statement should:

- detail how the proposal has taken account of national and local planning policy,
- identify the context for the development and why the site has been chosen,
- detail the intensity and type of use and who the users would be,
- detail any consultation that has taken place with the local authority, statutory consultees or wider public and the feedback from that consultation (where this has not been incorporated as a separate statement of community involvement)

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

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

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

Public Rights of Way

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

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

Further information

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

<https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

Suffolk County Council Public Rights of Way (including working copies of the definitive maps)

<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/>

Refuse storage plan

Applications will not be made invalid because they lack information regarding Refuse Collection, however you are strongly advised to submit this information with the following applications as it will speed up the process, and may reduce the need to submit further applications to discharge conditions on proposals for:

- Creation of new dwellings,
- New retail business,

And

- Industrial or leisure or other similar developments.

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

National, district level and neighbourhood plan policies seek to ensure proposals are appropriately assessed in terms of the refused and recycling bin storage and presentation areas, in the interests of amenity and highway safety.

Links to national, district level and neighbourhood plan documents can be found in the further information section below, and in

Appendix 1: Further Information and Contacts. Reference should also be made to the *Parking layout plans* and *Drawings* section of this document.

Further information

East Suffolk Council – Waveney Local Plan (Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Retail / Leisure Impact Assessments

When required to validate an application:

- **For planning applications for all proposals relating to main town centre uses, on sites outside of town centres, including: -**
 - **New development;**
 - **Redevelopment of existing facilities;**
 - **Extensions to existing facilities;**
 - **Changes of use involving development;**
 - **Applications to vary or remove existing planning conditions, which would have the effect of creating additional floorspace e.g. mezzanine floor, or changing the range of goods sold.**
- **This is required for developments within the former Waveney area (based upon Policy WLP8.18) for:**
 - **Town centre uses over 350sqm on edge of centre or on out of centre sites.**
- **This is required for developments within the former Suffolk Coastal Area, (based upon Policy SCLP4.8) for:**
 - **Ipswich Area – proposals outside the Ipswich town centre with a Floor Space Impact Threshold (gross) larger than 750sqm,**
 - **Felixstowe – proposals outside the centre with a Floor Space Impact Threshold (gross) larger than 750sqm,**
 - **Woodbridge – proposals outside the centre with a Floor Space Impact Threshold (gross) larger than 750sqm,**
 - **Aldeburgh, Framlingham, Leiston and Saxmundham - – proposals outside the centre with a Floor Space Impact Threshold (gross) larger than 350sqm,**

In accordance with Paragraph 89 of the NPPF (2019), any retail or leisure impact assessment should include:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal and

- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area (as applicable to the scale and nature of the scheme)

It should also include a sequential test, which should consider whether there are any sequentially preferable sites that exist and should assess such sites in terms of availability, suitability and viability. Sequentially preferable sites are those within existing centres, then edge of centre locations and only if suitable sites are not available (or expected to become available within a reasonable period) should out of centre sites be considered (see paragraph 86 of NPPF, 2019).

A requirement for such an assessment is also included within Neighbourhood Plan Policies. Links to national, district level and neighbourhood plan documents can be found in the further information section below, and in

Appendix 1: Further Information and Contacts.

Further information:

National Planning Policy Framework – Section 7 (Ensuring the vitality of town centres)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Town Centre and retail

<https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centre>

Policy WLP8.18 (New Town Centre Use development) and WLP8.19 (Vitality and Viability of Town Centres) and WLP8.20 (Local Shopping Centres) of the East Suffolk Council – Waveney Local Plan (Adopted March 2019)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

Policy SCLP 4.8 (New Retail and Commercial Leisure Development), SCLP4.9 (Development in Town Centres), SCLP4.11 (Retail and Commercial Leisure in Martlesham) and SCLP4.12 (District and Local Centres and Local Shops) of the East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Rural Workers Dwellings

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.**

Paragraph 79 of the NPPF (2019) 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.

A requirement for such information is also included within Neighbourhood Plan Policies. Links to national, district level and neighbourhood plan documents can be found in the further information section below, and in

Appendix 1: Further Information and Contacts.

Further information

National Planning Policy Framework – Section 5 (Delivering a sufficient supply of homes):

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Rural Housing:

<https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres>

Policy WLP8.8 (Rural Workers Dwellings in the Countryside) of the East Suffolk Council – Waveney Local Plan (Adopted March 2019):

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

Policies SCLP5.3 (Housing Development in the Countryside) and SCLP5.6(Rural Workers Dwellings) of the East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Statement of Community Involvement

When required to validate an application:

- **Major application in excess of 50 dwellings or 1000sqm of commercial floorspace, should be accompanied by a statement of community engagement**

The statement of community engagement should demonstrate that a community involvement exercise has been undertaken and that the views of the local community have been taken into account in the formulation of the development proposal.

Evidence of the engagement process should be included.

The applicant will need to pay attention to data protection requirements if providing pre-application engagement public responses as part of the submission.

Further information:

National Planning Policy Framework – Section 4 (Decision making (includes pre-application engagement and front loading)).

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Before submitting and application

<https://www.gov.uk/government/collections/planning-practice-guidance>

Structural Survey

When required to validate an application:

- **A structural survey is required for applications that involves:**
 - **substantial demolition,**
 - **And/or structural alterations to,**
 - **And/or would affect the structural integrity of the building and involve the substantial conversion, demolition, extension or alteration of:**
 - o **a listed building or non-designated heritage asset, the conversion of a building to a new use,**
 - o **the demolition (including any part demolition) of an agricultural building**
 - o **And/or Demolition in a Conservation Area.**

Structural surveys should be carried out by a suitably qualified professional and should:

- Include details about the condition of a building and whether it is capable of accommodating the proposed works,
- And where appropriate, identify any remedial works to ensure the retention of the building.

A structural survey submitted in relation to a heritage asset (designated or otherwise) must include:

- an extensive photographic survey detailing the current structural condition,
- and,
- where applicable, a schedule of repairs necessary to make the building structurally sound.

Further information

National Planning Policy Framework (NPPF) – Section 16 (Conserving and Enhancing the Historic Environment)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Historic Environment

<https://www.gov.uk/government/collections/planning-practice-guidance>

Historic England – The National Heritage List for England (NHLE)

<https://historicengland.org.uk/listing/the-list/>

Historic England – General Advice on Historic Building maintenance, repair and conservation

<https://historicengland.org.uk/advice/technical-advice/buildings/practical-building-conservation/>

Historic England – Guidance on Farmsteads and farm Buildings including

- National Farmstead Assessment Framework (published March 2015)
- The Adaptive Reuse of Traditional Farm Buildings (Published October 2017)
- Adapting Traditional Farm Buildings (Published October 2017)
- The Maintenance and Repair of Traditional Farm Buildings (October 2017)
- Best Practice Guidelines for Adaptive Reuse (published October 2017)

<https://historicengland.org.uk/images-books/publications/adapting-traditional-farm-buildings/>

East Suffolk – District Wide Information on Conservation Areas including Appraisals

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/conservation-areas/>

East Suffolk – District Wide - Non-Designated Heritage Assets – Local Criteria

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/non-designated-heritage-assets/>

East Suffolk Supplementary Planning Documents/Guidance for the former Waveney Area:

- Built Heritage and Design Supplementary Planning Document

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/>

East Suffolk Supplementary Planning Documents/Guidance for the former Suffolk Coastal Area:

- SPG6 - Historic Parks and Gardens for the former Suffolk Coastal Area
- SPG13 – Historic buildings: repairs, alterations and extensions,
- SPG14 – Shopfronts, Signs and Advertisements,

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/supplementary-planning-guidance/>

Sustainable Drainage Strategy

When required to validate an application:

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

Detailed advice on the requirements of SuDS information and format for inclusion in application submissions is contained in Suffolk Flood Risk Management Partnership Strategy Appendix A – SuDS Design Guide, and Appendix C – Protocol (see below for link).

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

The proforma is to be completed with all applications.

Sustainable drainage systems should be considered with regard to any existing flood risk to the site, and/or other issues identified with the site specific Flood Risk Assessment (where applicable). Further details on Flood Risk can be found in the [Flood Risk Assessment](#) section of this document.

National, district level and neighbourhood plan policies seek to ensure proposals are appropriately located and designed to minimise flood risk both to the development itself and existing development elsewhere. The specific policies relating to flood risk and drainage, are too numerous to list here, but it is recommended that the relevant flood and drainage related policies are referred to and considered, in the design of any proposals. Links to national, district level and neighbourhood plan documents can be found in the further information section below and in

Appendix 1: Further Information and Contacts.

Further information:

National Planning Policy Framework – Section 14 (Meeting the challenge of climate change, flooding and coastal change)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Flood risk and coastal change

<https://www.gov.uk/government/collections/planning-practice-guidance>

Suffolk Flood Risk Management Strategy (published by the Suffolk Flood Risk Management Partnership)

<http://www.greensuffolk.org/flooding/flood-risk-management-strategy/>

Suffolk County Council Guidance on development and flood risk

<https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/guidance-on-development-and-flood-risk/>

Suffolk Flood Risk Management Strategy Appendix C

<https://www.suffolk.gov.uk/assets/Roads-and-transport/Flooding-and-drainage/Strategy-Apencies/2018-10-01-Protocol-for-Local-Planning-Appendix-C-v3-LR.pdf>

Sustainability Statement

A Sustainability Statement is required for:

- *Proposals or 'Major' development of 10 or more houses, and commercial or school development schemes of 1,000sqm or more of floorspace.*

The Sustainability Statement could include the *Energy Statement*.

Requirements within the Former Waveney Area

Within the former Waveney Area, in accordance with Policy WLP8.28(Sustainable Construction) East Suffolk Council – Waveney Local Plan (Adopted March 2019), the Sustainability Statement should demonstrate that where practical the scheme incorporates:

- Improved efficiency of heating, cooling, and lighting of buildings by maximising daylight and passive solar gain through the orientation and design of buildings.
- Sustainable water management measures such as the use of sustainable drainage systems, green roofs and/or rainwater harvesting systems.
- Locally sourced and recycled materials.
- Renewable and low carbon energy generation into the design of new developments. Larger schemes should explore the scope for District heating.
- Minimising construction waste, including designing out waste during the design stage, selecting sustainable and efficient building materials and reusing materials where possible.
- Accessible and unobtrusive sustainable waste management facilities such as adequate provision of refuse/recycling/composting bin storage.
- A show home demonstrating environmentally sustainable options which can be purchased and installed in homes bought off-plan

All new residential development in the District should achieve the optional technical standard in terms of water efficiency of 110 litres/person/day unless it can be demonstrated that it is not viable or feasible to do so.

All new office and school developments in the former Waveney area of equal or greater than 1,000sqm gross floorspace are required to achieve the British Research Establishment Environmental Assessment Method 'Very Good' standard or equivalent unless it can be demonstrated that it is not viable or feasible to do so.

Requirements within the Former Suffolk Coastal Area

Within the former Suffolk Coastal Area, in accordance with Policy SCLP9.2 (Sustainable Construction) of the East Suffolk Council – Suffolk Coastal Local Plan, the Sustainability Statement should:

- Demonstrate that new developments of more than 10 dwellings will achieve higher energy efficiency standards that result in a reduction in CO₂ emissions below the Building Regulations, with exceptions only being allowed where this is not viable or feasible to meet the standards,

All new residential development in the District should achieve the optional technical standard in terms of water efficiency of 110 litres/person/day unless it can be demonstrated that it is not viable or feasible to do so.

The use of locally sourced, reused and recycled materials, along with on-site renewable energy generation are encouraged in order to achieve environmental net gain in new build or conversion developments.

Development proposals are also encouraged to set out measures for minimising waste arising from the construction process.

All new non-residential developments of equal or greater than 1,000sqm gross floorspace are required to achieve the British Research Establishment Environmental Assessment Method 'Very Good' standard or equivalent unless it can be demonstrated that it is not viable or feasible to do so.

Proposals should improve the efficiency of heating, cooling and lighting of buildings by maximising daylight and passive solar gain through the orientation of buildings.

National, district level and neighbourhood plan policies seek to encourage sustainable construction in all scales of development, including those which are not large enough to constitute 'Major' development. Links to national, district level and neighbourhood plan documents can be found in the further information section below and in

Appendix 1: Further Information and Contacts.

Further information

National Planning Policy Framework

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance - has sections on Climate Change, Renewable and low carbon energy

<https://www.gov.uk/government/collections/planning-practice-guidance>

East Suffolk Council – Waveney Local Plan (Adopted March 2019):

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

Transport Statement or Assessment

When required to validate an application:

- **On all developments that are likely to generate significant levels of movements to and from the site, or within the site in the case of larger mixed-use developments.**

Paragraph 111 of the NPPF (2019) requires that all developments that generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

It is also recommended that a Transport Statement of Assessment is submitted for all sites covered by site specific policies, that include specific reference to the submission of such documents. These policies are within Local Plan Policies both at a district level and within Neighbourhood Plans.

Links to national, district level and neighbourhood plan documents can be found in the further information section below and in

Appendix 1: Further Information and Contacts.

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 County Council Development Management team should be contacted to provide further advice as to the scope of the assessment and what information should be included within a Transport Assessment/Transport Statement: Highways.DevelopmentControl@suffolk.gov.uk

Further information

National Planning Policy Framework – Section 9 (Promoting sustainable transport)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Travel Plans, Transport Assessments and Statements

<https://www.gov.uk/government/collections/planning-practice-guidance>

East Suffolk area – Neighbourhood Plans

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/>

Travel Plan

When required to validate an application:

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

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

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

Opportunities and improvements to deliver sustainable transport objectives could include funding or providing bus services and/or the appropriate related infrastructure for bus services.

Further Information

National Planning Policy Framework – Section 9 (Promoting sustainable transport)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Travel Plans, Transport Assessments and Statements

<https://www.gov.uk/government/collections/planning-practice-guidance>

Suffolk County Council – Travel Plan Guidance

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Tree Survey / Arboricultural Assessment

When required to validate an application:

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

A Tree Survey and associate Arboricultural Assessment are required, where trees are:

- **on or adjacent to the proposed development (even if not protected),**
- **protected by a Tree Preservation Order,**
- or**
- **protected by their location within a Conservation Area,**

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

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

Tree surveys and reports are typically valid for up to two years, and should be undertaken in accordance with British Standard SB 5837.

Further Information

National Planning Policy Framework – Section 15 (Conserving and enhancing the natural environment):

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Natural Environment:

<https://www.gov.uk/government/collections/planning-practice-guidance>

National Planning Policy Guidance – Tree Preservation Orders and trees in Conservation Areas:

<https://www.gov.uk/government/collections/planning-practice-guidance>

Arboricultural Association:

<https://www.trees.org.uk/>

Ventilation/Extraction

When required to validate an application:

- **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, ventilation or similar equipment,
 - 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.

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

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 details can also be found in the ***Air Quality and Odour Assessment***

Further information

National Planning Policy Framework – Section 15 (Conserving and enhancing the natural environment):

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Noise:

<https://www.gov.uk/government/collections/planning-practice-guidance>

National Guidance – Noise impact assessments involving calculations or modelling:

<https://www.gov.uk/guidance/noise-impact-assessments-involving-calculations-or-modelling>

East Suffolk Council – Environmental Protection:

<https://www.eastsuffolk.gov.uk/environment/environmental-protection/>

Viability Assessment

When required to validate an application:

- **Where the application:**
 - **cites viability as a factor in the heads of terms, particularly for applications involving less affordable housing or other housing mix requirements than would otherwise normally be required by planning policy,**
 - **Where a proposal seeks to provide less than the policy requirement in terms of:**
 - o **Affordable housing provision,**
 - o **Other housing mix requirements,**
 - o **Other on-site requirements defined in local planning policy,**
 - **seeks the conversion of holiday lets to unrestricted dwellings,**
 - **Or seeks a use which is not policy compliant on the grounds of viability.**

The policy requirement referred to above relates to the housing mix policies within both district level Local Plan documents and those set out in Neighbourhood Plans, such as Policy FRAM3 (Housing Mix) of the Framlingham Neighbourhood Plan. Links to national, district level and neighbourhood plan documents can be found in the further information section below and in _____

Appendix 1: Further Information and Contacts.

The NPPF requires that all viability statements are publicly available for inspection.

A full un-redacted viability assessment should be provided at the time of submission. In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable the local planning authority will require the applicant to submit an evaluation with all the following information:

- existing use value supported by an independent valuation,
- land acquisition price and the basis for its purchase,
- salient terms of acquisition (for example subject to planning, soils, ground conditions survey),
- purchase process (for example private treaty, open market bid, auction),
- purchase costs including legal and agents' fees,
- estimated sales values with independent supporting evidence including schedule of unit sizes,
- estimated construction costs supported by tender costs or QS schedule to include a specified contingency, contract related fees and itemised/defined 'abnormal',
- itemised preliminary costs,
- professional fees presented under each respective heading,
- S106/CIL costs as advised by the local planning authority,
- assumptions regarding phasing,
- financing rate and evidence of financing terms/details (for example debt/equity ratio),
- estimated profit together with contextual information appropriate to the developers target returns,
- value/cost of the affordable housing provision, where relevant, together with tenure assumption and calculation of any commuted sum, and any supporting evidence.

Valuation using standard viability models such as Homes and Community Agency, Royal Institute of Chartered Surveys, Three Dragons, will be acceptable providing they provide all the above information and are supported by an appropriate cash flow analysis.

Further information:

National Planning Policy Framework – Various Sections:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance – Viability:

<https://www.gov.uk/government/collections/planning-practice-guidance>

Royal Institute of Chartered Surveyors (RICS) – Financial Viability in planning: Conduct and Reporting:

<https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/building-surveying/financial-viability-in-planning-conduct-and-reporting-rics.pdf>

East Suffolk Council – Community Infrastructure Levy:

<https://www.eastsuffolk.gov.uk/planning/community-infrastructure-levy/>

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Appendix 1: Further Information and Contacts

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

Department for Communities and Local Government

www.communities.gov.uk

East Suffolk Council – Pre-Application Process

<https://www.eastsuffolk.gov.uk/planning/planning-applications/pre-application-planning-advice/>

East Suffolk Council – Community Infrastructure Levy

<https://www.eastsuffolk.gov.uk/planning/community-infrastructure-levy/>

East Suffolk Council – Local Plans and Planning Policy Documents

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>

East Suffolk – District Wide Information on Conservation Area including Appraisals

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/conservation-areas/>

East Suffolk Supplementary Planning Documents/Guidance for the former Waveney Area:

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/>

East Suffolk Supplementary Planning Documents/Guidance for the former Suffolk Coastal Area:

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/supplementary-planning-guidance/>

National Legislation

<http://www.legislation.gov.uk/>

National Planning Policy Framework (NPPF)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Policy Guidance (NPPG)

<https://www.gov.uk/government/collections/planning-practice-guidance>

Planning Portal

www.planningportal.gov.uk

GOV.UK

www.gov.uk

Appendix 2: Local Development Plan

At the time this version of the East Suffolk Validation Guidance was adopted, the Local Development Plan consisted of the following documents:

The following district level documents:

- East Suffolk Council – Waveney District Local Plan (adopted 20 March 2019)
- East Suffolk Council – Suffolk Coastal Local Plan (Adopted September 2020)

And the following ‘Made’ Neighbourhood Plans:

- Framlingham Neighbourhood Plan (made 23 March 2017)
- Great Bealings Neighbourhood Plan (made 23 March 2017)
- Kessingland Neighbourhood Plan (made 25 January 2017)
- Leiston Neighbourhood Plan (made 23 March 2017)
- Martlesham Neighbourhood Plan (made 17 July 2017)
- Melton Neighbourhood Plan (made 25 January 2018)
- Mutford Neighbourhood Plan (made 16 December 2019)
- Rendlesham Neighbourhood Plan (made 8 January 2015)
- Wenhaston Neighbourhood Plan (made 17 July 2018)

A number of other documents including Supplementary Planning Guidance Documents also form material considerations in the determination of applications.

This Local Validation List will be reviewed and updated, as/when district level Local Plan documents are replaced, and as/when additional Neighbourhood Plans are ‘made’ and/or the existing Neighbourhood Plans are reviewed.

The above list of documents will also be updated to reflect the Local Development Plan documents at that time.

Appendix 3: Consultation on the Document

The East Suffolk Validation Guidance was consulted on from 6 May 2020 to 3 June 2020. The following parties were consulted on the document:

- Statutory and Non-statutory Consultees:
 - Anglian Water,
 - Environment Agency,
 - Essex and Suffolk Water,
 - Highways England,
 - Historic England,
 - Natural England,
 - Marine Management Organisation,
 - RSPB,
 - SCC Archaeology,
 - SCC as Local Highway Authority
 - SCC as Local Flood Authority,
 - SCC Rights of Way,
 - SCC Section 106 Officer,
 - SCC as Local Planning Authority for Minerals and Waste,
 - Sport England,
 - Suffolk Coast and Heaths AONB Unit,
 - Suffolk Fire and Rescue,
 - Suffolk Wildlife Trust.
 - East Suffolk Internal Teams and Departments:
 - Active Communities Team
 - Economic Development
 - Environmental Protection
 - Housing
 - Licensing
 - Norse Waste Management Team
 - All East Suffolk District Councillors,
 - All Parish and Town Councils within the East Suffolk District Area,
- And
- All the Planning Agents who are on our mailing list for notification of Agents forums.

They were notified of the consultation via email, containing the following wording:

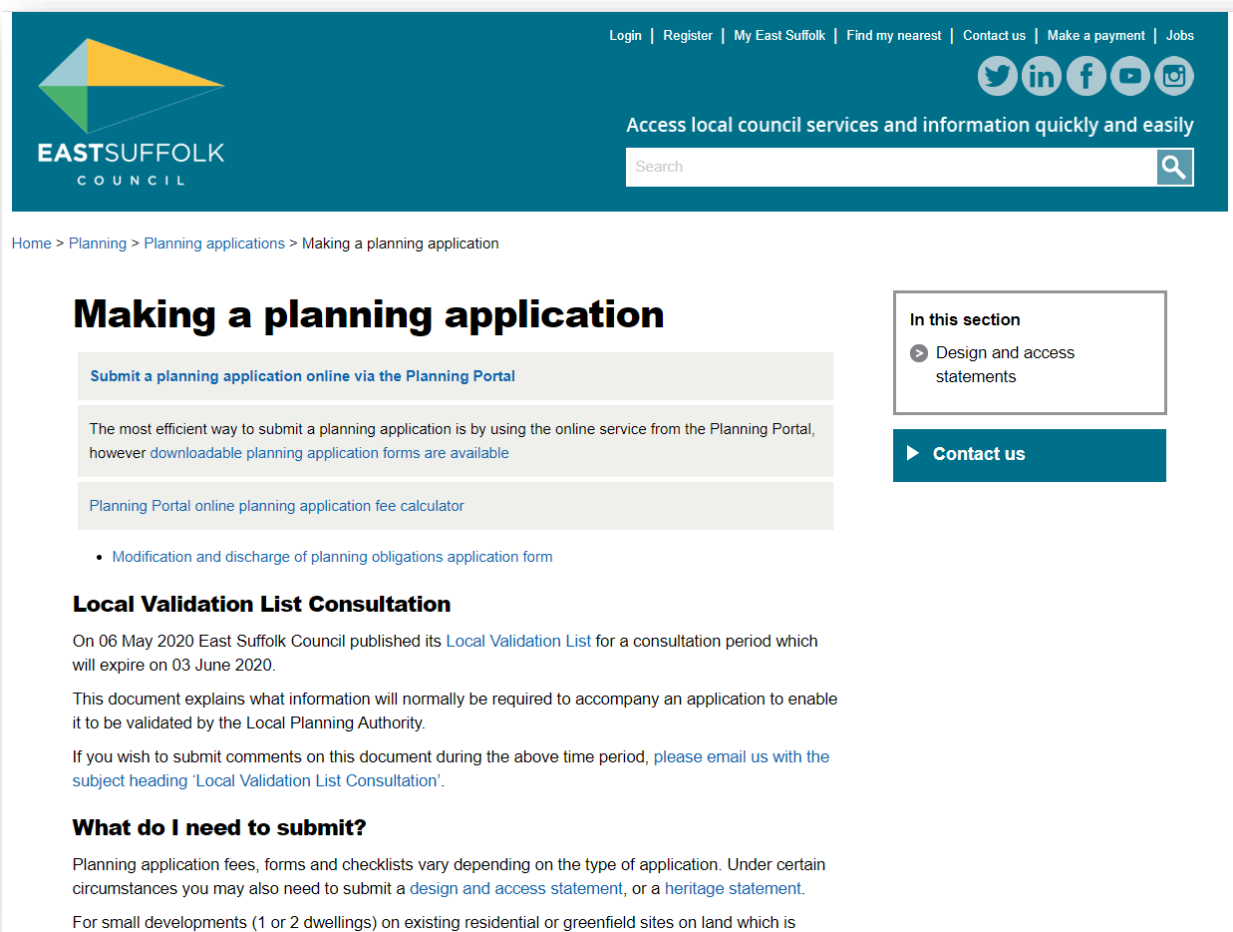
“On 6th May 2020 East Suffolk Council published its [Local Validation List](#) for a consultation period which will expire on 3rd June 2020. This document can also be viewed online at: <https://www.eastsuffolk.gov.uk/planning/planning->

[applications/making-a-planning-application/](#)

This document explains what information will normally be required to accompany an application to enable it to be validated by the Local Planning Authority. A number of businesses and organisations involved in the planning process have been invited to submit comments. This includes agents who are registered to attend the developer forums, Town and Parish Councils, other departments at East Suffolk Council and a number of external statutory and non-statutory consultees.

Those wishing to submit comments on this document during the above time period, are requested to email them to planning@eastsuffolk.gov.uk with the subject heading 'Local Validation List Consultation'. “

A copy of the document was also placed on the Councils Website for the duration of the consultation period (<https://www.eastsuffolk.gov.uk/planning/planning-applications/making-a-planning-application/>)



Home > Planning > Planning applications > Making a planning application

Making a planning application

[Submit a planning application online via the Planning Portal](#)

The most efficient way to submit a planning application is by using the online service from the Planning Portal, however downloadable planning application forms are available

[Planning Portal online planning application fee calculator](#)

- [Modification and discharge of planning obligations application form](#)

Local Validation List Consultation

On 06 May 2020 East Suffolk Council published its [Local Validation List](#) for a consultation period which will expire on 03 June 2020.

This document explains what information will normally be required to accompany an application to enable it to be validated by the Local Planning Authority.

If you wish to submit comments on this document during the above time period, please email us with the subject heading 'Local Validation List Consultation'.

What do I need to submit?

Planning application fees, forms and checklists vary depending on the type of application. Under certain circumstances you may also need to submit a [design and access statement](#), or a [heritage statement](#).

For small developments (1 or 2 dwellings) on existing residential or greenfield sites on land which is

In this section

- [Design and access statements](#)

[Contact us](#)

Set out below are copies of the consultation response received.

External Statutory and Non-Statutory Consultee Responses

AONB Unit

“The AONB propose the following additions to the draft document:

1. Landscape and Visual Impact Assessment section (page 34)

A reference to the Guidelines to Landscape and Visual Impact Assessment Third Edition (GLVIA 3) produced by The Landscape Institute should be included under the Further information heading for this section in the document. GLVIA 3 is the current best practice that landscape professionals and developers should follow therefore it should be referenced in the Local Validation list.”

Response from East Suffolk as Local Planning Authority:

A reference to the guidelines has been added to the text and a hyperlink to the document has been added.

Historic England

“Thank you for consulting Historic England on the East Suffolk Local Validation Requirements – consultation document May 2020. As a statutory consultee, our role is to ensure that the conservation of the historic environment is fully integrated into planning policy and that any policy documents make provision for a positive strategy for the preservation and enjoyment of the historic environment. We hope that you find the following suggestions helpful. To avoid any doubt our suggested additions are shown underlined, and our suggested deletions with a strikethrough.

Heritage Statement or Impact Assessment, page 29

When required to validate an application:

Amend bullet 2 to read:

- Proposals affecting Scheduled Ancient Monuments and their setting,

Further down page 29 you list the specifications for a heritage statement. We advise that you revise these as follows:

Amend bullet 1 to read:

- a description of the significance of any heritage assets affected (whether designated or non-designated), including any contribution made by their setting;

Amend bullet 4 to read:

- an assessment of the impact of the proposal on the significance of those heritage assets affected (whether designated or non-designated), both overall and with special emphasis on the parts directly affected, including where necessary consideration of impacts which may arise as a result of development within their setting, and any reasoned justification for the proposal.

Additional bullet to read:

- Demonstrate that opportunities to avoid the identified impacts have been exploited, and where this is not possible set out mitigation, with any harm weighed against any public benefits.

Amend bullet 5 to read:

- where an application site includes new building or ground disturbance on or adjoining a ~~heritage asset of archaeological interest~~ an archaeological heritage asset (whether designated or non-designated), or where a site has the potential to include an archaeological heritage assets ~~with archaeological interest~~, a desk-based archaeological assessment (and where necessary an appropriate level of field evaluation) should be compiled in accordance with paragraph 128 of the NPPF.

Page 30. First paragraph, amend to read:

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

Further information, page 30

Finally, we recommend you add the following two Historic England publications to the list of documents under 'further information':

Statements of Heritage Significance: Analysing Significance in Heritage Assets -
Historic England Advice Note 12:

<https://historicengland.org.uk/images-books/publications/statements-heritagesignificance-advice-note-12/>

The Setting of Heritage Assets - Historic Environment Good Practice Advice in
Planning: 3 (2nd Edition):

<https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritageassets/>

CONCLUSION

I hope you find the above comments useful. Please note that absence of a comment in this letter does not mean that Historic England is content that the policy, allocation or document is devoid of historic environment issues.

Finally, we should like to stress that this opinion is based on the information provided by the Council in its consultation. To avoid any doubt, this does not affect our obligation to provide further advice and, potentially, object to specific proposals, which may subsequently arise where we consider that these would have an adverse effect upon the historic environment."

Response from East Suffolk as Local Planning Authority:

The above changes are appropriate and have been made/added to the document, with amendments to the wording also taking account of the comments from Suffolk County Council.

Natural England

“Sorry to miss your deadline. I can confirm that we are happy with the Local Validation List and have no further comments.”

Response from East Suffolk as Local Planning Authority:

Introduction

Amended wording has been added to the introduction section to cover situations where information is sought, is not obtained or the quality of the response is not adequate.

Heritage Statements

Heritage statements are reviewed during the course of the application by the case officer (planning officer) and in many cases also by a member of the Design and Conservation Team. This is where the content of those documents are assessed.

Site Context

The requirements for showing the site context have to be proportionate. For example, a modest shed at the bottom of a garden doesn't really need the elevations and heights of the surrounding dwellings, but their positions and boundaries with adjoining properties are useful and reasonable to require. Whereas on a proposal for a new dwelling, it would be proportionate and reasonable to require a streetscene type drawing showing the position and heights of the adjacent buildings.

Design and Access Statements

Additional wording has been added in brackets to the first bullet point of the list of when not required in order to add clarity in terms of when Design and Access Statements are required.

A reference to the national design guide has also been added.

Landscaping details

A blanket requirement for landscaping on small scale would be unreasonable. The planting of trees etc is not development and therefore does not require planning permission. People can plant/landscape their gardens as they wish, and in the majority of cases planning permission is not required for minor works (e.g. paving in front gardens does not require planning permission provided certain criteria being met).

Marketing Assessment

The reference to policy WLP8.22 was missing from the document. It has been added, along with a reference to the equivalent policy within the Suffolk Coastal Local Plan.

Suffolk County Council

“Thank you for consulting Suffolk County Council on East Suffolk Council's Local Validation List Consultation. Securing the right information at submission stage is important and the County Council

appreciates the opportunity to ensure that application information relating to its functions is robust.

The comments set out below are a collation of responses from within the County Council. The requests for changes and additional information are modest but significant and are drafted to help alleviate issues that have arisen in the past. It is hoped that it will be possible to accommodate all suggestions made, but if there are concerns with any, I would be happy to discuss these.

The response is set out in the order of the document, using the document headings to identify each new area of comment.

Safer Routes to Schools

One additional section within the list is requested to ensure that consideration is given to securing safe walking routes to schools:

Safe Routes to Schools:

When Required to validate an application:

Applications for residential development with the potential to generate the need for school places.

Applicants should demonstrate that developments connect to or provide safe walking routes to the nearest suitable school. The current Suffolk County Council school travel policy can be found in the link below

<https://www.suffolkonboard.com/school-travel/school-travel-policy/>

Site Layout Plan/ Block Plan (page 5):

Two additional bullet points are requested in this section in relation to SuDS and site access. Request for an additional bullet point to ensure that sufficient space is provided within application sites to accommodate water management/SuDS features:

The location, shape and scaled size of any water management/SuDS features.

Request for an additional bullet point to ensure that proposed alterations to highway access is clearly shown:

The location and form of any new or amended vehicle or other accesses to the highway. This should include visibility splays for new vehicle accesses, and those where the use will increase as a result of the proposal.

Archaeological Assessment (page 12)

Minor changes are requested to this section in order to reflect current policy, including the NPPF, and to add clarity. An additional source of further information is also proposed.

Consultation document states:

In accordance with paragraph 189 of the National Planning Policy Framework 2019 an Archaeological Assessment may be required with certain applications.

When required to validate an application:

- 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.

- Areas of known or suspected archaeological importance include:
- Those which contain or are adjacent to sites of significant record on the Heritage Environmental Record (see link below),
- Are in areas of known high archaeological potential, such as river valleys,
- Are larger sites which by their very nature have greater potential to impact on sites.
- However, you are advised to check with the County Council Archaeological Service (details below), whether the application site is an area of known or suspected archaeological importance.

Further information

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

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

Suffolk County Council as the Local Archaeological Service provide guidance on the Archaeological Processes linked to the planning and development process.

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

Historic Environment Record (HER) (an absence of reported archaeology might still mean that there is archaeology on a site):

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

Request amendment to:

In accordance with paragraph 189 of the National Planning Policy Framework 2019 an Archaeological Assessment may be required with certain applications.

When required to validate an application:

- An Archaeological Assessment proportionate to the potential and significance of remains 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.
- Areas of known or suspected archaeological importance include:
- Those which contain or are adjacent to sites of significant record on the Historic Environment Record (see link below),
- Are in areas of known high archaeological potential, such as river valleys,
- Are larger sites which by their very nature have greater potential to impact on sites.

However, you are advised to check with the County Council Archaeological Service (details below), whether the application site is an area of known or suspected archaeological importance. They can also advise on the scope of assessment, which may include a combination of desk-based assessment, geophysical survey and/or field evaluation, using appropriate expertise.

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

Historic England should be consulted on applications affecting Scheduled Monuments.

Further information

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

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

Suffolk County Council as the Local Archaeological Service provide guidance on the Archaeological Processes linked to the planning and development process.

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

Historic Environment Record (HER) (an absence of reported archaeology might still mean that there is archaeology on a site):

<https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/what-is-the-historic-environment-record/>

An online version of the HER can be consulted through the Suffolk Heritage Explorer website, but it is not fully suitable for planning purposes because some sensitive information is withheld.

<https://heritage.suffolk.gov.uk/> “

Flood Risk Assessment and Sustainable Drainage Strategy (pages 25 & 51)

Request that the sections of the Validation Checklist dealing with Flood Risk and Drainage Strategy are grouped under the heading Surface Water Management with sub-headings for each element. This approach is recommended to encourage an holistic approach to considering water. Some additions are also requested to these sections, as set out below.

Flood Risk Assessment (page25)

Request for additions to “When required to validate an application” in order to reflect the validation list contained in Appendix C of the Suffolk Flood Risk Management Partnership Strategy Protocol. The additional criteria requested are:

- **Development in basements and on lowered ground levels**
- **Development or changes of use to a more vulnerable class (Table 2 NPPF Technical Guidance) that may be subject to land, groundwater, sewer or canal flooding.**
- **Sites adjacent to roads with no drainage – drainage and flooding of highway issues should be resolved as part of the planning application.**
-

Additional text is requested to assist consideration of proposals that fall into the categories of “greater than 1 hectare” or “engineering operations that involve raising of land or significantly increasing surface water run-off”. The additions are to the first paragraph after the “When required to validate an application” bullets and also to Step 2 of the assessment of whether a site-specific flood risk assessment is required. The requested amendments are set out below.

Consultation document states:

East Suffolk 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.

Request amendment to:

East Suffolk 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. A Flood Risk Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For most developments, this assessment should include existing and proposed surface water drainage arrangements, although for larger developments the requirements of a site-specific Sustainable Drainage Strategy should be agreed at pre-application stage.

Step 2 in consultation document states:

2. If your site falls within zones 2 or 3 a Flood Risk Assessment will be required.

Amended step 2 requested:

2. If your site falls within zones 2 or 3 or meets one of the other criteria given above, a Flood Risk Assessment will be required.

An amendment is requested to the paragraph at the top of page 26 to encourage applicants to take advice from the county Council as Lead Flood Authority on the scope of flood risk assessments.

Consultation document states:

If a proposal requires a full FRA you are strongly advised to discuss the scope and content of the flood risk assessment with the Environment Agency before you start work on it. Further information may be found on the Environment Agency's website as to the requirements of a flood risk assessment and whether one is required (see links below).

Requested amendment:

If a proposal requires a full FRA you are strongly advised to discuss the scope and content of the flood risk assessment with Suffolk County Council as Lead Local Flood Authority and the Environment Agency before you start work on it. Further information may be found on the Environment Agency's website as to the requirements of a flood risk assessment and whether one is required (see links below).

Finally in relation to flood risk assessment, it is requested that a link is provided to the Suffolk Flood Risk Management Strategy Appendix C

Request addition:

Suffolk Flood Risk Management Strategy Appendix C

<https://www.suffolk.gov.uk/assets/Roads-and-transport/Flooding-and-drainage/Strategy-Appendices/2018-10-01-Protocol-for-Local-Planning-Appendix-C-v3-LR.pdf>

Heritage Statement or Impact assessment (pages 29-31)

Minor amendments to reflect current terminology are requested to this section as well as one item of further reading. The first request is in relation to bullets 2 and 3 of "When required to validate an application.

Consultation document states:

- Proposals affecting Scheduled Ancient Monuments and their setting,
- Proposals affecting sites identified on the Sites and Monuments Record and their setting,

Amendment requested:

- Proposals affecting Scheduled Monuments and their setting,
- Proposals affecting sites identified on the Historic Environment Record and their setting,

In relation to “A statement should include”, it is requested that the last bullet is amended:

Consultation document states:

Where an application site includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest, or where a site has the potential to include heritage assets with archaeological interest, a desk-based archaeological assessment (and where necessary an appropriate level of field evaluation) should be complied in accordance with paragraph 128 of the NPPF.

Amendment requested:

Where an application site includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest, or where a site has the potential to include heritage assets with archaeological interest, a desk-based archaeological assessment (and where necessary an appropriate level of field evaluation) should be complied in accordance with paragraph 189 of the NPPF (see page 12 of this document, Archaeological Assessment).

It is requested that the reference to the Historic Environment Record is amended in the Further information section as set out below.

Consultation document states:

Historic Environment Record (HER)

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

Amended text requested:

Historic Environment Record (HER)

<https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/what-is-the-historic-environment-record/>

An online version of the HER can be explored on the Suffolk Heritage Explorer website, but it is not fully suitable for planning purposes because some sensitive information is withheld.

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

Public Rights of Way (page 44)

Minor wording changes are requested to this section to add clarity, as set out below.

Consultation document states:

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

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

Proposals which seek to create public rights of way should include a statement on the creation

process proposed and detailed plans of the locations, width and surface proposed.

Request amendment to:

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

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

Transport Statement or Assessment (page 53):

Minor amendments are requested to this section to add clarity.

Consultation document states:

When required to validate an application:

- On all developments that are likely to generate significant levels of movements to and from the site.

Request amendment to:

When required to validate an application:

- On all developments that are likely to generate significant levels of movements to and from the site, or within the site in the case of larger mixed- use developments.

Consultation document states:

Paragraph 111 of the NPPF (2019) requires that all developments that generate significant all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

Request amendment to:

Paragraph 111 of the NPPF (2019) requires that all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

Consultation document states:

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

Request amendment to:

Suffolk County Council Development Management team should be contacted to provide further advice as to the scope of the assessment and what information should be included within a Transport Assessment/Transport Statement: Highways.DevelopmentControl@suffolk.gov.uk
It is also noted that the links at the bottom of the page do not appear to work correctly

Consultation document states:

When required to validate an application:

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

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

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

Request amendment to:

When required to validate an application:

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

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

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

Opportunities and improvements to deliver sustainable transport objectives could include funding or providing bus services and/or the appropriate related infrastructure for bus services.

Additional comment:

The link to the Travel Plan section of the Planning Practice Guidance needs to be amended to <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Response from East Suffolk as Local Planning Authority:

Safe Routes to Schools:

We would all like children to be able to walk to school, but on schemes for new dwellings in many places, particularly in the villages it is not possible to provide a safe walking route to the nearest school, particularly if the nearest school is in another village or town, and it is unclear if their recommendations relates to primary school or high school. Therefore, the Local Planning Authority can not reasonably insist upon applicants providing a document to demonstrate safe routes to schools on all residential development proposals generating the need for school places.

Site Layout/Block Plan:

The recommendation to add two additional bullet points relating to SuDs and site access, are reasonable and makes sense in terms of ensuring that adequate information is provided on the site layout/block plan. Therefore, the text within this section of the document has been amended to include these additional points.

Archaeological Assessment:

The recommended alterations to the wording of this section is appropriate, and therefore the text has been amended to cover the recommendations.

The additional links to further information within the archaeological assessment section are also relevant and appropriate so they have been added to the document.

Flood Risk Assessment and Sustainable Drainage Strategy:

The Local Planning Authority does not consider the recommendation to combine the Flood Assessment and Sustainable Drainage Strategy sections would be practical or make things clearer for potential applicants.

Whilst Sustainable Drainage Systems are often informed by Flood Risk Assessments, they are only part of the flood risk management picture. A Flood Risk Assessment generally needs to have a larger scope and in some circumstances will cover fluvial and tidal flood risk.

Therefore, these sections have been left as two separate sections within the validation requirements list, but additional cross reference within hyperlinks have been provided to increase the connectivity between the two sections. An index has also been added to the document, providing reference to both sections against various key words that maybe applicable to both fluvial/tidal flood risk and SuDs.

Also both sections have been referred to in various ways through the index which has been added. The suggested additional criteria relating to when a Flood Risk Assessment is required has been added, as this is reasonable, so that the validation guidance reflects the validation list contained in Appendix C of the Suffolk Flood Risk Management Partnership Strategy Protocol.

The suggested amendments to the wording of the paragraph relating to the Strategic Flood Risk Assessment (SFRA) are also reasonable so have been made to the document.

Similarly the suggested amendments to the wording to encourage the applicants to seek advice from the County Council as Local Flood Authority, and a link to the Suffolk Flood Risk Management Strategy Appendix C are also reasonable and has been added to the document.

Heritage Statement or Impact Assessment

The suggested amendments to the wording of the terminology of when a heritage assessment is required and associated text are reasonable. This section has been amended in view of the comments from Suffolk County Council and Historic England.

Public Rights of Way:

The suggested amendments to the wording of the Public Rights of Way section are reasonable, and therefore this section has been amended accordingly.

Transport Statement or Assessment:

The suggested amendments to the wording of the Transport Statement or Assessment section and the additional document link are reasonable, and therefore this section has been amended accordingly.

Suffolk Fire and Rescue

"I have read through the Validation Document and have been unable to find anything that relates to access and water provision, unless I have missed something, on behalf of the Suffolk Fire and Rescue Service could this be included please?"

We request that at every opportunity, where there is proposed build or Change of Use and regardless of the size or area of build, the Suffolk Fire and Rescue Service are consulted during the planning application stage.

This consultation is to ensure that access to any proposal meets the building regulations for vehicle and crew attendance during an incident and that water provision is provided to support attendance, where needed, under the Fire Service Act 2004."

Response from East Suffolk as Local Planning Authority:

These comments relate to consultation processes not the documents required to validate an application. Therefore, no amendments have been made to the document in response to these comments.

East Suffolk Internal Teams/Department Responses

Environmental Protection

"Air Quality and Odour Assessment" - pg. 10

When required to validate an application:

- When a proposal, whether residential, commercial or of another type, has the potential to cause significant levels of air pollution or odour or any potential air quality matters for present or future occupants.

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

Air Quality Assessment

In most circumstances this will only be required for 'Major' developments, but those generating a considerable number of traffic movements to/from the site close to an AQMA and/or generating potential air pollution from the nature/type of activity on site will always require such an assessment. The assessment should indicate the potential change in air quality resulting from the development and outline mitigation measures, as necessary. Reference should be made to the latest edition of EPUK and IAQM document 'Land-Use Planning and Development Control: Planning for Air Quality' (2015) for initial guidance on when an Air Quality Assessment will be required, and where it is considered necessary, the East Suffolk Environment Protection Team should be contacted to confirm the scope of any assessment.

Odour Assessment

Where an odour assessment is necessary reference should be made to the latest edition of the IAQM “Guidance on the assessment of odour for planning” An appropriate site-specific assessment should be submitted for all residential proposals near known sources of odour, with particular regard to adjacent industrial uses or where an odorous use is proposed

Where the application is for a commercial kitchen ventilation or extraction system an assessment should be submitted in accordance with the latest edition of EMAQ+ Guidance – “Control of Odour and Noise from Commercial Kitchen Exhaust Systems”

The East Suffolk Environment Protection Team should be contacted to confirm the scope of any assessment.

Biomass Boilers

Applications for any biomass boilers exceeding 50kW thermal must provide the following information: should complete the Biomass Boiler request form and submit the form with the planning application.

The form can be accessed here –

<https://www.eastsuffolk.gov.uk/environment/environmental-protection/air-quality/biomass-and-wood-burning/biomass-boiler-information-request/>

~~• 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) • PM10 emissions rate (g/s) • Exit/discharge velocity (m/s) • Exit/discharge temp (oC) • Full stack height • Ridge height of building that the boiler and stack is situated within • Calculation of height of stack once it clears the building ridge height • Internal stack diameter • Distance and direction of closest residential receptors • Height of tallest building within a distance of 5x the stack height~~

Further information:

Planning Practice Guidance: Air Quality Assessments

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

Institute of Air Quality Management - [Air Quality, Dust and Odour](#)

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

East Suffolk Environmental Protection and Air Quality Management Areas within the East Suffolk District

<http://www.eastsuffolk.gov.uk/environment/environmental-protection/>

Contaminated Land Assessment / Land Contamination Questionnaire - pg. 18

Paragraph 179 and 180 of the National Planning Policy Framework 2019 states that; responsibility for securing a safe development rests with the developer and/or the landowner.

When required to validate an application:

- **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 assessment/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.

Where the Phase 1 Assessment identifies a potential risk of contamination, a Phase 2 Assessment will be required. This involves more in-depth investigation than the phase 1, including on site investigation. The purpose is to determine if there are any unacceptable risks to people and the environment.

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 an 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. The Environmental search must be dated within 12 months of the date of the application and have a minimum search radius of 250m

Further information:

National Planning Policy Framework (NPPF) – Section 15 (Conserving and enhancing the natural environment)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Land Contamination: Technical Guidance

<https://www.gov.uk/government/collections/land-contamination-technical-guidance>

East Suffolk Land Contamination Questionnaire

<https://www.eastsuffolk.gov.uk/planning/planning-applications/making-a-planning-application/>

Noise Impact Assessment or acoustic report – pg39

When required to validate an application:

- Proposals that generate noise such as industrial and/or commercial developments, for example workshops; refrigeration plant, air conditioning plant, air source heat pumps and pubs and clubs.
 - The introduction of new noise sensitive receptors (such as those associated with new residential dwellings, hospitals, or schools) adjacent to sources of noise, including roads, railways, commercial, industrial sources pubs and clubs.
-
- Noise assessments or acoustic reports should be carried out by a suitable qualified and competent person.

- For residential development - The assessment shall follow the principals of ProPG: Planning & Noise – New Residential Development: Main Guidance unless otherwise agreed by the Council’s Environmental Protection Team
- Where the application is for a commercial kitchen ventilation or extraction system a statement on the system should be included in the application detailing the position and design of the ventilation and extraction equipment, together with noise abatement techniques (if necessary). Reference should be made to the latest edition of EMAQ+ Guidance “Control of Odour and noise from Commercial Kitchen and Exhaust Systems”

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

All Noise Impact Assessment or acoustic reports should have reference to the following guidance where relevant

BS 4142:2014+A1:2019 - Methods for rating and assessing industrial and commercial sound

BS 8233:2014 - Guidance on sound insulation and noise reduction for buildings

BS 5228-1:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites. Part 1: Noise

BS 5228-2:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites – Part 2: Vibration

Further information:

National Planning Policy Guidance – Section on Noise <https://www.gov.uk/guidance/noise--2>
 Noise Policy Statement for England
<https://www.gov.uk/government/publications/noise-policy-statement-for-england>
 East Suffolk Environmental Protection Team
<https://www.eastsuffolk.gov.uk/environment/environmental-protection/>

NB

The noise and the air quality sections should cover our requirements of the ventilation/extraction section in the original document.

Lighting Assessment / Details of Lighting Scheme – pg. 37

‘Whilst we understand that a Light Assessment is sometimes required for planning purposes, it would be useful if these considered artificial light spill into neighbouring properties/gardens due to the potential for statutory nuisance.’”

Response from East Suffolk as Local Planning Authority:

Air Quality and Odour Assessment:

The recommended amendments and additions to the wording to this section are reasonable and would add clarity on what is expected. Therefore, the suggested changes have been made to the document.

Contaminated Land Assessment/Land Contamination Questionnaire:

The recommended amendments and additions to the wording to this section are reasonable and would add clarity on what is expected. Therefore, the suggested changes have been made to the document.

Suggestion to remove the ventilation/extraction section

The ventilation/extraction section has been kept, as it should make it more obvious to restaurants/takeaways etc what is required, in terms of their ventilation/extraction equipment.

Cross referencing to the other sections of the document has also been added to the ventilation/extraction section for clarity.

Lighting Assessment / Details of Lighting Scheme.

The recommendations to this section are reasonable and therefore the wording of this section has been amended.

Planning Policy and Delivery

First Response:

“Thank you for providing us with the opportunity to comment on the checklist and whilst we fully support an updated and detailed checklist for planning applications, the Planning policy and Delivery team has a few comments we would like to suggest, which we have detailed below:

RAMS

The requirements for RAMS are outlined within the section ‘Draft Heads of Terms’, however some applicants requiring a RAMS payment may not visit this location, particularly for smaller scale developments. A separate section or clearer directions would ensure that the RAMS are not missed. Following a discussion with the Ecology Officer the following wording could be considered:

The Suffolk Coast Recreation Disturbance Avoidance and Mitigation Strategy (RAMS) is a partnership between East Suffolk Council, Ipswich Borough Council and Babergh and Mid Suffolk District Councils, supported by Natural England. Its aim is to reduce the impact of increased levels of recreational use on Habitat Sites (also often called European Sites), due to new residential development in the Suffolk Coast area, and to provide a simple, coordinated way for developers to deliver mitigation for their developments.

The Zone of Influence (ZOI) is the area where increased residential development will result in likely

significant effects. As set out in the strategy, evidence shows that there is a 13 km ZOI around the relevant Habitat Sites in the Suffolk Coast area.

Any new residential development (including conversions/sub-division to create additional units) within the Zone of Influence will be required to mitigate the effects of the development and show how this will be achieved prior to approval of planning permission. In smaller development this is most efficiently achieved through payment of the RAMS contribution only. For sites comprising of more than 50 dwellings and in more sensitive locations, a bespoke approach including payment of RAMS and demonstration of on-site/off-site mitigation measures may be required. Details on this should be provided with your application as information to inform a Habitats Regulations Assessment (HRA).

Further details on the Suffolk Coast RAMS can be found here:

<https://www.eastsuffolk.gov.uk/planning/developer-contributions/rams/>

Ecology/Habitat Assessment

The biodiversity section outlines when an ecology assessment is required. However, the Local Plan policy sometimes refers to a Habitat Assessment instead of an Ecology Assessment. For example, Policy SCLP6.1 states:

Applicants will be expected to undertake biodiversity and habitat assessments to ensure that any development of tourism related facilities does not conflict with environmental policies.

To ensure the list correlates with the Local Plan it is recommended that a glossary or list is included showing the different terminology.

Lighting Assessment

Neighbourhood plans can contain policies relating to lighting and dark skies. It would be useful to have a link to the neighbourhood plan section on the website to direct potential applications to this requirement. Different types of development may require a lighting assessment for example Mutford requires a lighting statement for new dwellings and commercial developments, but not domestic extensions.

For clarity the Neighbourhood Plans with this as a requirement could be referenced within the checklist. Of the 'made' plans Mutford includes the need to submit a statement and Wenhaston with Mels expects developments to respect dark skies but does not explicitly require a lighting statement.

Sustainability Statement

A section on a sustainability statement has not been included in the checklist. The section outlined 'Energy Statement' is broadly similar but narrower in its approach. Could the energy statement be expanded to be a sustainability statement instead/as well as? Otherwise they could be two separate sections.

The required content of a sustainability statement is outlined in policy WLP8.28 of the Waveney Local Plan and policy SCLP9.2 of the emerging Suffolk Coastal Local Plan.

Policy SCLP9.2 includes a requirement for all new developments of more than 10 dwellings should achieve higher energy efficiency standards that result in a 20% reduction in CO2 emissions below the Target CO2 Emission Rate (TER) so there are some similarities with an energy statement, but the sustainability statement is broader.

Flood Risk Assessment

The validation checklist states an FRA is required based on the flood zones outlined by the EA or as part of the SFRA. This approach is supported as there are important differences between EA FRA and the SFRA. However, the next section which details when you need to submit an FRA then only references the EA. This section should be updated to also reference the SFRA.

The draft validation checklist taken to committee in June 2019 contained additional wording that hasn't been included in the latest version and it is not clear why this has occurred as it could still be relevant.

Major Energy Infrastructure Projects

Policy SCLP3.4 of the Suffolk Coastal Local Plan outlines the requirements for applicants submitting applications for Major Energy Infrastructure Projects some of which are unique to this policy. A separate section could be included within the validation checklist for Major Energy Infrastructure Projects.

Ease of Reference

The document provides a good level of detail and the creation of a new validation checklist is fully supported. However, an easy to use reference system could be considered which details which supporting documents will be required with which application types. There is a potential danger that applicants will not read through the validation checklist in its entirety to ascertain which document types are required. A simplified checklist as an attachment could swiftly direct applications to which documents are relevant for their proposal on the validation checklist.

Emerging Suffolk Coastal Local Plan

The validation checklist includes references to the emerging Suffolk Coastal Local Plan. Whilst the Suffolk Coastal Local Plan is at an advanced stage it has not been adopted and could accordingly change. Prior to the release of the validation checklist you may wish to caveat the document with this point and note the checklist may require altering should changes occur to the Local Plan before its adoption. If you want some suggested wording for this then the planning policy department can provide recommendations.

Neighbourhood Plans

It is important to note that neighbourhood plans can have their own validation requirements. There are currently 9 Neighbourhood Plans that are 'made' and 30 with designated areas. It is important that the Validation Checklist can be amended to take into account new neighbourhood plans as they become 'made' as other validation requirements may then be required.

If you have any questions or wish to seek any clarification on any of the points raised, please contact me.”

Additional comments:

“Policy and Development responded to the validation check list yesterday, however we omitted a paragraph about Building for Life 12 Guidelines, which is required in both the WLP and emerging SCLP. As such I would request that the additional proposal is considered and that under the section ‘A design and access statement should:’ (page 21) reference is made to the BfL12 Guidelines. A link to the latest BfL12 could also be added to the ‘Further information’ section (page 21).”

Response from East Suffolk as Local Planning Authority:

RAMS

In response to the comments, additional cross referencing links to RAMS have been added where applicable throughout the document, in order to reduce the potential for RAMS to be overlooked. An index has also been added to the document to assist applicants/agents in finding relevant information.

Ecology / Habitat Assessment

In response to these comments, the text of the biodiversity section has been amended to refer to both titles (Habitat Assessment / Ecology Assessment), so that those looking for one or the other form of terminology see the same pages listed in the index, and within the text when reading the document.

Lighting Assessment

In response to these comments, additional references have been added to Neighbourhood Plans throughout the document.

Sustainability Assessment

A new section covering Sustainability Statements has been added to the document. It is a sensible addition in view of the policy requirements in both Local Plans.

Flood Risk Assessment

The wording of this section has been amended in view of these comments and those of Suffolk County Council.

Major Energy Infrastructure Projects.

An additional section covering this has not been added to the validation checklist document. This decision is based upon it being a section related to a specific type of proposal rather than a specific document to be supplied with an application, so it is out of character with the rest of the document. It also in effect just reiterates the policy requirements which are already in the planning policy document, rather than adding significant value to the validation document.

Ease of Reference

Due to the extensive variation of proposals that can be submitted and the variation in the

combination of constraints which can affect sites, it would be impossible to list all potential application proposals and what would be required for them. Therefore, the recommend reference list of which supporting document with which applications types cannot be realistically included.

However, the additional index has been set up with key words the public may look for when submitting an application, and beneath each key word/phrase there are items which may potentially be relevant, which should provide applicants/agents with a starting point on which sections to read/check to see if they need to submit certain documents/information.

Emerging Suffolk Coastal Local Plan

The recommended caveat is recognised. This was already covered by the second paragraph of the introduction which makes it clear it is a live document which will be updated as and well national and local planning policy changes, but an additional phrase has been added to make it clearer.

Neighbourhood Plans

References to the requirements have been added throughout the document, and an additional appendix has been added setting out the current local planning documents, including the 'made' Neighbourhood Plans.

Additional Comments

In response to these comments, references to Building for Life 12 Guidelines have been added to the document.

East Suffolk District Councillors

Cllr David Bevan

"I know it is a big ask but can we encourage architects to move towards measurement by GPS and CAD drawings for applications. There was a case in Southwold last year when heights of buildings were incorrectly measured and displayed on the drawing."

Response from East Suffolk as Local Planning Authority:

It would be unreasonable to require all applications to include CAD drawing, particularly those of a smaller scale such as those for garden sheds. A requirement for professional CAD drawings would add significantly in terms of proportions of the costs of such proposals.

However, as set out in Section 2 of this document, plans drawn to scale will be required. The onus rests with the applicant and/or their agent to ensure that all plans and other documentation that they submit are accurate. If a scheme is approved and the plans are subsequently found to be inaccurate, this could potentially invalidate the planning permission. Therefore it is in the applicants interest to ensure they supply accurate information.

Town and Parish Council Responses

Kesgrave Town Council

Comments received 23 May 2020:

“This list is a check list designed so that individuals or firms submitting a planning applicant have a fair chance of getting their submission right first time. This is welcome news because it prevents rework on both sides, namely the applicant and their architect and builder and the planning department of the Local authority.

There however appears to be a significant omission because although reference is made at the end of the document to neighbourhood plans (and provides a link to the District Council Website), there is little explanation about what a Neighbourhood plan is or its significance.

With Great weight placed on Neighbourhood plans (especially adopted plan or awaiting referendum) this seems to be an oversight and could prevent an applicant from getting their applicant “Right first time” if their submission does not accord with the requirements of the local neighbourhood.

I would expect this planning document to mention the importance of Neighbour plans at the very start so individuals and firms are aware of local requirements rather than have a problem that could lead to delay, wasted time and increased costs.”

Comments received 2 June 2020:

“The Local Validation List Consultation was discussed at our Planning & Development Committee meeting last night and the Committee wish to make the following comment;

It is noted that within the document there doesn’t appear to be any reference for planning applications to align with the requirements of a Neighbourhood Plan (should one exist).”

Response from East Suffolk as Local Planning Authority:

A reference to Neighbourhood Plans has already been added to the second paragraph of the Introduction in view of the comments from the Local Plans Team.

Additional references to Neighbourhood Plans have also been added throughout in line with current ‘made’ Neighbourhood Plans. Additional reference can be made to the document as it is revised when further Neighbourhood Plan documents are ‘made’.

Martlesham Parish Council

“Thank you for the opportunity to comment on the Local Validation List.

The Parish Council would wish to see more explicit reference to climate change, recognising the Climate Emergency Policy of ESC. There should be a requirement to assess the climate change impact of planning applications. A logical place to incorporate this would seem to be in the Environmental Impact Assessment (EIA). We note however that the EIA is not mandatory in all cases but every build, be it new build or an extension, will have an environmental impact in construction and use. If the climate emergency is to be addressed properly, these factors should be taken into account and in principle be part of the EIA with mitigations proposed.

The Martlesham Neighbourhood Plan Policy MAR 4 says

- where possible, innovate to achieve developments that, through their design, are energy efficient in the way they are constructed and operate.

The Parish Council notes that climate change guidance is referenced under the Energy Statement, Flood Risk Assessment, Sustainable Drainage Strategy for certain developments only but we consider the Local Validation List could be an opportunity to address the impact on climate change from development more robustly.”

Response from East Suffolk as Local Planning Authority:

Various references have been added to climate change within the text, and a specific section on climate change has also been included within the index.

Southwold Town Council

The formatting below, including highlighting is as per the submission from Southwold Town Council.

In addition to the text below, Southwold Town Council also attached a copy of the whole consultation document with the sections highlighted. Some of these sections are referred to below, others are not included in their comments and therefore it is unclear why they have been highlighted.

This highlighted version of the whole consultation document has not been included within the section below, as it would be a repetition of their comments below and the text within the original document.

“P. 2

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

- Seek further information with regard to the submitted plans/documents

- Seek information on material planning issues that have not been addressed in the application where they are relevant to the nature of the application.

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

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

However, please note, due to the time frames set nationally for the determination of applications, and the potentially need for further consultation processes/time periods, on any additional information, it is not always possible to allow for the submission of additional documentation during the application process.

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

Could you make clear that if information is sought, and it is not obtained, or the quality of the response is not adequate, then an application could be refused?

P. 3

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

This suggests that files will be reviewed early in the process to determine whether all of the validation requirements have been adequately addressed. So, for example, the Heritage Statement identifies significance, states the extent of harm to significance, and explains mitigation or justification. This means that the person reviewing the Heritage Statement needs to have experience. Is this what is intended? If not, we respectfully suggest it should be. Otherwise, the validation process will be box ticking and not produce a good quality application.

P.5

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

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

We applaud this approach – a common problem with plans is that they do not show the impact on the surrounding buildings, making it difficult to evaluate context, even though sympathetic context is at the heart of the NPPF and Local Plan design policies, and the National Design Guide. Please can you enforce this rigorously.

P. 20

- The creation of a building or buildings where the floor area created is 100sqm or more (measured externally within a Conservation Area (including householder developments, such as extensions and outbuildings)).

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

- National Park: Including Broads National Park.

- Site of Special Scientific Interest

- Conservation area

- Area of Outstanding Natural Beauty

They are not needed for:

- Householder developments (see exemptions above),

This section is not clear. It seems to be saying that D & A's are not required for householder developments in the yellow highlighted areas. Is that correct? Or is it saying that you have to have a D & A for any householder development within the yellow highlighted areas?

P. 21

A design and access statement should:

- explain the design principles and concepts that have been applied to the development,
- demonstrate the steps that have been taken to appraise the context of the development and how the design of the development takes that context into account in relation to the proposal.

This section should reference the National Design Guide, which has an excellent explanation of the role of the Design and Access Statement in showing that the National Design Guide has been complied with. The NDG is a material consideration in Planning Policy and is to be used as a local design guide in the absence of the former. The Waveney Local Plan incorporates Building for Life on development schemes with 10 or more units but is silent on small scale development, which is what Southwold has. Southwold has incorporated the National Design Guide into its emerging Neighbourhood Plan, which is about to be submitted for Regulation 16 consultation. Given the importance that the Government has given to the NDG as a mechanism for raising design standards, we would like to see East Suffolk promoting its use.

P. 29

A [Heritage] statement should include:

- a description of the significance of any heritage assets affected, including any contribution made by their setting,
- the relevant historic environment record should be consulted,
- an assessment of the affected heritage asset(s) using appropriate expertise where necessary to

describe the significance of the heritage asset,

- an assessment of the impact of the proposal on the significance of the heritage asset and any reasoned justification for the proposal,

We are delighted that you have spelled this out. The challenge will be to enforce this. This requires review of the quality of the file by people with sufficient experience to understand what a good heritage statement looks like.

P. 36

Landscaping details

This is required for all applications for development where soft and/or hard landscaping is to be undertaken.

Details should include:

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

We would like to see this requirement applied to small scale development. In Southwold, the character of the street scape and biodiversity has been eroded by re-development by absentee owners of holiday lets and second homes who obtain planning permission to expand dwellings and then use this opportunity to pave over front gardens. The design policy does not limit sensitive landscaping to large scale development.

P. 38

Marketing Assessment

This is required for those applications that involve:

- the loss or change of use of a public house,
- any application that involves or consists of the loss of a designated or non-designated heritage asset, on the grounds of redundancy and economic viable repair,
- any application that involves the loss of a building or use that provides employment,
- conversion to residential use within any area safeguarded employment land as allocated within the development plan,
- Conversion of holiday lets to unrestricted residential dwellings.

A marketing assessment should include the details defined in Appendix 4 of the East...

You appear to have inadvertently omitted community facilities Waveney LP Development Policy 8.22, which requires a marketing assessment to show that it is not viable to continue to use a site for the same or a different community facility. “

Response from East Suffolk as Local Planning Authority:

Introduction

Amended wording has been added to the introduction section to cover situations where information is sought, is not obtained or the quality of the response is not adequate.

Heritage Statements

Heritage statements are reviewed during the course of the application by the case officer (planning officer) and in many cases also by a member of the Design and Conservation Team. This is where the content of those documents are assessed.

Site Context

The requirements for showing the site context have to be proportionate. For example, a modest shed at the bottom of a garden doesn't really need the elevations and heights of the surrounding dwellings, but their positions and boundaries with adjoining properties are useful and reasonable to require. Whereas on a proposal for a new dwelling, it would be proportionate and reasonable to require a streetscene type drawing showing the position and heights of the adjacent buildings.

Design and Access Statements

Additional wording has been added in brackets to the first bullet point of the list of when not required in order to add clarity in terms of when Design and Access Statements are required.

A reference to the national design guide has also been added.

Landscaping details

A blanket requirement for landscaping on small scale would be unreasonable. The planting of trees etc is not development and therefore does not require planning permission. People can plant/landscape their gardens as they wish, and in the majority of cases planning permission is not required for minor works (e.g. paving in front gardens does not require planning permission provided certain criteria being met).

Marketing Assessment

The reference to policy WLP8.22 was missing from the document. It has been added, along with a reference to the equivalent policy within the Suffolk Coastal Local Plan.

Woodbridge Town Council

"Woodbridge Town Council has no comments to make on the consultation document but is worried that future application of it may not be consistent."

Response from East Suffolk as Local Planning Authority:

Comments noted

Planning Agent Responses

No consultation responses/comments on the document were received from Planning Agents during

the consultation.

Third Party / Members of the Public Responses

Mr Holland

“Thank you for the opportunity to comment on the above consultation document. The document is well laid out and comprehensive, and clearly sets out the accompanying statements required to be submitted with a planning application.

At present it seems that a formalisation of the validation process is needed since a review of applications often shows that entire documents that are apparently required are missing, or information that should be included as part of submitted documents is not provided. It is also apparent that many complex applications are received and validated on the same day, which raises concerns about how validation is carried out.

NPPF paragraph 55 is clear, “Conditions that are required to be discharged before development commences should be avoided, unless there is a clear justification.”

Page 1 of the consultation document notes “When we receive planning applications, we check to see that we have all the information we need to determine an application, that the plans, certificates and fee are correct. This process is referred to as the validation of the application. It is in your interests to get this correct as the application is not passed to a planning officer and processed further until it is valid.”

The implication is that validation takes place before a planning officer is involved, irrespective of the size and complexity of the application, and that the notice period for consultation starts with the validation – even if documents are subsequently found to be incomplete or missing. Whilst this may lead to conditions being attached to the granting of permission it is contrary to NPPF 55 (above).

POSSIBLE AMENDMENTS/ADDITIONS TO THE CONSULTATION DOCUMENT

1. Any application of a predetermined complexity (eg requiring a DAS) should not be validated until reviewed by a planning officer.
2. Any consultee/member of the public or interest party who successfully challenges the validated application on the grounds that relevant information has not been provided will lead to the consultation period being extended.
3. Applications should not be sent to the planning committee with recommendations that additional documents/reports be provided – they should accompany the application.

Documentation (including third party reports) submitted with a planning application should be current. They should be dated within 1 month of validation and still be current at the date of any relevant planning committee meeting. If not the report should be updated, or a letter from the

preparer provided to confirm that the assumptions on which it was prepared are still valid.

If you require clarification of any of the above please contact me.”

Response from East Suffolk as Local Planning Authority:

Applications are valid from the date of receipt if they have all the necessary documents. Therefore, they have to be logged as valid on the date of receipt, even if they are not checked for validation until a day or so later. Therefore the ‘valid’ date which appears on the website reflects the date on which all the necessary documents were received. Not the date that they were checked on.

The validation checking process is adopted normal process, and is similar across many Local Planning Authorities. Planning technicians and the planning support team check applications for the documents submitted. The assessment of the quality and accuracy of these documents is part of the application assessment process, so has to occur after validation.

The Local Planning Authority is not able to extend the consultation period on the grounds that those commenting on the application suggest that documentation is invalid on an automatic basis for all applications,

Legislation allows for additional documents to be submitted during the course of the application, and allows for conditions to be placed on a consent requiring submission and agreement of additional document/details. The potential need to extend a consultation period is determined by the case officer on the basis of the revisions that have been made to application documents.

The requirement for documentation to be prepared within 1 month of the date of validation would be unreasonable. Certain types of documents have to be prepared in advance. For example, ecological surveys have to be undertaken at certain times of the year, and other surveys have to be undertaken in order to shape the layout etc which takes time to design in consideration of the findings of such surveys.

Appendix 4: Summary of Amendments to the document following the consultation process.

This Appendix outlines the key changes made to the document following the consultation, prior to formal publication and adoption on 1 September 2020.

General changes made to the document are:

- Links between related sections to create connections between linked documents,
- Inclusion of an Index to enable easier navigation for users looking for a particular issue or type of proposal.
- Additional hyperlinks added to further information sections and Appendix 1
- Updates to refer to the Suffolk Coastal Local Plan adopted September 2020.

Section 1 – Introduction

Amended to add references to Neighbourhood Plans

Amended in view of comments from Southwold Town Council relating to submitted documents subsequently being found inaccurate or insufficient.

Section 2 – Drawings, Plans and Certificates

Wording of bullet points amended and additional bullet points added to provide clarity on what is expected in terms of Site Layout Plan / Block Plan, in part in response to comments from Suffolk County Council, and to ensure consistency with other sections of the document.

Additional wording to add clarity in terms of accuracy of plans within the Floor Plans and Elevations section, and the Sections and Levels Plan Section. The requirement for CAD drawings suggested by Cllr Bevan would be unreasonable, particularly on modest schemes, but accurate to scale plans are necessary and a reasonable requirement.

Additional wording relating to the red line on the site location plan, and serving notice on land owners has been added to the Ownership Certificate section, in the interests of clarity.

Section 3 – Local Validation Requirements – Supporting Information.

An additional paragraph has been added at the start of this section, to explain that not all planning policy requirements can be covered within the validation document, and there may be situations where a document is not required to validate the application, but is required in order to meet a specific planning policy requirement relevant to their proposal, and without that document the application may subsequently be refused.

[Affordable Housing](#)

There have been no changes to this section other than the general changes set out above.

[Air Quality and Odour Assessment](#)

In view of comments from East Suffolk Environmental Protection, this section has been expanded to include Odour as well as Air Quality.

[Archaeological Assessment](#)

Amended in view of comments from Historic England and Suffolk County Council, to add clarity in terms of when an Archaeological Assessment is required to validate an application, and what is required within such an assessment.

Link to the online HER has also been added to the further information section.

[Biodiversity](#)

Reference to Ecological Assessments also being referred to as Habitat Assessments has been added to this section, to assist those reading the document alongside planning policy documents.

Additional text added highlighting the Habitat Regulation requirements for sites within 13km of European Protected sites (Recreational Avoidance Mitigation Strategy (RAMS)).

Cross reference and link also added to the Geodiversity section of the document.

Link to RAMS also added to further information section.

[Coastal Erosion Vulnerability Assessment.](#)

There have been no changes to this section other than the general changes set out above.

[Community Infrastructure Levy](#)

There have been no changes to this section other than the general changes set out above.

[Contaminated Land Assessment/ Land Contamination Questionnaire](#)

Amended in view of comments from East Suffolk Environmental Protection, including the need for Environmental Searches to be dated within 12 months of the date of application.

[Daylight /Sunlight Assessment](#)

There have been no changes to this section other than the general changes set out above.

[Design and Access Statements](#)

In view of comments from Southwold Town Council, and East Suffolk Planning Policy Team additional wording has been added in the interests of clarity in terms of when Design and Access Statements are required, and to highlight the National Design Guide and potential requirements of Neighbourhood Plans.

Additional links to external guidance documents also added to the further information section in order to assist users.

[Draft Heads of Terms](#)

In view of comments from East Suffolk Planning Policy Team, additional references to the Habitat Regulation requirements for sites within 13km of European Protected sites (Recreational Avoidance Mitigation Strategy (RAMS)) have been added.

[Energy Statement](#)

Wording amended and added to, in order to provide cross referencing to the new Sustainability Statement section, and provide clarity on what is expected within Energy Statements.

[Environmental Impact Assessment](#)

There have been no changes to this section other than the general changes set out above.

[Flood Risk Assessment](#)

Additional criteria added to when required to validate an application, in line with comments from Suffolk County Council and East Suffolk Planning Policy Team.

Additional wording also added to provide clarity on the relevance of the Strategical Flood Risk Assessment, what is required within a site specific Flood Risk Assessment, and recommendations to discuss with Suffolk County Council as Lead Local Flood Authority, and the Environment Agency.

Additional links to useful documents also added to the further information section.

[Foul Drainage Assessment](#)

There have been no changes to this section other than the general changes set out above.

[Geodiversity Survey and Report](#)

There have been no changes to this section other than the general changes set out above.

[Health Impact Assessments](#)

This section was added to take account of comments received from the Local NHS in relation to planning applications.

[Heritage Statement or Impact Assessment](#)

As per comments received the term 'sites and monuments' has been replaced with 'Historic Environment'.

In view of comments from Suffolk County Council and Historic England, additional wording has also been added to provide clarity on what a heritage statement should include, and to highlight that there may also be specific requirements within relevant local planning policies.

Additional links to useful documents also added to the further information section.

[Joinery and Window Details](#)

There have been no changes to this section.

[Landscape and Visual Impact Assessment](#)

Additional wording added, advising on when such assessments are recommended, outside the specific criteria listed.

Additional links to useful documents also added to the further information section.

[Landscape Details](#)

There have been no changes to this section other than the general changes set out above.

[Lighting Assessment / Details of Lighting scheme](#)

Additional criteria referring to requirements of Neighbourhood Plan policies added, in line with recommendation from the planning policy team.

Additional wording relating to light spill added in line with comments from East Suffolk Environmental Protection Team.

Link to Neighbourhood Plans added.

[Marketing Assessment](#)

Additional criteria referring to loss of community facility or community assets added, as it was missing as highlighted by Southwold Town Council.

[Noise Impact Assessment or acoustic report](#)

Significant alterations to wording, including criteria setting out when required, and the requirements of this document, in line with comments from Environmental Protection.

[Open Space Assessment](#)

Additional wording added to add reference to Neighbourhood Plans and loss of open spaces.

[Parking Layout Plans](#)

Additional paragraph added to provide clarity on when required.

[Planning Statement](#)

There have been no changes to this section other than the general changes set out above.

[Public Rights of Way](#)

Minor amendments to wording in line with comments from Suffolk County Council.

[Refuse Storage Plan](#)

Additional wording added to add clarity as to why this information is sought and reference to planning policies.

Additional links to useful documents also added to the further information section.

[Retail /Leisure Impact Assessments](#)

Additional paragraph added, highlighting potential for specific requirements within Neighbourhood Plan policies for such documents.

Additional link to Neighbourhood Plans also added to the further information section.

Rural Workers Dwellings

Additional paragraph added, highlighting potential for specific requirements within Neighbourhood Plan policies for such documents.

Additional link to Neighbourhood Plans also added to the further information section.

Statement of Community Involvement

There have been no changes to this section other than the general changes set out above.

Structural Survey

There have been no changes to this section other than the general changes set out above.

Sustainable Drainage Strategy

Additional text added, to highlight overlap with Flood Risk Assessment Section and highlighting potential for specific requirements within national, local and Neighbourhood Plan policies for such documents.

Additional link to Suffolk Flood Risk Management Strategy Appendix C also added to the further information section.

Sustainability Statement

In view of comments from Planning Policy, new section added to cover this document as it is a requirement for many developments, within local plan policy. This sets out what is required and why, and includes links to relevant documents.

Transport Statement or Assessment

The section relating to when this document is required has been amended as per the comments from Suffolk County Council. Additional text also added to refer to Neighbourhood Plans, and recommending contact being made with Suffolk County Council as Local Highway Authority

Additional link to Neighbourhood Plans also added to the further information section.

[Travel Plan](#)

Additional wording relating to potential for sustainable transport objectives added in line with comments from Suffolk County Council.

Link to Travel Plan Guidance amended.

[Tree Survey/Arboricultural Assessment.](#)

There have been no changes to this section other than the general changes set out above.

[Ventilation/Extraction](#)

Cross reference to other relevant sections added.

[Viability Assessment](#)

Additional text also added to refer to District level and Neighbourhood Plan Policies.

[Index of Key Terms](#)

Added as a new section to assist users in finding relevant information.

[Appendix 1](#)

Additional links added to Conservation Area Appraisals, Supplementary Planning Guidance.

[Appendix 2 : Local Development Plan](#)

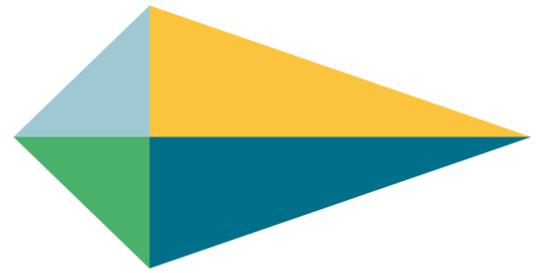
New section added listing documents currently forming part of the Local Development Plan, in order to assist applicants with locating potentially relevant planning policies.

[Appendix 3 : Consultation on the document](#)


Explanation of consultation process added, along with copies of the consultation comments received and responses from East Suffolk Council as Local Planning Authority.

[Appendix 4](#)

New Appendix, this section providing a summary of the changes made to the document following the consultation.




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C O U N C I L

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