



Making a Planning application

Non – householder Applications Local Validation List

Please contact us if you require more information about making a planning application
01603 430509 / 01508 533813
Planning@southnorfolkandbroadland.gov.uk

Write to:
Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

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1– Introduction

Validation guidance

All planning applications require supporting information. This document outlines the requirements for the most common application types. Further general guidance regarding application validation can be found at www.gov.uk/guidance/making-an-application

Planning applications are considered against the Central Government Policies as set out in the National Planning Policy Framework, and local policies set out in the Development Plan which comprises Development Management policies, Site Specific policies and Neighbourhood Plans.

The information submitted with your application should be in line with the type, scale and size of the proposed development. We will not seek information that is not necessary, however, if key information is missing from an application, it may delay the consideration of the proposal.

“Applicants are encouraged to seek pre-application advice from the Local Planning Authority, particularly with respect to more complex development proposals”

On the following pages the national and site specific requirements are listed along with supporting information to assist you with your application submission. These are split into the following sections:

National requirements - These documents are mandatory as part of each application type as described in the Planning Act and other relevant planning legislation.

Local validation requirements – These are documents which depending on the nature and scale of the proposal will be required to validate your application when submitted to Broadland District Council or South Norfolk Council. The Councils reserve the right to request these documents below the indicated thresholds during the consideration of the application if considered to be essential to be able to determine the application.

Additional Supporting Documents - These documents are supplementary and may be required depending on the type and scale of application submitted.

Applicants are encouraged to seek pre-application advice from the district council, particularly with respect to more complex development proposals. This will assist the application process and reduce the possibility of an application being invalid and therefore delaying its consideration. However, it is an informal officers opinion and does not guarantee the outcome of a subsequent application.

If you have received pre-application advice from us please indicate the reference/date of any correspondence or discussion and the name of the officer.

To help us register your application as quickly as possible, please ensure either all documents are submitted electronically or via a hard copy format. Please do not submit a mixture of the two.

For applications submitted via hard copy please send one copy. Applications sent electronically can be submitted online via the planning portal at www.planningportal.gov.uk.

For general advice and guidance please use the following link:

[Planning practice guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

2 – National Validation Requirements

Application forms

All applications require the following:

- Completed Application Form These can either be submitted electronically via the Planning Portal website or by post.
- Completed Ownership Certificates and Agricultural Holding Certificate:
 - * Certificate A should be signed and dated if you are the sole owner of the land and there is NO agricultural tenant.
 - * Certificate B should be signed and dated if any of the proposal (including foundations or guttering) encroaches onto or above the neighbouring property OR if all or part of the application site is owned by someone other than the applicant or there is an agricultural tenant. In both cases a Notice of Owners (Notice 1) form must be completed and sent to any owner or agricultural tenant.
 - * Certificate C should be signed and dated if part of the site is owned by an unknown person or if the names of all the owners or agricultural tenants are not known then you will need to complete Notices
 - * Certificate D should be signed and dated if all of the site is owned by an unknown person or if the agricultural tenants are not known, then Notice 2 should be completed.

Community Infrastructure Levy (CIL)

CIL is a levy on almost all new buildings and is a way of making sure development contributes to the infrastructure needed to support growth in the area. It is a non negotiable levy on all new dwellings and all other built development over 100m², based on the internal floor area of the development. The links below will provide additional information to help you assess the potential liability of your proposal and guide you through the steps required to complete the whole CIL process.

There are exemptions from CIL for certain categories of development and information about these is available from the links listed below.

CIL Additional Information Form 1 should be completed and submitted with the Planning Application.

Follow the links below to download the relevant form and guidance notes.

[About the Community Infrastructure Levy - Community Infrastructure Levy - Planning Portal](#)

Fees

Please use the following link as a guide to working out the correct fee for your planning application. <https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1>

Required plans and drawings

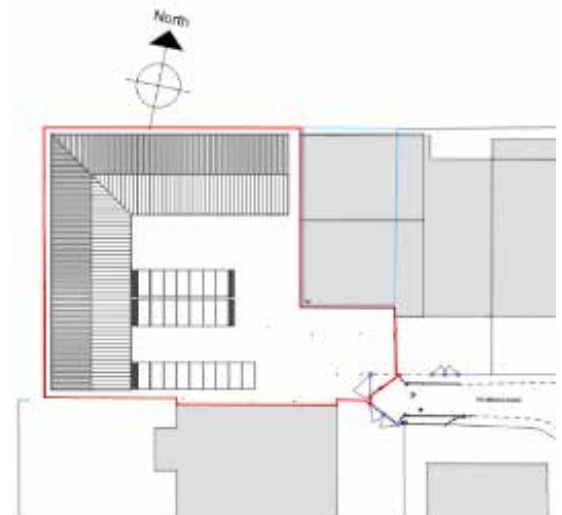
- Must show application property/site and all adjoining properties.
- Should show at least two named roads.
- The plan should be to scale of 1:1250 (building in an urban area) or 1:2500 (building in a rural area) with the north arrow clearly indicated,
- The application site and access to the highway should be outlined in **RED** and any adjoining land in the same ownership outlined in **BLUE**.
- Location Plans cannot be in breach of copyright.



Location plan 1:1250

Block plan/site layout

- Must show the property/site and neighbouring properties/land with the development proposals clearly hatched.
- Must show the boundaries to the property/site and the location of immediately adjoining properties/land.
- The scale should be clearly shown and be 1:200 or 1:500 with the north arrow clearly indicated.



Site plan 1:200

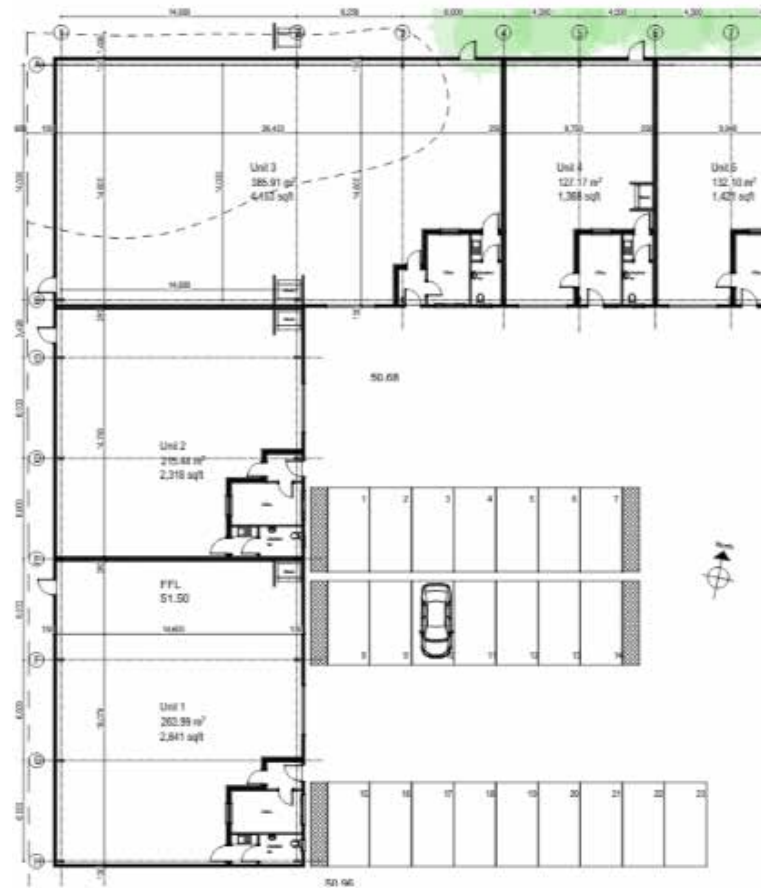
Elevation drawings

- Elevational drawings of the existing and proposed development are required.
- Drawings should show all elevations affected by the proposed development ie. front, back and both sides where applicable.
- The scale should be clearly indicated and be 1:50 or 1:100.



Floor plans

- Floor plans are required showing the existing and proposed layout of the development and the nature of the proposed uses (required on all applications that are for erection, rebuilding or alteration of a building).
- The scale should be clearly indicated and be 1:50 or 1:100.



Design and Access Statement

A design and access statement is a short report accompanying and supporting a planning application to explain and justify the proposal. The purpose of the Statement is to explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. Statements enable developers and designers to demonstrate their commitment to achieving good design and ensuring accessibility.

The level of detail in a design and access statement will be dependent on the scale and complexity of the application and the length of the statement will therefore vary accordingly.

When is it needed?

Where the proposal is for:

- New dwellings or buildings bigger than 100 sq m in a conservation area or site of special scientific interest,
- The proposal affects a listed building (in which case it should also include a Heritage Statement)
- Is for 10 or more dwellings or site of over 0.5 Hectares or 1000sq m or more of non residential floorspace or 1 hectare or more

Biodiversity Gain (Planning) Condition Statement

Where you, as the applicant, believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:

- confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;
- the pre-development biodiversity value(s)
- justification for an earlier baseline date (if required)
- the completed metric calculation tool including the publication date of the biodiversity metric used to calculate that value;
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:
 - * a statement to the effect that these activities have been carried out;
 - * the date immediately before these activities were carried out;
 - * the pre-development biodiversity value of the onsite habitat on this date;
 - * the completed metric calculation tool showing the calculations, and
 - * any available supporting evidence of this;
 - * a description of any irreplaceable habitat on the land to which the application relates, that exists on the date of application, (or an earlier date); and
 - * scaled plan(s), showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable)

Biodiversity Gain - Completed Metric calculation tool

The application must be accompanied by an excel copy of the statutory metric or small sites metric showing the baseline value of the site. The metric should be completed by a competent person in line with best practice and the British Standard 'Process for designing and implementing biodiversity net gain (BS 8683:202)'. Evidence of competency should accompany the statutory metric.

The baseline will inform the Biodiversity Gain Plan and cannot be changed.

3 – Local Validation Requirements

[illegible]

	Advertisement Consent	Approval of details reserved by	Change of use	Full	Lawful development existing	Lawful development proposed	Listed building	Non material amendment	Outline	Prior notification	Removal / Variation of condition (s73)	Reserved matters	Tree works
Local Validation Requirements													
Accessible and adaptable housing statement				?							?	?	
Affordable housing statement				?				?	?		?	?	
Air Quality Assessment			?	?					?		?	?	
Archaeology Assessment			?	?					?		?	?	
BNG Draft Habitat Monitoring and Management Plan			?	?					?		?		
Building for a healthy life assessment				?					?			?	
Construction Management Plan			?	?					?		?	?	
Delivery Statement / Plan				?					?		?	?	
Drainage Assessment			?	?					?		?	?	
Ecology Impact Assessment			?	?					?		?	?	
Electric Charging Plan			?	?					?		?	?	
Energy Statement				?					?		?	?	
Environmental Impact Assessment			?	?					?		?	?	
Fire Statement			?	?					?		?	?	
Flood Risk Assessment			?	?					?		?	?	
Flood Risk Sequential Assessment			?	?					?		?	?	

	Advertisement Consent	Approval of details reserved by	Change of use	Full	Lawful development existing	Lawful development proposed	Listed building	Non material amendment	Outline	Prior notification	Removal / Variation of condition (s73)	Reserved matters	Tree works
Footpath diversion				?					?				
Habitat Regulation Assessment (HRA)			?	?					?		?	?	
Health Impact Assessment				?					?		?	?	
Heritage Statement			?	?			Y	?	?		?	?	
Land Contamination Assessment			?	?					?	?	?		
Landscape Statement / Details			?	?					?		?	?	
Lighting Assessment	?		?	?					?		?	?	
Marketing Evidence			?										
Mineral Safeguarding				?					?		?	?	
Noise Impact Assessment			?	?					?		?	?	
Nutrient Neutrality		?	?	?					?		?	?	
Open Space Assessment				?					?		?	?	
Planning statement			?	?	?	?	?	?	?		?	?	
Playing Fields Assessment			?	?					?		?	?	
Retail Impact Assessment			?	?					?		?	?	
Self build / Custom Build			?	?					?		?	?	
Statement of Community Involvement			?	?					?		?	?	
Structural Survey			?	?			?		?	?	?	?	

	Advertisement Consent	Approval of details reserved by	Change of use	Full	Lawful development existing	Lawful development proposed	Listed building	Non material amendment	Outline	Prior notification	Removal / Variation of condition (s73)	Reserved matters	Tree works
Sustainable Drainage Assessment			?	?					?		?	?	
Sustainability Statement			?	?					?		?	?	
Telecommunication Statement				?						?			
Topographical Survey / Cross Section				?					?		?	?	
Transport Assessment			?	?					?		?	?	
Travel Plan			?	?					?		?	?	
Tree Survey (Arboricultural Assessment)			?	?					?		?	?	
Vehicle Tracking				?					?			?	
Ventilation or Extraction Statement			?	?					?		?	?	
Viability Assessment			?	?					?		?	?	
Water Efficiency Statement			?	?					?		?	?	
Additional Supporting documents													
GIRAMs			?	?					?		?		
Planning obligations (Section 106)			?	?					?		?	?	
Site Waste Management Plan			?	?					?		?	?	
Utilities Assessment			?	?					?		?	?	

Y = always needed **?** = may be needed.

3 – Local Validation Requirements

The following documents may be required depending on the type and scale of development, the locality and impact on the existing site and surrounding area.

Accessible and Adaptable Housing Statement

A short report setting out how new homes proposed meet requirement M4(2) of Part M of the building regulations.

When is it needed?

Except for outline applications, all major housing applications (10 or more dwellings, or a site having an area of 0.5 hectares or more)

Affordable housing statement

A short report setting out the policy compliant level of affordable housing provision including housing mix and tenure taking account of up-to-date housing needs for the area.

Where a policy compliant scheme is not proposed, the report shall set out clearly the justification as to why a reduced amount of affordable housing is proposed and shall be supported by a viability assessment, where viability forms all or part of the justification for non-compliance with the policy (see **Viability Assessment**).

When is it needed?

- Major housing applications (10 or more dwellings, or a site having an area of 0.5 hectares or more) whether or not affordable housing is proposed to be included,
- All exception housing schemes of any scale outside defined development boundaries.

Air Quality Assessment

Where proposals would give rise to air-borne emissions including harmful substances, smoke, grit and dust, an air quality assessment should be submitted. For the avoidance of doubt this is primarily aimed at industrial uses as opposed to café/restaurant uses.

The assessment should include a full assessment of the level of the likely impact both to the surrounding external environment and the indoor environment of nearby properties. Where the development would lead to unacceptable levels of air pollution full details of mitigation measures should be submitted as part of the air quality assessment.

This should also include residential site where the ambient background levels of air quality are above/at or close to an air quality standard.

Applications should also be submitted with an air quality assessment where developments are expected to generate more than 100 traffic movements an hour at peak times or more than 1,000 movements over 24 hours. In this case the application and air quality assessment should also be supported by a transport assessment.

The air quality assessment should include a full assessment of the level of the likely impact both to the surrounding external environment and the indoor environment of nearby properties. Where the development would lead to unacceptable levels of air pollution full details of mitigation measures should be submitted as part of the air quality assessment.

When is it needed?

- Where a development is proposed within or adjacent to an area where air quality is likely to be an issue (eg. adjacent to major roads).
- Where developments are expected to generate more than 100 traffic movements an hour at peak times or more than 1,000 movements over 24 hours
- Where the development itself could result in the designation of an Air Quality Management Area (AQMA) or result in a significant degradation of air quality.

Archeology Assessment

Applicants are encouraged to enter into pre-application discussions to ensure that the Archaeological Assessment is proportionate to the assets' importance and is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted.

Norfolk County Councils, Historic Environment Service (HES) can provide further information and advice on Field Evaluations.

A desk-based assessment of previous uses on the site and any previous ground disturbance must accompany an application. On more archaeologically important sites, preliminary archaeological site investigations may be required prior to the submission of a planning application.

When is it needed?

For all applications involving the disturbance of ground within an Area of Archaeological Interest as defined in the development plan or, in other areas, in the case of a major development proposal or significant infrastructure works.

Biodiversity Net Gain (BNG)

An applicant may need to commission an assessment of existing archaeological information and submit the results. Any information relating to work undertaken relevant to archaeological considerations and any discussions held with Norfolk County Council Historic Environment Service should be submitted.

Major applications submitted after 12/2/2024 and minor applications submitted after 2/4/2024 are subject to the biodiversity gain condition. This is a pre commencement condition.

Applications must be accompanied by the completed statutory metric (or small sites metric where appropriate) together with completion of the Biodiversity Net Gain Statement and associated questions on the planning application form.

The Council will also require a BNG Report which identifies how BNG will be delivered in line with government guidance, and a draft of the Biodiversity Gain Plan (see below) to be submitted with the application.

Where significant onsite BNG is proposed a draft Habitat Management and Monitoring Plan (HMMP) is also required. Monitoring reports will be expected within 3 months of surveys undertaken in years 1, 3, 5, 10, 15, 20, 25 and 30 following completion of habitat enhancement/creation works.

When is it needed?

Major developments include:

- residential developments with ten or more dwellings
- residential development on a site having an area of 0.5 hectares or more
- buildings creating more than 1,000m² or more of a commercial floorspace
- development on a site having an area of 1 hectare or more.
- Major developments will need to use the statutory metric.

Small developments include either of the following:

- residential developments of 1 and 9 dwellings or the site area less than 0.5 hectares if unknown
- commercial development where floor space is less than 1,000m² or the total site area is less than 1 hectare

Biodiversity Gain Plan (Draft)

The Biodiversity Gain Plan (BNG) sets out how the biodiversity objective of at least 10% will be achieved and is a statutory document which must be submitted to and approved by the planning authority to discharge the biodiversity gain condition prior to the commencement of development.

While the BGP can be submitted no earlier than the day after planning permission has been granted a Draft Biodiversity Gain Plan and completed pre-development and post-development biodiversity values (demonstrated with the metric) should be submitted alongside the planning application and discussed prior to determination. This will help the LPA consider whether the Biodiversity Gain condition is capable of being discharged successfully through conditions and/or planning obligations to secure significant onsite and registered offsite biodiversity net gain (enabling any obligations drawn up) The general BGP condition will still be automatically applied at determination, and this must be discharged prior to commencement.

There is a standard Biodiversity Gain Plan template published by DEFRA which should be used for both the draft and final submissions. The contents of the BNG are set out in legislation and once approved, it cannot be amended. A new Biodiversity Gain Plan can be submitted but only before commencement of works.

Where a development is to be phased a Draft Overall Biodiversity Gain Plan would be required in support of the application instead of a draft Biodiversity Gain Plan. This would set out the framework for how the biodiversity gain objective of at least a 10% gain is expected to be met across the entire development. For each phase, a 'Phased Development Biodiversity Gain Plan' would then be submitted to and discharged prior to commencement of that phase. For phased schemes the application should also include information such as:

- the proposed balance between onsite gains, off-site gains and possible use of biodiversity credits;

- proposals for any significant onsite enhancements and how the implementation will be phased;
- potential requirements for s106 agreements for both onsite and off-site gains.

If the application is for outline permission please provide as much information as possible (i.e. habitat losses identified).

A draft BNG plan may not be required for smaller sites where existing habitats have a low biodiversity value and the scope for enhancement is limited, or for outline applications where landscape is addressed at reserved matters. All Major developments should submit draft BGPs and HMMPs.

When is it needed?

Any application subject to the biodiversity gain condition

Biodiversity Net Gain (BNG) Draft Habitat Management and Monitoring Plan

A draft Habitat Management and Monitoring Plan (HMMP) as part of the application which sets out the proposals for long term maintenance of habitats to be secured through planning condition or planning obligation.

The standard template published by Natural England should be used for both small sites and major applications.

This will need to be supported by copies of the condition assessment, pre-and post-development habitat map/landscape plan and demonstrate how the (statutory) biodiversity gain hierarchy has been considered.

A HMMP will be secured as a pre-commencement condition to accompany the BGP. A monitoring fee will be required to cover the costs of reviewing monitoring reports and any subsequent work required by the council.

Monitoring should be undertaken in years 1, 3, 5, 10, 15, 20, 25, & 30, following completion of habitat enhancement/creation, with the final report outlining future monitoring. The date of 'completion' for the purposes of BNG will need agreeing with the LPA.

When is it needed?

Any application subject to the biodiversity gain condition

Building for a Healthy Life Assessment

A government-endorsed industry standard for well-designed homes and neighbourhoods. Local communities, local authorities and developers are encouraged to use it to guide discussions about creating good places to live. The National Planning Policy Framework encourages its use in local plans.

When is it needed?

Major housing applications (10 or more dwellings, or a site having an area of 0.5hectares or more)

Construction Environmental Management Plan (CEMP)

Details how on-site construction impacts will be managed, particularly on neighbouring properties, sensitive uses, biodiversity and the highway network. It is likely the plan, with accompanying drawings, will need to include, as appropriate:

- Communication with neighbours before and during works.
- Contact arrangements by which residents can raise any concerns and, issues.
- The mechanism for investigation and responding to residents' concerns and complaints.
- Management arrangements to be put in place to minimise noise and dust, (to be assessed using BS5228, IAQM Guidance on the Assessment of dust from Demolition and Construction or other appropriate guidance) (including staff training such as toolbox talks).
- Hours during which noisy and potentially dusty activities will take place.
- Measures to control loud radios on site.
- Measures to be taken to ensure noisy activities take place away from residential premises where possible such as a separate compound for cutting and grinding activities.
- Measures to control dust from excavation, wetting of soil; dust netting and loading and transportation of soil such as minimising drop heights, sheeting of vehicles.
- Measures to control dust from soil stockpiles such as sheeting, making sure that stockpiles exist for the shortest possible time and locating stockpiles away from residential premises.
- Measures to control dust from vehicle movements such as site speed limits, cleaning of site roads and wetting of vehicle routes in dry weather.
- Measures to minimise dust generating activities on windy and dry days.
- Measures to control smoke from burning activities.
- Method statements and risk assessments relating to the identification, removal and disposal of any asbestos containing materials which are present on site.
- Details of all monitoring to be undertaken for dust noise and vibration with access provided to a web-based system which monitors the above parameters in real time. The limits for noise, vibration and dust shall be set in agreement with the LPA and a warning level will be set which shall be communicated in real time to the designated officer from the LPA.

When is it needed?

Major developments and other developments where construction operations are likely to have a significant and long-term impact on local amenity

Delivery Statement / Plan

Under Policy 2 of the Greater Norwich Local Plan, housing developments of 100 dwellings or more are also required to submit a Delivery Statement/Plan. This statement is aimed at supporting the timely delivery of development. It requires developers to set out the expected timing of the delivery of developments. Where delivery does not happen it then enables local authorities to consider the use of legal powers to promote delivery including compulsory purchase.

When is it needed?

Planning applications for a 100 or more dwellings

Drainage Assessment

Proposals for dealing with foul and surface water drainage will need to be addressed. Outline applications will need to provide sufficient information to show that any indicative layout proposed is capable of being implemented without causing flooding. Consideration should be given to the use of Sustainable Urban Drainage systems (SUDs) to reduce to the rate of run off to green field rates.

SUDs should also be designed for the benefit of wildlife and consider small mammal and amphibian friendly systems. Consideration should be given to standing water (ponds) where feasible.

Foul drainage should be discharged into a public sewer to be treated at a public sewage treatment works. Where a connection to a public sewage treatment plant is not feasible (in terms of cost and/or practicality) a package sewage treatment plant can be considered. The package sewage treatment plant should offer treatment so that the final discharge from it meets the standards set by the Environment Agency.

Septic tanks should only be considered if it can be clearly demonstrated by the applicant that discharging into a public sewer to be treated at a public sewage treatment works or a package sewage treatment plant is not feasible (taking into account cost and/or practicability).

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller 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. Any relevant correspondence with Anglian Water or the Environment Agency should be submitted.

When is it needed?

- Where proposals will increase the rate of surface water run off or significantly add to flows to existing drainage systems.
- All developments where non-mains drainage ('off-grid') disposal of foul sewage is proposed or a new connection to an existing 'off-grid' foul sewage disposal network is proposed.
- All developments in Poringland and Framingham Earl which increase surface water run off shall include details of any infiltration drainage (including percolation test results) or any attenuation proposed in accordance with the hierarchy of drainage.

Ecology Impact Assessment

Where impacts upon a protected species or Biodiversity Action Plan (BAP) habitat are likely to result from a development, surveys must be provided to support a planning application and where necessary include proposals for long term mitigation of the protected species or BAP habitat within the site.

If an Ecological Assessment has indicated that there is a reasonable likelihood of a protected species being present, a Protected Species Survey must be submitted. This will comprise of a report, undertaken by an ecologist, which identifies, evaluates and mitigates the extent of direct and indirect impacts on protected species that may arise as a result of the implementation of the proposal.

Survey work to identify the presence and size of populations of protected species should be undertaken following the best practice guidelines recommended by Natural England.

When is it needed?

An Ecological Assessment is required when a proposed development site is on, near or linked to:

- A Site of Special Scientific Interest (SSSI).
- A Special Area of Conservation (SAC).
- County Wildlife Site (CWS).

An Ecological Assessment is required if the proposed development is:

- Within 500m of a pond or wet ditch and linked by semi-natural habitat (grassland/woodland hedgerow).
- Conversion of timber framed building (farm building or pre 1960s building in rural context).
- Heathland on or adjacent or linked to the site by other semi-natural habitats.
- Rough Grassland or previously developed land (brownfield).
- Woodland, scrub, mature trees or hedges on, adjacent or linked to the site.
- Wildlife corridors (former railway line) on, adjacent or linked to the site.

Electric Charging Plan

A short statement and plan showing the provision of charging points for plug-in vehicles.

When is it needed?

Applications for new dwellings

Energy Statement / Sustainability Appraisal

A sustainability statement should:

- outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications;
- show that all viable and practicable steps have been taken to maximise opportunities for sustainable construction.

Any sustainability statement should also take account of issues of accessibility and the provision of parking and link with any Transport Assessment required.

Energy

Generation of renewable and low carbon energy. The scheme will need to:

- show how it will provide at least 10% of energy from decentralized, renewable or low carbon sources;
- demonstrate whether or not there is viable and practicable scope for exceeding that minimum percentage provision. Further information is available at Energy Savings Trust www.est.org.uk

Local economies of scale to maximise energy efficiency.

Details of how the scheme has seized opportunities to make the most of any available local economies of scale to maximise provision of energy from sources of decentralised and renewable or low carbon energy sources

Water

All developments need to seek to maximise water efficiency.

When is it needed?

500 dwellings or more than 50,000sq.m of non-residential floorspace.

Environmental Impact Assessment

The Town and Country Planning (Environmental Impact Assessment) Regulations, details the circumstances in which an Environmental Impact Assessment (EIA) is required.

Schedule 4 of the regulation sets out what is required.

It maybe beneficial to write to the Local Planning Authority before making a formal application requesting a 'Screening Opinion' to ascertain whether an EIA is required or a 'Scoping Opinion' to determine what impacts and issues any Environmental Statement should include.

When is it needed?

Where a development is likely to have a significant effect on the environment due to the nature, size and location of the proposal and listed under Schedule 1 or Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2017

Fire Statement

Fire statements will support the consideration of information on fire safety matters as they relate to land use planning matters (e.g. site layout, water supplies for firefighting purposes and access for fire appliances). It is the intention that the information provided within a fire statement is focussed and concise, specific and relevant to the development, and proportionate to the scale, type and complexity of the proposal. A fire statement will evidence that thinking on fire safety matters, as they relate to planning, has been incorporated into the planning application.

What information must a fire statement contain?

Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- The principles, concepts and approach relating to fire safety that have been applied to each building in the development
- The site layout
- Emergency vehicle access and water supplies for firefighting purposes
- What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this
- How any policies relating to fire safety in relevant local development documents have been taken into account

When is it needed?

- any building which contains two or more dwellings or educational accommodation; and meets the height condition of 18m or more in storey height, or 7 or more storeys.
- Any battery storage facilities.

Flood Risk Assessment

Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and in the future, taking climate change into account.

The objectives of an FRA are to establish:

- Whether a proposed development is likely to be affected by current or future flooding from any source.
- Whether it will increase flood risk elsewhere.
- Whether the measures proposed to deal with these effects and risks are appropriate.
- Whether the site will be safe.

The FRA should include flood evacuation and response management plans.

When is it needed?

- All operational development over 1 hectare.
- All operational development within flood zones 2 or 3.
- Change of use resulting in development which is defined as 'highly vulnerable,' or 'more vulnerable' in NPPF Technical Guide unless in Flood Risk Zone 1.
- Any development within 20m of the top of a bank of a main river.
- The culverting of or control of the flow of any river or stream.

A FRA may be required for:

- Other changes of use.
- Non-residential extensions.

Flood Risk Sequential Assessment

Statement of compliance with Environment Agency Standing Advice on Flood Risk.

When is it needed?

- A minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3 plus an allowance for climate change;
- 'more vulnerable' in flood zone 2 plus an allowance for climate change (except for landfill or waste facility sites, caravan or camping sites);
- 'less vulnerable' in flood zone 2 plus an allowance for climate change (except for agriculture and forestry, waste treatment, and water and sewage treatment);
- 'water compatible' in flood zone 2 plus an allowance for climate change
- This includes developments involving a change of use into one of these vulnerable categories or into the water compatible category.

Footpath Diversion

Where a development affects a definitive right of way, it will be necessary to clearly set out how the proposed development has sought to accommodate the existing right of way. Where this is not possible, it will be necessary to apply for a diversion order. In such circumstances, it is recommended that pre application advice is sought when further information regarding the procedure for undertaking this and the associated costs can be discussed.

When is it needed?

Where a development affects a definitive right of way

Habitat Regulation Assessment (HRA)

Habitats Regulations Assessment (HRA) is the process that competent authorities must undertake to assess whether a proposed development or development plan is likely to have significant effects on a habitat site(s) designated for its nature conservation interest. HRA is often referred to as 'Appropriate Assessment' (AA) although the requirement for AA is first determined by an initial 'Screening' stage undertaken as part of the full HRA. Screening can be done as a separate process or as part of the validation process.

The European Directive (92/43/EEC) on the Conservation of Natural Habitats and Wild Flora and Fauna (the Habitats Directive) protects habitats and species of European nature conservation importance. The Habitats Directive establishes a network of internationally important sites designated for their ecological status. These are referred to as Natura 2000 (N2K) sites or European Sites, and comprise:

- Special Areas of Conservation (SAC) designated under the Habitats Directive including candidate SACs (cSAC).
- Special Protection Areas (SPAs) designated under Council Directive 79/409/EEC on the conservation of wild birds the Birds Directive.
- Ramsar sites, potential SPAs, possible SACs and sites used to compensate for adverse effects on European sites are also considered in the HRA process.

Applications likely to have a significant effect on habitat sites must be accompanied by sufficient information to enable the Local Planning Authority to undertake an AA, with the preference for a shadow HRA to be submitted to enable it to do so.

When is it needed?

All housing developments over 5 dwellings within the Broadland administrative area and as appropriate in the South Norfolk administrative area will be required to mitigate the adverse effects of recreational disturbance on habitat sites identified through the strategic HRA (where the plan has one) or subsequently identified through project level HRA. Measures will include the provision of suitable alternative natural greenspace that provide a viable alternative to visiting habitat sites for daily recreational needs.

Health Impact Assessment

As part of the Sustainability Statement required under policy 2 there is also a requirement for a Health Impact Assessment for allocated sites of 500 dwellings plus, non-allocated housing sites of 100 dwellings plus and any housing proposal with a significant amount of housing for the elderly. This assessment will show how the health care needs of the new development will be provided for.

When is it needed?

- for allocated sites of 500 dwellings,
- for non-allocated housing sites of 100 dwellings
- any housing proposal with a significant amount of housing for the elderly

Heritage Statement

The purpose of the statement is to help you and others involved in the application process to understand what is special about a heritage asset and how a proposal will affect it.

Preparation of a heritage statement should begin prior to preparing an application so that it assists and informs design proposals, rather than at the end of the process as a means of subsequently seeking to justify alterations.

When is it needed?

All applications for listed building consent and applications for planning permission affecting the setting of listed buildings, conservation areas, registered parks and gardens, and non designated heritage assets (which include locally identified buildings, parks and gardens and archaeological sites).

Land Contamination Assessment

Where a proposed development is for sensitive land uses (i.e. residential, education, a children's nursery or play area, food production), a completed sensitive development or a desk-study and preliminary risk assessment report should be undertaken.

All developments for a sensitive end use of less than 10 dwellings (or equivalent) should initially provide a completed Screening Assessment. If the development is for 10 or more dwellings (including nursing homes) then a desk study should be the minimum requirement.

Where development is proposed on land which is known or is suspected to be contaminated to the extent that it is likely to have an adverse impact on development or occupiers, a Contaminated Land Assessment, investigating the nature and extent of contamination will be required. This would also relate to applications for barn conversions etc. The results of an investigation into the extent of contamination should be submitted at the time of application and this will also be expected to include proposals for remediation measures.

When is it needed?

- Where there is a possibility that the previous uses of the site could give rise to contamination.
- Applications on land which is known to be contaminated.
- Applications on land where contamination is suspected on all or part of the site.

Applications where the proposed use would be particularly vulnerable to the presence of contamination (i.e. residential, education, a children's nursery or play area, food production).

Landscape Statement

The production of supporting material will be proportionate to the scale of the development proposals and could be included in the design and access statement, should one be required.

A landscaping assessment should include details of any existing trees, habitats or other features to be retained and details of appropriate new hard and soft landscaping features on the site together

with details for long-term maintenance and landscape management. Existing and proposed means of enclosure, such as walls and fencing, together with refuse storage areas and cycle stores should also be shown as part of the landscape proposals and where necessary screened to offset their appearance.

When is it needed?

- All applications which are likely to have a significant impact on landscape character and will incur visual impact.
- All applications where an Environmental Impact Assessment is required.
- All Telecommunications masts above 20m in height in the countryside.

Landscape Details

A plan showing the proposed site layout and location of proposed soft planting together with details of hard surface and boundary treatments. This shall be accompanied by a short statement setting out proposed future management and maintenance of soft landscaping. The soft landscaping strategy will need to consider Biodiversity Net Gain Requirements and management objectives to achieve the desired condition assessment.

When is it needed?

- On all Planning Applications with a Design and Access Statement.
- On all Outline Planning Applications where Landscaping is not a reserved matter.
- On all Reserved Matters Applications where Landscaping is a reserved matter.
- Development proposed in open countryside.
- Development forming a new settlement edge.

Lighting Assessment

Details of all external lighting proposed for the development and the period of time when the lights would be used should be submitted with the planning application. The details should include a layout plan showing the beam orientation and a schedule of the equipment proposed. For outline applications a statement of lighting strategy would suffice.

Lighting must be designed to avoid impacts on vulnerable receptors, protected / notable species and habitats (ie maintain dark corridors).

The lighting shall be designed in accordance with the Institute of Lighting Professionals Guidance Note 1 on Obtrusive Light and Guidance Note 8 Bats and Artificial Light.

All illuminated signs shall be limited to a maximum of 300cd/m².

When is it needed?

All development where flood lighting is proposed or where an illuminated advert is proposed.

Marketing Evidence

Where a loss of employment will result from the proposed development, details of the marketing which has been undertaken prior to the submission of the application shall be submitted. This will include the price marketed, where advertised and details of any enquiries / offers received.

When is it needed?

Applications being submitted to which Policy DM2.13 of the South Norfolk Local Plan or E2 of the Broadland Local Plan relate

Mineral Safeguarding

Mineral Safeguarding Areas are defined by Norfolk County Council in its capacity as the Mineral Planning Authority. They are mapped within the 'Norfolk Minerals and Waste Development Framework Revised Policies Map' (2013).

When is it needed?

all non-exempt development within Mineral Safeguarding Areas.

Noise Impact Assessment

Application proposals that raise issues of disturbance for adjoining occupiers or are considered noise sensitive developments or in noise sensitive areas should be supported by a noise and vibration impact assessment prepared by a suitably qualified acoustician. Appropriate sound insulation and other mitigation measures needs to be considered and included in the design of proposals so that any requirements under the building regulations are taken into account. Details of this will be essential to the noise and vibration impact assessment. Noise sensitive land uses include residential properties, schools, hospitals and offices.

Construction noise should be addressed in the Construction Environmental Management Plan (CEMP) and the requirements for a BS5228 assessment).

Air Source Heat Pumps (ASHPs)– where these are not Permitted Development then a noise impact assessment should be undertaken in accordance with BS4142. MCS020 will not be acceptable in these circumstances.

Where ASHPs are to be installed across a new residential development then a BS4142 assessment will be required and a MCS020 will not be acceptable.

When is it needed?

- Applications where the noise from the development could negatively impact on the neighbouring occupants.
- Applications that are considered to be noise sensitive and are close to potential sources of noise
- Major applications which include a Construction Environmental Management Plan (CEMP).

Nutrient Neutrality

Development which incorporates overnight accommodation will need to calculate the level of nutrients arising from the proposal and identify mitigation to result in no net gain.

When is it needed?

Completed nutrient budget calculator (either the Norfolk Nutrient Budget Calculator or the Natural England nutrient budget calculator) required for any application which creates overnight accommodation. Such development includes, but is not limited to:

- New homes
- Student accommodation
- Care homes
- Tourism attractions
- Tourist accommodation
- Permitted development which gives rise to new overnight accommodation under the Town and Country Planning (General Permitted Development) (England) Order 2015

Open Space Assessment

A statement setting out the amount and type of open space to be provided for the proposed development in accordance with latest standards.

The statement shall include details of management and maintenance of any on or off-site open space.

When is it needed?

All developments which exceed the thresholds in the Open Space Supplementary Planning Documents

Planning Statement

The planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development meets policies in the Development Plan, supplementary Planning Documents or Development Briefs, or setting out any other relevant material planning considerations, particularly where the proposal represents a departure from policy.

It could also include details of consultations with the local planning authority and the community undertaken prior to submission. It may also contain summary details of other requirements specified in this document or highlight the conclusions of other reports.

When is it needed?

Major developments:

- Residential - 10 or more dwellings or sites of 0.5ha or more.
- other development comprising sites of 1ha or more or 1,000sq.m or more of development.
- Environmentally Sensitive Developments.
- Where there are considerable issues of scale and controversy or which are contrary to Development Plan policy.

Playing fields Assessment

Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with their checklist requirements. (information-requirements-checklist.docx (live.com))

This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the Local Planning Authority to assess an application in light of the NPPF and relevant Local Plan policies.

When is it needed?

All proposals affecting playing field land

Retail Impact Assessment

A report setting out how the sequential test assessment requirements within the National Planning Policy Framework (NPPF) have been met.

Where the sequential test is not met, the impact assessment shall fully address the requirements of the NPPF taking into account the likely impacts of the proposed development on the vitality and viability of town centres. In order to support the proposed development, mitigation measures should be set out where adverse impacts on the vitality and viability of town centres are identified.

When is it needed?

BDC: Applications within the Broadland district, for retail, leisure and office development outside of town centres, which are not in accordance with the Development Plan will require a Retail Assessment if the development is over 2,500sq.m.

SNC: All proposals for retail, leisure and office uses of 1000 sq m or more near Diss and Wymondham, and 500 sq m elsewhere, will be required to submit an assessment of:

- The impact of the proposal on existing, committed and planned public and private investment in a centre in the catchment area of the proposal; and
- The impact of the proposals on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.

Sequential assessment :

All new retail, leisure and office development of 500sq.m or more near Diss and Wymondham, and 200sq.m elsewhere.

Self Build / Custom Build Dwellings

Self Build or Custom Build dwellings can be provided in a number of ways and this can be a material planning consideration in relation to the requirements for Biodiversity Net Gain and policies in the Greater Norwich Local Plan. Where this occurs, the application should be supported by evidence which sets out how the applicant or future developers will be involved in the design of the dwelling, how they meet the criteria for the Self Build Register (where appropriate) and how the property will be delivered as a Self Build or Custom Build dwellings.

When is it needed ?

- All proposals which are being put forward as Self Build or Custom Build under Policy 5 of the Greater Norwich Local Plan.
- All proposals which are being put forward as Self Build or Custom Build under Policy 7.5 of the Greater Norwich Local Plan.

- All proposals which are being put forward as Self Build or Custom Build as an exemption under Biodiversity Net Gain.
- All proposals which are being put forward as Self Build or Custom Build as not liable for the Community Infrastructure Levy.

Statement of Community Involvement

A statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement.

Applicants are advised to enter into pre-application discussions in order to assess whether a proposal is of a scale or nature which should have pre-application consultations with the community.

The Council is able to advise developers on techniques for community involvement. The Statement of Community Involvement should report the outcome of community involvement efforts and should set out honestly the views expressed by the community about the proposed development.

Applicants may wish to support this report by a statement which indicates how the community's views have helped to shape the proposals they are applying for.

Further information is available at <https://www.southnorfolkandbroadland.gov.uk/statement-community-involvement>

When is it needed?

- Major developments :
- Residential - 10 or more dwellings or sites of 0.5ha or more.
- other development comprising sites of 1ha or more or 1,000sq.m or more of development.
- Environmentally Sensitive Developments.
- Where there are considerable issues of scale and controversy or which are contrary to Development Plan policy.

Structural Survey

A report to be undertaken by a qualified person setting out the structural condition of an existing building or range of buildings which are proposed to be demolished in whole or in part.

In the case of conversion of barns or other buildings in the countryside the report shall set out that the existing building is structurally sound and capable of conversion without substantial rebuilding or extension and is suitable for the proposed use.

When is it needed ?

- All proposals which involve the demolition of a principal external or internal element of a listed building (i.e. a wall, a floor or roof structure or a load-bearing wall).
- All proposals which involve the demolition of all or a substantial part of a locally listed building, or a building which makes a positive contribution within a conservation area.
- All applications for barns/building conversions in the countryside.

Sustainability Statement

GNLP Policy 2 requires all major developments to provide a Sustainability Statement to show how the various aspects of the policy have been addressed. Policy 2 is not prescriptive about the content of the statement and it will eventually be supported by a SPD which has not yet been prepared. In relation to the Sustainability Statement the GNLP does mention the inclusion of demonstrating how the development will be low carbon and energy efficient and mentions the National Design Guide and Building for a Healthy Life.

When is it needed?

All Major developments

Sustainable Urban Drainage

Applications for major development should include details of how drainage will be managed to achieve green field run off rates through the provision of Sustainable Drainage Systems (SUDs). The details should include sufficient information with regard to the design and arrangements for the future maintenance and management of the SUDs to enable the Lead Local Flood Authority and Local Planning Authority to fully assess surface water management for the proposal.

When is it needed?

- Major developments :
- Residential - 10 or more dwellings or sites of 0.5ha or more.
- other development comprising sites of 1ha or more or 1,000sq.m or more of development

Telecommunication Statement

Applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Proposals located in the countryside and/or the Area of Outstanding Natural Beauty should also consider whether the requirements for a Landscape Visual Impact Assessment are met (see separate section)

Photomontages or visualisations should be submitted to support the application.

Proposals for radio mast or aerials above 10m should provide a short statement setting out why the mast is required and provide as much technical information as possible about the visual appearance of the mast and any likely impact(s) on the surrounding area.

When is it needed?

- All proposals for mast and antenna development by mobile phone network operators or by wireless broadband providers
- All proposals for radio masts/aerials above 20m in height.

Topographical Survey / Cross Section

Topographical surveys and cross-sections are important tools in assessing whether proposed development would result in any adverse impacts including impacts on neighbouring amenity from overlooking, loss of daylight/sunlight or from overbearing impacts.

A topographical survey should set out the existing ground levels across the application site and submitted plans should indicate material changes to ground levels proposed as part of development.

Cross sections at regular intervals across the site should be provided which indicate how proposed development would be located having regard to the sloping nature of the site. Cross-sections should set out proposed changes to existing ground levels. Cross-sections should extend to show the height of proposed development in the context of neighbouring development.

When is it needed?

- All development proposals involving physical works on sloping sites with existing gradients steeper than 1 in 14 measured in any direction.
- All developments where it is proposed to change existing levels of the site as part of the development.

Transport Assessment / Statements

Transportation Statements (TSs) are required for medium scale proposals (see thresholds). For larger applications a full transport assessment would be required.

A transport assessment (TA) is a process that considers all transport modes, patterns of public transport, how development impacts upon them and how services could be improved to address the impact. The Transport Assessment should provide a full assessment of existing facilities for non-car modes of transport and their adequacy to meet the needs of the proposal.

For schemes above the Transportation Statement threshold, a full Transport Assessment would be required. Further information available at:

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements> The table below details the thresholds for transport statement requirements:

When is it needed?

Proposed Use	(gross floor area)
Food Retail (A1)	Greater than 800m ²
Non Food Retail (A1) 800-1,500sq.m	Greater than 1,500 m ²
Financial/Professional (A2)	Greater than 2,500 m ²
Restaurants/Cafes (A3)	Greater than 2,500 m ²
Drinking Establishments (A4)	Greater than 600 m ²
Hot Food Takeaway (A5)	Greater than 500 m ²
Business (B1)	Greater than 2,500 m ²
General Industry (B2)	Greater than 4,000 m ²
Storage/Distribution	Greater than 5,000 m ²
Hotels (C1)	Greater than 100 bedrooms
Dwelling Houses (C3)	Greater than 100 units
Hospitals (C2)	Greater than 50 beds
Hostels (C2)	Greater than 400 residents
Assembly/Leisure (D2)	Greater than 1,500 m ²

Travel Plan

A travel plan is a document setting out a series of practical measures tailored to the specific needs of an individual, business or school, which aims to:

- Minimise the environmental impact of travel and encourage sustainable modes of travel such as walking and cycling.
- Help people to make better travel choices.
- Tackle congestion by encouraging car sharing and sustainable travel choices.
- Consider the health implications associated with different travel choices.
- When a Transport Assessment is required.
- When a travel plan would help address a particular local traffic problem associated with the planning application, which might otherwise have to be refused on local traffic grounds.
- When the development is likely to have an adverse affect on sensitive locations (eg. heritage and conservation areas or air quality management zones).
- When the development is likely to exacerbate on-street parking in the locality.
- When the development is likely to exacerbate local congestion and safety problems.
- When the development is in an area where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling. (Applies particularly to offices, industry, health and education uses).
- For a major development comprising jobs, shopping, leisure or services.

Further advice is provided at <https://www.norfolk.gov.uk/article/38640/Travel-plans>

When is it needed?

The table below details the thresholds for Transport Assessment and Travel Plan requirements

Lower thresholds may apply where increases in traffic congestion may result in low air quality or where an air quality management area exists

Proposed Use	(gross floor area)
Food Retail (A1)	Greater than 800m ²
Non Food Retail (A1) 800-1,500sq.m	Greater than 1,500 m ²
Financial/Professional (A2)	Greater than 2,500 m ²
Restaurants/Cafes (A3)	Greater than 2,500 m ²
Drinking Establishments (A4)	Greater than 600 m ²
Hot Food Takeaway (A5)	Greater than 500 m ²
Business (B1)	Greater than 2,500 m ²
General Industry (B2)	Greater than 4,000 m ²
Storage/Distribution	Greater than 5,000 m ²
Hotels (C1)	Greater than 100 bedrooms
Dwelling Houses (C3)	Greater than 100 units
Hospitals (C2)	Greater than 50 beds
Hostels (C2)	Greater than 400 residents
Assembly/Leisure (D2)	Greater than 1,500 m ²

Tree Survey (Arboricultural Assessment)

A report including plans identifying and accurately plotting all trees and hedgerows on the site or on adjacent land that could influence or be affected by the development (including street trees). The report shall assess the size, spread, condition and quality of these trees in accordance with BS 5837:2012.

Where trees are to be removed, these shall be identified on a plan and, where necessary, mitigation planting shall be included within landscaping proposals (see Landscape Proposals). Where trees are to be retained, details shall be provided of measures to protect the trees and their root protection areas during construction works to BS 5837:2012.

Where works would likely affect trees, an Arboricultural Implications Assessment should be submitted preferably by a suitably qualified arboriculturalist using the methodology contained in BS5837: 2012 Trees in Relation to design, demolition and construction – Recommendations.

Where hedgerows are affected by the Hedgerow Regulations, a Hedgerow Assessment should also be submitted.

When is it needed?

- Tree survey required if there are any trees that have a stem diameter 75mm measured at 1.5 metres above ground level and within 15 metres of the proposed development whether on site or adjacent to the site that may be affected by the development.
- An Arboricultural Implications Assessment will be required where the proposal involves groundworks that are within 2 metres of the crown spread of any significant trees on the site.
- A Hedgerow Assessment where a hedge covered by the Hedgerow Regulations is affected by the development.

Vehicle Tracking Sweep Path Analysis

Swept path analysis should be tailored to accommodate a 4 axle vehicle with a weight of 32 tonnes. We require working dimensions of 12.5m (length) 3m (width) x 4.2m (height) for safe operation and will consider this when reviewing swept path plans. The working dimensions provided take into account the wing mirrors and safe use of the bin lift - both considerations in the use of the development due to the overhang with these parts of the vehicle. A discussion must take place with the Councils for any smaller vehicle dimensions to be considered, and this will only be the case where the largest vehicles cannot be accommodated within existing streets in the immediate area.

The current largest vehicles in the fleet are as follows:

- Mercedes Econic Mid Steer 32 tonne 8 x 4 with Phoenix 2 (23W) body and Terberg TSA Omnidell bin lift.
- Dennis Elite 6 Tridem Mid Steer 32 tonne 8 x 4 with Dennis Olympus OL27w body and Terberg Omnidell bin lift.

The following is the link to the complete document which lists all requirements when planning for waste collections and street care in new developments, which is available on the website.

[Advice Note Planning for waste and recycling collections and street care in new development May 2021 | Broadland and South Norfolk](#)

When is it needed ?

- Major residential developments of 10 or more dwellings

Ventilation or Extraction Statement

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics should be submitted with the planning application.

Details of the extent of any mitigation proposed should be included.

When is it needed?

- Proposed Developments within the following categories will require ventilation/extraction details: A3 (restaurants and cafes)
- A4 (drinking establishments) A5 (hot food takeaways)
- B2 (general industrial)
- In addition significant retail, business, industrial or leisure or other similar developments may require substantial ventilation or extraction equipment.

Viability Assessment

There is no standard answer to questions of viability, nor is there a single approach for assessing viability. However, all viability assessments should reflect the recommended approach in national planning guidance, including standardised inputs, and will be made publicly available.

Where the deliverability of the development may be compromised by the scale of planning obligations and other costs, a viability assessment may be necessary. This should be informed by the particular circumstances of the site and proposed development in question.

The key factors to be taken into account when assessment of viability are:

- Gross Development Value - On housing schemes, this will comprise the assessment of the total sales and/or capitalised rental income from the development. Grant and other external sources of funding should be considered. On retail and commercial development, assessment of value in line with industry practice will be necessary.
- Costs - All development costs should be taken into account including:
 - build costs,
 - abnormal costs including those associated with treatment for contaminated sites or listed buildings, or historic costs associated with brownfield, phased or complex sites, infrastructure costs,
 - full cost of planning standards, policies and obligations will need to be taken into account, including the cost of the Community Infrastructure Levy.
 - finance costs including those incurred through loans.
 - professional, project management and sales and legal costs.
 - Land value.
 - Competitive return to developers and land owners.

Please note that the Council may need to verify the details in the assessment which may be undertaken independently.

When is it needed ?

All development where the applicant/agent is advancing an economic viability case to support the acceptability of a non-policy compliant proposal

Water Efficiency Statement

A short statement demonstrating how the development meets the 110 litres per person per day requirement set out in Part G of the building regulations.

When is it needed?

All new residential development.

4 – Additional Supporting Documents

Green Infrastructure Recreation Avoidance Mitigations

Proposals resulting in a net increase in dwellings (including student accommodation and tourist accommodation) will be required to secure mitigation in the form of a contribution per dwelling. Where a planning obligations is not required, this contribution will be secured via a unilateral undertaking. The completed unilateral undertaking is required to determine applicable applications and the amount becomes payable on commencement of an approved development.

When is it needed?

Proposals resulting in a net increase in dwellings (including student accommodation and tourist accommodation).

Planning Obligations (Section 106 Agreement)

The Council has standard heads of terms for legal agreements associated with planning applications (Section 106 Agreements). It is recommended that discussions commence at preapplication stage and that heads of terms are agreed at that stage and a draft agreement is submitted with, or at the early stages of consideration of the planning application.

Where it becomes apparent during the determination of an application that a S106 is required, the Council will not invalidate an application but agreement to an extension of time will be required.

When is it needed?

Usually required for major residential applications (10 dwellings or more or 0.5Ha or more) which include the provision of affordable houses, open space and play areas etc.

Site Waste Management Plan

Details of the means of on site storage, location of storage areas, bin collection points and recycling facilities including 'bring banks' should be provided with the planning application. The proposed route of the refuse collection vehicles should also be provided.

Details of any Site Waste management Plan (SWMP), draft SWMP or the principles to be followed in a future SWMP (latter for outline applications only).

When is it needed?

All developments including new buildings (except householder) or change of use of a building. SWMP are compulsory for all sites where development exceeds £300,000 in costs

Utilities Assessment

Applications should include how a proposal connects to existing utility infrastructure systems. Most new developments require connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers

Utility Statements should demonstrate:

- That the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.
- Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure should have been agreed with the service provider.

When is it needed?

- Major developments :
- Residential - 10 or more dwellings or sites of 0.5ha or more.
- Other development comprising sites of 1ha or more or 1,000sq.m or more of development