

# Making a planning application



## Non – householder Applications

### Guidance Notes

Please contact us if you require more information about making a planning application

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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](http://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.

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

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

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

**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. Not a mix 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](http://www.planningportal.gov.uk)

For general advice and guidance please use the following link:  
<https://www.gov.uk/government/collections/planning-practice-guidance>

# 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 1 and 2.

**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 100m<sup>2</sup>, 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.

[https://www.planningportal.co.uk/info/200136/policy\\_and\\_legislation/70/community\\_infrastructure\\_levy/5](https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy/5)

## Fees

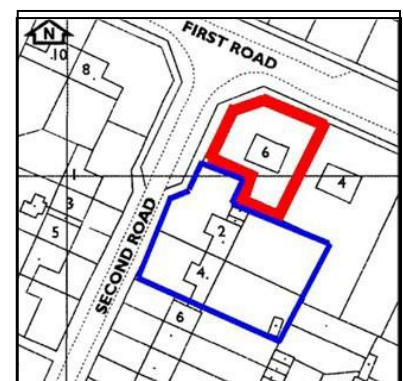
Please use the following link as a guide to working out the correct fee for your planning application.

<https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1>

## Mandatory Plans and Drawings

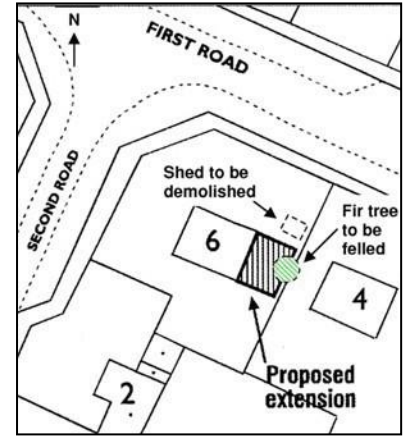
### Site location plan

- 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



## 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.



## Elevation drawings

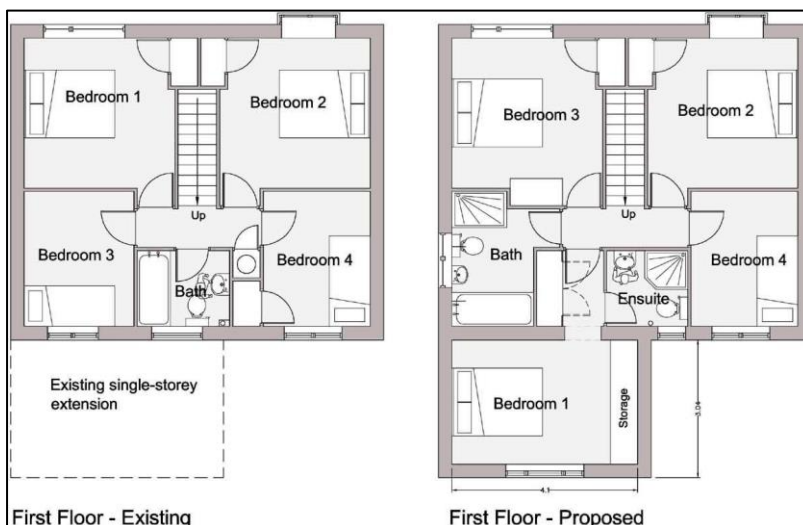
- Elevational drawings of the existing and proposed development are required.
- Drawings should show all elevations affected by the proposed development i.e. front, back and both sides where applicable.
- The scale should be clearly indicated and be 1:50 or 1:100.



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## Floor plans

- Floor plans are required showing the existing and proposed layout of the development and the nature of the proposed uses (eg. bedroom/kitchen) (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.



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## 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 1000sq m or more of non residential floorspace

### 3 - Additional Supporting Documents

	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 - barn to	Removal / Variation of condition (s73)	Reserved matters	Tree works
<b>National Planning Application Requirements</b>													
Completed Application form	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Site Location Plan	Y	Y	Y	Y	Y	Y	Y		Y	Y			
Block Plan	?			?	?	?	?	?	?	?	?	?	
Floor plans (existing and proposed)	?	?	?	?	?	?	?	?	?			?	
Elevation drawings (existing and proposed)	Y	?		?	?	?	?	?	?			?	
Ownership Certificate	Y		Y	Y			Y		Y				
Agricultural Holding Certificate			Y	Y					Y				
Community Infrastructure Levy			Y	Y	Y	Y		Y		Y	Y	Y	
Fee	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Design and Access Statement				?			Y		?		?		
<b>Additional Supporting documents</b>													
Affordable housing statement				?				?	?		?	?	
Air Quality Assessment			?	?				?	?		?	?	
Archaeology Assessment				?					?				
Biodiversity survey and report (ecology)			?	?				?	?		?		
Building for life assessment				?									
Drainage		?	?	?				?	?		?		
Energy Statement				?					?				
Environmental Impact assessment				?					?		?		
Flood Risk Assessment			?	?				?	?		?		
Footpath diversion				?					?				
Habitat regulation Assessment			?	?					?				
Heritage Statement	?		?	?			Y	?	?		?		
Land contamination assessment				?				?	?	?	?		
Landscape Statement / Details				?				?	?		?		
Lighting Assessment	?		?	?				?	?		?		
Noise Impact Assessment			?	?				?	?		?		
Planning obligations			?	?					?		?		
Planning statement	?		?	?	?	?	?	?	?		?		
Retail Impact Assessment			?	?				?	?		?		
Site waste management plan				?				?	?		?		
Statement of Community Involvement			?	?					?		?		
Structural Survey			?	?			?	?	?	?	?		
Sustainable Drainage Systems		?		?				?	?		?		
Transport Assessment			?	?				?	?		?		
Travel Plan			?	?				?	?		?		
Tree Survey (Arboricultural Assessment)				?				?	?		?		
Ventilation or extraction statement				?				?	?		?		
Viability Assessment			?	?					?		?		

Y = always needed ? = may be needed.

# 3-Additional Supporting Documents

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.

## 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.

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.

## Archaeology 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

At the very least, 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, 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.

### **Biodiversity survey and report (Ecology 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.

#### **Protected Species Survey**

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 likely to be 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.

### **Building For Life Assessment**

Building for Life promotes design excellence in the house building industry. An assessment against 12 questions is required to be submitted by the applicant which will be evaluated by the Local Planning Authority. The assessment template is available online

#### **When is it needed ?**

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

### **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.

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..

#### Sustainability Appraisal (Energy Statement)

A sustainability statement should:

- (i) outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications;
- (ii) 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:

- (i) show how it will provide at least 10% of energy from decentralized, renewable or low carbon sources;
- (ii) 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](http://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.

Policy 3 of the Joint Core Strategy is applicable to this, Additional information is available at <http://www.gndp.org.uk/dmsdocument/2116>

#### 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

#### 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.

### 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

Habitats Regulations Assessment (HRA) is the process that competent authorities must undertake to consider whether a proposed development or development plan is likely to have significant effects on a European site 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

Applications likely to have a significant effect on N2K sites should 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 N2K 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 N2K sites for daily recreational needs.

### 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 agricultural questionnaire, or a desk-study and preliminary risk assessment report should be undertaken.

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

### Landscaping 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.

#### 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 the 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.

### **When is it needed ?**

- All development where external lighting is proposed or where an illuminated advert is proposed.

## **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.

### **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

## **Planning Obligations**

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 may 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.

## **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 ?**

- There is no specific threshold, however, generally applicable to major or complex schemes to help explain the proposal and how it relates to planning policy objectives.

## **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,

### **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

### **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

### Sustainable Urban Drainage Assessment (SUDs)

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

### Transportation Assessment/Statements and Travel Plan

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.

Policy 6 of the Joint Core Strategy is applicable to travel and transport statements,

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 ?

<b>Proposed Use</b>	<b>(gross floor area)</b>
Food Retail (A1)	250 - 800m <sup>2</sup>
Non Food Retail (A1) 800-1,500sq.m	800 – 1,500 m <sup>2</sup>
Financial/Professional (A2)	1,000 – 2,500 m <sup>2</sup>
Restaurants/Cafes (A3)	300 – 2,500 m <sup>2</sup>
Drinking Establishments (A4)	300 – 2,500 m <sup>2</sup>
Hot Food Takeaway (A5)	250 – 500 m <sup>2</sup>
Business (B1)	1,500 – 2,500 m <sup>2</sup>
General Industry (B2)	2,500 – 4,000 m <sup>2</sup>
Storage/Distribution	3000 – 5,000 m <sup>2</sup>
Hotels (C1)	75 – 100 bedrooms
Dwelling Houses (C3)	50 – 80 units
Hospitals (C2)	30 – 50 beds
Hostels (C2)	250 – 400 residents
Assembly/Leisure (D2)	500 – 1,500 m <sup>2</sup>

### Travel Plan

- A Travel Plan is required in the following situations:

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.

#### 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

<b>Proposed Use</b>	(gross floor area)
Food Retail (A1)	1,000m <sup>2</sup>
Non Food Retail (A1)	1,000m <sup>2</sup>
Cinemas and Conference facilities (D2)	1,000m <sup>2</sup>
Assembly and Leisure (D2)	1,000m <sup>2</sup>
Business inc. Offices (B1)	1,000m <sup>2</sup>
Residential Institutions: Hospitals/Nursing Home (C2)	2,500m <sup>2</sup>
Higher and Further Education (D1)	2,500m <sup>2</sup>
Primary and Secondary Education (D1)	One or more additional class
Stadia	1,500 seats
Industry (B2)	1,000m <sup>2</sup>
Distribution (B8)	5,000m <sup>2</sup>
Housing	More than 100 dwellings

quality or where an air quality management area exists

#### Tree Survey (Arboricultural Assessment)

A report including plans identifying and accurately plotting all trees 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.

#### When is it needed ?

- 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

#### 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 (hotfood 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 should 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