



**Norfolk** County Council

**National and Local Validation  
Requirements for County  
Council (Regulation 3) Planning  
Applications**

**June 2023**

## Introduction

Norfolk County Council is the determining planning authority for the following types of applications:

- County Council's own development (Reg. 3) including new schools, school extensions, road development (where the council is the Highway Authority), as well as development for other council responsibilities – such as libraries and Norfolk Fire and Rescue Services
- Mineral extraction and associated development – such as quarries, mineral wharves, rail heads and sand and gravel processing plants
- Waste proposals including landfill sites, waste transfer/recycling sites and scrap yards

Planning applications for residential and commercial development are dealt with by the relevant District/Borough/City Council

- [Breckland](#)
- [Broadland](#)
- [Great Yarmouth](#)
- [King's Lynn & West Norfolk](#)
- [North Norfolk](#)
- [Norwich](#)
- [South Norfolk](#)
- [Broads Authority](#)

## The purpose of the document

The purpose of this document is to provide applicants and agents with guidance on the information required by Norfolk County Council to support planning applications submitted under Regulation 3. Please see other guidance note for minerals and waste applications.

Paragraph 44 of the National Planning Policy Framework (NPPF) (July 2021) requires local planning authorities to publish a 'local list' setting out their information requirements for planning applications.

Local lists should be reviewed every 2 years and accord with national planning guidance. The requirements should be kept to the minimum needed to make decisions. Local Planning Authorities should only request supporting information that is:

- Relevant
- Necessary
- Material to the application

The local list is not exhaustive and simply aims to cover the most common requirements for planning applications. During the course of an application, it may be necessary for Norfolk County Council to request additional information where it is considered necessary to determine the application.

If an application is submitted without the relevant supporting documents detailed in this document, it may lead to delays in processing and determining the application.

If an application is not accompanied by the relevant information outlined in the appropriate checklist, then the applicant/agent should provide a written statement setting out why it is considered the information is not appropriate.

The relevant planning application form should be completed and submitted in support of all planning applications made to Norfolk County Council.

Provision of all the National List requirements is compulsory.

It may not be necessary to provide information for all the Local List requirements for every application. Guidance on when and what information is required is included within this document.

An application for planning permission from Norfolk County Council will only be considered valid where it meets both the [National Requirements](#) for validation and the requirements of the [Local Validation List](#). Failure to provide all the National List requirements and the relevant Local List requirements will result in the application being invalid and the possibility that it may be returned to you.

## **Pre-application**

Norfolk County Council recommends that applicants/agents discuss their proposals with a planning officer before submitting an application. Various levels of [pre-application advice](#) are provided by the County Council to help inform the preparation of planning applications.

As part of pre-application discussions, the planning officer can advise which supporting documents would be required and whether an Environmental Impact Assessment (EIA) would be required as part of the application.

## **Submission of Planning Applications**

Applicants/agents are encouraged to submit planning applications electronically via the Planning Portal (where possible).

If applications are submitted electronically (this includes on a USB storage device) no paper copies of the application are required, unless accompanied by an EIA/Environmental Statement. However, for major applications, it would assist the case officer if one paper copy of the application (particularly large-scale drawings) was provided.

If applications are not submitted electronically one paper copy of the application should be submitted. Confirmation on the final number of paper copies should be discussed with the case officer as part of pre-application.

Planning application fees can be paid via the Planning Portal, BACS transfer, cheque, or via internal journal transfer for NCC planning applications.

## **Online submissions**

The following standards for on-line submissions are recommended to help towards timely planning decisions:

- Firewall restrictions limit the maximum size of individual attachments to 10MB. Documents exceeding this limit can be submitted on portable media such as USB. The Planning Portal reference number should be clearly marked on the device.
- Supporting documents and attachments should be in PDF format. (This avoids the need to convert documents into PDF, which is the format used to publish application details on the website. It also avoids the loss of document quality caused by printing, scanning and the format of non-PDF files prior to publication.)
- The original paper size should be marked on all drawings. This ensures the scale and dimensions used will remain accurate if printed. (The scale becomes inaccurate when a margin is added to a drawing (shrink to fit distortion)).
- Avoid multiple images on a single drawing. Site and/or location plans should be submitted on separate A4 or A3 drawings rather than incorporating with other plans and elevations. This avoids the need to scan in colour to accommodate red and blue lines and makes drawings easier to locate on the County's on-line system.
- Only single PDF plans should be sent as attachments without layers. This avoids the need for multiple drawings to be converted into individual plan attachments. (There is a specific checkbox to save the PDF without the layers on which should be selected before the drawings are saved and submitted).

- All drawings should include a scale bar, north point (where appropriate) and at least one key dimension in addition to the original paper size. (Where possible the original paper size should be limited to A3 as it is more convenient and quicker to deal with). Drawings should be to scale, unless there are special circumstances, in which case they should be annotated with 'DO NOT SCALE'.
- CAD drawings converted to PDF should be created in landscape to ensure the correct orientation for on-screen display.
- File names should reflect the content. Best practice recommendations include:
  - Providing a clear description of the plan or document in the file name
  - The title of the plan or document not just using a drawing number or reference
  - Avoiding the use of special characters in file names

Each application should be submitted with an index detailing all submitted documents to allow easy access. This will need to be updated and resubmitted as the application progresses and revised plans are submitted.

## **Personal Data and planning applications**

Please note that the information provided on the application form and in any accompanying documents may be published on Norfolk County Council's website.

To avoid the publication of personal details, do not include them, or any other information which falls within the definition of personal data under the [Data Protection Act 2018](#), in documents supporting the application.

## **Regulation 3 Development**

[The Town and Country Planning General \(Amendment\) \(England\) Regulations 2018](#) have amended [The Town and Country Planning General Regulations 1992](#) by omitting Regulation 9. As such, any planning permission granted pursuant to Regulation 3 would now run with the land rather than the applicant. Any obligations would be required through the submission of a Unilateral Undertaking at application stage, and those obligations would be enforceable by the relevant Local Planning Authority.

## National Requirements

This section identifies the minimum statutory information required in support of a planning application; the policy drivers for each requirement and where further information can be found.

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## Planning Application Forms

- Required for all applications by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) as amended (DMPO)
- Application forms should be fully completed (including the relevant ownership certificate and agricultural land declaration), signed and dated
- Where development is to be carried out by Norfolk County Council solely or jointly with one or more partners Norfolk County Council (including the developing department) must be named as the applicant. For example, On behalf of Norfolk County Council, Executive Director of Children's Services / On behalf of Norfolk County Council, Director of Highways & Waste / On behalf of Norfolk County Council, Director of Community, Information and Learning / Norfolk Fire and Rescue Services
- Application forms can be downloaded from the [Planning Portal](#)

## Planning application fee

Required by [Article 11 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

Applications which are subject to a planning application fee include (but are not limited to):

- Applications for planning permission, including retrospective applications where development has already taken place
- Applications for the approval of reserved matters following the grant of outline planning permission
- Applications under S73 of the Town and Country Planning Act 1990 to vary a condition following the grant of planning permission
- Applications made by local planning authorities for the development of any of their own land within their area, or for development by themselves (whether alone or jointly) of other land in their area
- Deemed applications
- Applications for lawful development certificates
- Requests for written confirmation of compliance with a planning condition

A planning application fee is **not** required for the following types of applications:

- Applications for consents (other than 'reserved matter' approvals) required by a condition imposed on an outline permission
- Applications for listed building or scheduled monument consent
- Applications under section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 for discharge of conditions imposed on a listed building consent
- Applications to demolish an unlisted building in a Conservation Area (exempt under Regulation 5a of the 2012 Fees Regulations)

The full list is available to view within the Government's [Fees for planning applications Planning Practice Guidance](#).

## Payment of fees

- Via credit card on the Planning Portal
- Via BACS transfer
- Via internal journal transfer for Regulation 3 applications
- Via cheque made payable to Norfolk County Council

## References

[A Guide to the Fees for Planning Applications in England](#)

## Site Location Plan

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications except approval of details reserved by condition and non-material amendment applications.

The site location plan should:

- Be based on an up-to-date map
- Be at an identified scale of 1:1250 or 1:2500 (where possible)
- Be scaled to fit onto A4 or A3 size paper (where possible)
- Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the site is clear
- Be edged clearly with a red line around all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking & open spaces around buildings)
- Have a blue line around any other land owned by the applicant close to or adjoining the application site
- Indicate a north point
- Include a linear scale

## Certificates

Required by [Article 13](#) and [Schedule 2 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications except:

- Approval of Reserved Matters
- Renewal of temporary permission
- Discharge or variation of conditions
- Lawful development certificate
- Non-material amendments

**Certificate A** – if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants

**Certificate B** – if the applicant is not the sole owner of the land to which the application relates, or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants

**Certificate C** – if the applicant does not own all of the land to which the application relates and does not know the names and addresses of all of the owners and/or agricultural tenants

**Certificate D** – if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants

- A typed signature of the applicant's name is acceptable for an electronically submitted certificate
- Any paper copy certificate submitted with the application form must be signed by hand
- Ownership certificate must be completed for applications for Listed Building consent but no agricultural declaration is required

## Notice of Ownership

Required by [Article 13 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications where there are owners of the application site other than the applicant

A signed certificate confirming the ownership of the land to which the application relates and that the relevant notices have been served in accordance with [Article 13 of the DMPO](#).

## **Agricultural Land Declaration**

Required by [Article 14 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications except:

- Approval of Reserved Matters
- Renewal of temporary permission
- Discharge or variation of conditions
- Listed Building Consent
- Non-material amendments

Required whether or not the application site includes an agricultural holding.

All agricultural tenants must be notified prior to the submission of the application as required by [Article 13 of DMPO](#)

An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning and working of minerals, a person entitled to an interest in a mineral in the land is also an owner.

An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

## Design and Access Statement (DAS)

Required by [Article 9 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for the following:

- Applications for major development (as defined in [Article 2 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#))
- Applications for development in a designated area, where the proposed development consists of a building or buildings where the floor space created by the development is 100m<sup>2</sup> or more
- Applications for Listed Building Consent

A designated area is a Conservation Area or a property appearing on the World Heritage List kept under article 11(2) of the 1972 UNESCO Convention Concerning the Protection of the World Cultural and National Heritage (a World Heritage Site).

A DAS is not required for the following applications:

- A material change of use
- Section 73 (variation or removal of conditions)

A DAS should:

- a) Explain the design principles and concepts that have been applied to the development
- b) Demonstrate the steps taken to appraise the context of the proposed development and how the design of the development takes that context into account
- c) Explain the applicant's approach to access and how relevant Local Plan policies have been taken into account
- d) Detail any consultation undertaken in relation to access issues and how the outcome of this consultation has informed the proposed development.
- e) Explain how any specific issues which might affect access to the development have been addressed.

For Listed Building Consent the following is also required:

- a) The special architectural or historical importance of the building
- b) The particular physical features of the building that justify its designation as a listed building
- c) The setting of the building
- d) Explain how issues relating to access to the building have been dealt with
- e) Explain the applicant's approach to access, including alternative means of access that have been considered and how relevant Local Plan policies have been taken into account
- f) Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above

g) Explain how any specific issues which might affect access to the building have been addressed.

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## Existing and Proposed Site/Block Plan

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications except Outline applications

- Recommended scale of 1:500 or 1:200
- Accurately show the direction of north
- Show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundary
- Include all the buildings, roads and footpaths on land adjoining the site including access arrangements
- Show all public rights of way (footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site
- Show the position of all trees on the site, and those on adjacent land that could influence or be affected by the development
- Show the extent and type of any hardstanding
- Show boundary treatment including walls or fencing where this is proposed

## Existing and Proposed Elevations

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications where new built development is proposed

- Recommended scale of 1:50 or 1:100
- The drawings should clearly show the elevations of the proposed works in relation to what is already on site
- Show all sides of the proposal and indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors
- Blank elevations should also be included, if only to show this is the case
- Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship and detail the positions of the openings of each property.

## Existing and Proposed Floor Plans

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for applications for new development and for existing buildings altered by the proposed development

- Recommended scale of 1:50 or 1:100
- Should show the proposal in detail
- Clearly show where existing buildings or walls are to be demolished
- Show details of existing buildings as well as those for the proposed development
- Show new buildings in context with adjacent buildings

## **Existing and Proposed Site Sections including finished floor and site levels**

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications where the existing or proposed site levels would impact on built development

- Recommended scale of 1:50 or 1:100
- Show cross section through the proposed building(s)
- Where a change in ground levels is proposed, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided
- Details to demonstrate how the proposed buildings relate to existing site levels and neighbouring development
- Plans should show existing site levels and finished floor levels (with levels related to a fixed ordnance datum point off site) and show the proposals in relation to adjoining buildings

## **Existing and Proposed Roof Plans**

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for any application where a new roof would be created by the proposed development or an existing roof would be altered

- Recommended scale 1:50 or 1:100
- Show the shape of the roof and include details of the roofing material, vents, solar panels etc and their location

## **Photographs and photomontages**

Required for applications where the development would result in a significant change in the appearance of a building and/or landscape (including the demolition of an existing building). This includes development affecting Listed Buildings and Conservation Areas.

- Photographs to show the external appearance of a building(s) or area(s) in its current state and photomontages to show the proposed change.
- Computer generated images may also be helpful

## Planning Statement

Required by [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) for all applications

The Statement should be commensurate with the scale of proposed development

The Statement should include:

- An explanation of the principles behind and the justification for the proposed development.
- A description of the site setting out the physical features of the site and its surroundings
- A description of the site's existing use, planning designations and physical constraints
- Fully describe the scope of the proposed development
- Details of site layout, buildings and details of existing and proposed external building materials
- Details of boundary treatment
- Details of the topography and geology of the site
- An explanation of how the proposed development accords with national and local plan policy
- Details of any pre-application consultation (including community engagement) carried out prior to the submission of the application and any amendments made to the scheme as a result of comments received
- Reasoned justification where pre-application advice has not been followed

In addition, to the criteria above, where educational development is proposed an educational need statement should be provided (if relevant).

The Educational need statement should include:

- An explanation of the benefits the development will deliver to the school and local community, and what improvements it will deliver for teaching and learning
- An explanation about how the proposal helps to deliver Norfolk County Council's statutory responsibilities in relation to education and the Council's Local Growth Investment Plan (LGIP)
- Alternative options that were considered and, where relevant, local demographic pressures on school places should be explained
- Details of existing and proposed/forecast pupil and staff numbers
- Details of class sizes and year groups, where it is of relevance to the application

## References

National Planning Policy Framework (NPPF) Section 8 (Promoting healthy and safe communities), paragraph 95. [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[DCLG Ministerial Policy statement: planning for schools development \(2011\)](#)

[Norfolk County Councils Local Growth Investment Plan \(LGIP\)](#);

## **Statement of Community Involvement (SCI)**

It is good practice to engage with the community at an early stage of any proposed development, especially 'major development' as defined in the Development Management Procedure Order.

Major development includes the winning and working of minerals or the use of land for minerals-working deposits, waste development, the provision of a building or buildings where the floor space to be created by the development is 1,000m<sup>2</sup> or development is carried out on a site having an area of 1 hectare or more.

Exceptions would include small scale proposals where the potential impact would be limited in scale and area.

The statement should demonstrate how the applicant has complied with the requirements set out in the County Council's Statement of Community Involvement (SCI) and demonstrate how the views of interested parties were sought and taken into account prior to the submission of the planning application.

SCIs are required for all major Regulation 3 applications and any new or extended minerals and waste facilities. They are also required for all EIA applications.

## **References**

[Norfolk County Council's Statement of Community Involvement, \(as amended\)](#)

## **Airport Safeguarding Statement**

Required by the [Town and Country Planning \(Safeguarded Aerodromes, Technical Sites and Military Explosives Storage Areas\) Direction 2002](#) updated December 2016

Required for all applications within the consultation area of civil and military aerodromes and airstrips (Norwich International Airport, RAF Marham, RAF Swanton Morley, RAF Honington, RAF Lakenheath and RAF Mildenhall and for other MoD sites at Neatishead, Old Buckenham, Trimmingham and Weybourne) involving:

- Any development over 90m in height
- Any building or structure, which because of its size, shape, location or construction materials has the potential to act as a reflector or diffractor of the radio signals on which navigational aids, radio aids and telecommunication systems depend
- Lighting which has the potential to distract or confuse pilots
- Development which has the potential to increase the number of birds or the bird risk hazard

The Statement should include:

- An accurate site plan of the proposed development with the site clearly outlined and six figure (Ordnance Survey) 'eastings' and 'northings' grid references
- The ground level of the site to an accuracy of 0.25m Above Ordnance Datum (AOD)
- The layout, dimensions, materials and particularly heights, of the proposed development above ground level
- Any landscaping and/or Sustainable Drainage Systems (SuDs) proposals
- Any associated construction or development lighting details
- Any other information that may be deemed necessary to assess the application (e.g. installation of solar panels on buildings)

## **References**

Relevant District/Borough/City Local Plan policies

## **Air Quality Impact Assessment**

Required by the [Environment Act 1995 Part IV Air Quality](#) & District/Borough/City Council Local Plan policies

Required for applications where development is proposed:

- Within or adjacent to an Air Quality Management Area (AQMA)
- Where the development could in itself, result in the designation of an AQMA
- Where the granting of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan (AQAP)
- Significantly affect traffic in the immediate vicinity of the proposed development site or further afield (e.g. generating or increasing traffic congestion; significantly changing traffic volumes, vehicle speed or both, significantly altering the traffic composition on local roads)
- Introduce new point sources of air pollution
- Expose people to existing sources of air pollutants
- Where air quality Impact Risk Zones (IRZs) are triggered

Assessments should be proportionate to the nature and scale of proposed development and the level of concern about air quality. The scope and content of supporting information is best discussed between NCC and the applicant before it is commissioned.

The following information could be included in the assessment and agreed at the outset:

- A description of baseline conditions and how these could change
- Relevant air quality concerns including the effects on ecological receptors
- The assessment methods to be adopted and any requirements around verification of modelling air quality
- Sensitive locations
- The basis for assessing impact and determining the significance of the impact
- Construction phase impact; and/or
- Acceptable mitigation measures

If there is an AQAP in place the proposed development should be in accordance with that Plan.

## **References**

[Planning Practice Guidance – Air Quality](#)

National Planning Policy Framework (NPPF) Section 15 (Conserving and Enhancing the natural environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

District/Borough/City Local Plan policies

[Air Pollution Information Service \(APIS\)](#)

[Defra MAGIC map website](#)

## **Archaeological Assessment (below ground heritage)**

Required by the National Planning Policy Framework (NPPF) Section 16 (Conserving and enhancing the historic environment) and The [Ancient Monuments and Archaeological Areas Act](#) 1979 (as amended).

Required for all applications for development, within an Area of Archaeological Potential (advice can be sought from the County Archaeologist), that involves a new building or disturbance of the ground.

The Assessment should include the following:

- Description of the significance of the heritage assets affected by the proposed development and their contribution to the site
- A desk-based assessment of the impact of the proposal. It should show the sources that have been considered and the expertise that has been consulted
- Any relevant supporting documentation, such as plans showing historic features that may exist on or adjacent to the development site. This includes listed buildings and structures, historic parks and gardens and historic battlefields.

A desk-based assessment is designed to provide baseline data on the potential archaeological and heritage assets that may be affected by a proposed development.

In addition to desk-based assessment archaeological evaluation by geophysical survey or geophysical survey and trial trenching may be required in order to enhance the level of baseline information.

Archaeological investigations, such as trial trenching, are physical investigation of a place carried out by an appropriately qualified persons for the purpose of investigating, recording or conserving the archaeological, structures, deposits, artefacts and ecofacts of a place.

## **References**

National Planning Policy Framework (NPPF) Section 16 (Conserving and enhancing the historic environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Norfolk Historic Environment Record](#) (HER)

[Planning Practice Guidance](#) – Historic Environment

[Historic England](#) website

District/Borough/City Local Plan policies

## **Biodiversity Surveys and Assessments**

Required by Borough/District/City Council local plan policies

Required for all applications which have the potential to affect Protected Sites, European Protected Species, National Protected Species, Priority Habitats and Species. Protected Sites are Special Areas of Conservation (SACs), Special Protection Areas (SPAs), Ramsar Sites, Sites of Special Scientific Interest (SSSI), Local Wildlife Sites and Special Roadside Verges. European Protected Species are species protected under the Conservation of Habitats and Species Regulations 2017. National Protected Species are species protected under the Wildlife & Countryside Act 1981 (as amended) and badgers (The Protection of Badgers Act 1992). Priority Habitats and Species are Habitats of Principal Importance in England (Priority Habitats) and Species of Principal Importance in England (Priority Species).

Surveys and assessments may not be required if pre-application advice has been received from Natural England and/or Norfolk County Council's ecologist confirming they do not consider the proposed development would have an impact on any designated sites or protected species.

All submitted reports should adhere to BS42020: 2013 Biodiversity: Code of Practice for Planning and Development.

If it is clear that no protected or priority species are present, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. report from a suitably qualified and experienced person).

### **Note:**

#### **Preliminary Ecological Appraisal (PEA)**

Consists of a desk-based study and walk over survey collating data on statutory designated sites and priority habitats, locally designated sites and existing records of protected and priority species within the vicinity of the site.

The key objectives of a PEA are to:

- Identify the likely ecological constraints associated with a project;
- Identify any mitigation measures likely to be required, following the 'Mitigation Hierarchy',
- Identify any additional surveys that may be required to inform an Ecological Impact Assessment (EclA); and
- Identify the opportunities offered by a project to deliver ecological enhancement

#### **Extended Phase 1 Habitat Survey**

- Contains details of the habitats present on the development site and surrounding area

- Information on the plant species present and their abundance
- Potential of the site for protected and priority species is assessed and recorded
- Guidance on measures that could be incorporated into the proposed development design to avoid and mitigate ecological impact
- Where it identifies the need for further surveys required (badger surveys etc), these would form part of the Ecological Impact Assessment and without which we will not be able to validate the application.
- Identifies the need for a Biodiversity Statement and Mitigation Plan if there are potential impacts from the development (either direct or indirect) or likely harm to protected species and/or habitats

Under normal circumstances it is not appropriate to submit a Preliminary Ecological Appraisal Report (PEAR) as part of a planning application, because the scope of a PEAR is unlikely to fully meet planning authority requirements in respect of biodiversity policy and implications for protected species. This is because a PEAR is normally written to advise a client of ecological constraints and opportunities to inform their design options, likely mitigation requirements, and the need for further surveys. It therefore lacks a detailed assessment of ecological effects, and commitment to mitigation; the planning authority is therefore unlikely to have adequate information to enable the decision maker to determine the application.

A PEA / Phase 1 Habitat Survey are normally used to inform an Ecological Impact Assessment (EclA), which may, however, be submitted as an appendix to an EclA Report.

Information relating to badgers should be provided separately, to avoid sett locations being identified.

## References

[Environment Act November 2021](#)

[Conservation of Habitats and Species Regulations 2017.](#)

National Planning Policy Framework (NPPF) Section 15 (Conserving and enhancing the natural environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Natural Environment & Rural Communities Act 2006](#) (NERC)

[Planning Practice Guidance](#) – Natural Environment

[Planning Practice Guidance](#) – Appropriate Assessment

Defra [MAGIC Map website](#)

District/Borough/City Local Plan policies

## **Biodiversity Net Gain (BNG) Statement / Assessment**

Required by the Environment Act 2021

Required for all applications.

Once the Environment Act is enacted through secondary legislation (anticipated in Autumn 2023, exact date to be confirmed) or if there is a development plan policy requirement, the required information will need to be submitted to demonstrate the mandatory 10% net gain. The Biodiversity Metric (or subsequent updated version) is required to demonstrate a net gain.

Proposals should include:

- The pre-development biodiversity value;
- Steps taken to avoid or minimize adverse biodiversity impacts/loss;
- Proposed approach to enhancing biodiversity onsite including a management and maintenance plan;
- The proposed off site biodiversity if it cannot be secured on site, including a management and maintenance plan.
- A Management, maintenance and monitoring schedule for a 30 year period

Note:

Schedule 14 of the Environment Act states that a general condition will be applied to every planning permission (except those exempt from BNG requirements) that a biodiversity gain plan should be submitted and approved by the planning authority before commencement of development.

### **References**

[Environment Act 2021](#)

[Natural England](#) – The Biodiversity Metric 4.0

[Norfolk County Council Environment Policy](#)

District/Borough/City Local Plan policies

## **Climate Change, Energy Statement, Renewable Energy and Sustainability Statement**

Required by the [Climate Change Act 2008](#) and Borough/District/City Council local plan policies

Required for all applications for major development.

Major development includes the winning and working of minerals or the use of land for minerals-working deposits, waste development, the provision of a building or buildings where the floor space to be created by the development is 1,000m<sup>2</sup> or development is carried out on a site having an area of 1 hectare or more.

The Statement should include:

- A sustainability appraisal outlining the elements of the proposed development which addresses sustainable development issues (e.g. choice of building design, facilities aimed at reducing energy needs, water consumption and overall carbon footprint and the generation of renewable energy)
- Details of how sustainable design and construction have been addressed (e.g. reducing energy consumption and carbon emissions, minimising waste and increasing recycling, conserving water resources, incorporation of green infrastructure, sustainable drainage systems (SuDs), minimising pollution, maximising use of sustainable materials and adaptation to climate change)
- Demonstrate how the proposed development accords with the NCC Environment Policy

### **References**

National Planning Policy Framework (NPPF) Section 14 (Meeting the challenge of climate change, flooding and coastal change). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Building Research Establishment - Environmental Assessment Method \(BREEAM\)](#)

[Norfolk County Council Environment Policy](#)

District/Borough/City Local Plan policies

[Government 25 Year Environment Plan](#)

## **Construction Management Plan / Construction Consideration Statement**

Required for all applications which involve the provision of new built development

The Plan / Statement should include (but not be limited to) details of:

- The general construction considerations / overview
- The site entrance
- Construction traffic - specifications for vehicle turning within the site to enable vehicles to leave the site in forward gear. Programme of works including measures for traffic management, vehicle routing, hours of operation, numbers of HGVs and design of delivery areas
- Construction Personnel Parking - parking of vehicles of site personnel, operatives and visitors
- Fencing - provision of boundary hoarding / fencing
- Storage of plant and materials and the loading and unloading of plant and materials
- Noise – hours of operation and noisy operations
- Vibration
- Dust - measures for the suppression and control of dust during construction
- Wheel washing facilities
- General Contractor's Site Conduct
- Response to Complaints (in the event of a complaint been received)

### **References**

National Planning Policy Framework (NPPF) Section 9 (Promoting Sustainable Transport). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

District/Borough/City Local Plan policies

## **Daylight/Sunlight Assessment**

Required by the National Planning Policy Framework (NPPF) Section 12 (Achieving well-designed places)

Required for any application where there is potential adverse impact upon current levels of daylight/sunlight enjoyed by adjoining properties or buildings including associated gardens or amenity space.

The assessment should include:

- Details of existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties
- Details of the measures to be taken to mitigate against the expected impact of the proposed development

## **References**

National Planning Policy Framework (NPPF) Section 12 (Achieving well-designed places). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Site layout planning for daylight and sunlight: a guide to good practice](#) – Building Research Establishment – September 2011

[British Standard Code of Practice for daylighting](#) (BS EN 17037:2018 Daylight in buildings (Incorporating corrigendum October 2021))

[Education Funding Agency Guidance: Acoustics, lighting and ventilation in schools](#) updated December 2014

District/Borough/City Local Plan policies

## **Environmental Impact Assessment**

Required by the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#)

Required for all applications proposing development included in [Schedule 1](#) or [Schedule 2](#) of the EIA Regulations which may have significant effects on the environment

[Schedule 4](#) of the EIA Regulations sets out the information which should be included within the Environmental Statement and Non-Technical Summary.

## **References**

[Planning Practice Guidance](#) – Environmental Impact Assessment

## **External Materials Sample Board**

Required for all applications where new built development is proposed

Details and samples/photos of proposed external materials for new buildings (e.g. Make and manufacturer, RAL / BS numbers, or other standard), hard landscaping and boundary treatments.

## **References**

National Planning Policy Framework (NPPF) Section 12 (Achieving well-designed places). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Ministry of housing, Communities & Local Government National Design Guide](#)

District/Borough/City Local Plan policies

## **Flood Risk Assessment**

Required by The [Flood and Water Management Act 2010](#) and National Planning Policy Framework (NPPF) Section 14 (Meeting the challenge of climate change, flooding and coastal change)

Required for all applications which propose development:

- In Flood Zone 2 or 3 including minor development and change of use
- Of more than 1 hectare in Flood Zone 1
- Of less than 1 hectare in Flood Zone 1, including a change of use in a development type to a more vulnerable class (e.g. from commercial to residential), which could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains, reservoirs)
- In an area within Flood Zone 1 which has critical drainage problems as notified by the Environment Agency

A Flood Risk Assessment is not required for development less than 1 hectare in Flood Zone 1 unless it could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains).

The [Environment Agency's standing advice](#) should be followed if a Flood Risk Assessment is being undertaken for development classed as:

- A minor extension (household extensions or non-domestic extensions less than 250 square metres) in Flood Zone 2 or 3
- 'more vulnerable' in Flood Zone 2 (except for landfill or waste facility sites, caravan or camping sites)
- 'less vulnerable' in Flood Zone 2 (except for agriculture and forestry, waste treatment, mineral processing and water and sewerage treatment)
- 'water compatible' in Flood Zone 2

The Standing Advice should also be followed for development involving a change of use into one of the vulnerable categories or into the water compatible category

## **Sequential Test**

A Sequential Test is required if both of the following apply:

- The proposed development is in Flood Zone 2 or 3
- A Sequential Test hasn't already been done for the type of development proposed for the site.

The sequential test compares the proposed site with other available sites to determine which has the lowest flood risk

If the sequential test shows that there are not any suitable alternative sites an exception test may be required.

A Sequential Test is not required if either of the following apply:

- The proposed development is minor development
- The proposed development involves a change of use (e.g. from commercial to residential) unless the development is a caravan, camping chalet, mobile home or park home site

A Sequential Test is also not required for development in Flood Zone 1 unless there are flooding issues within the area of proposed development.

### **Exception Test**

An Exception Test is required if the proposed development is:

- Highly vulnerable and in Flood Zone 2
- Essential infrastructure in Flood Zone 3a or 3b
- More vulnerable in Flood Zone 3a

The Exception Test shows how flood risk will be managed on and off site

The Flood Risk Assessment should include:

- A location plan showing street names, any rivers, streams, ponds, wetlands or other bodies of water and other geographical features (e.g. railway lines, schools, churches etc.)
- Site plan showing the existing site; the development proposal and structures which could affect water flow (e.g. bridges, embankments etc.)
- Survey showing the existing site levels and the levels of the proposed development
- A cross section of the site showing finished floor or road levels and any other levels that inform the flood risk (e.g. existing raised banks and flood defence walls).
- An assessment of the risk to the proposed development if there was a flood
- Consideration of flooding from other sources (e.g. surface water drains, canals etc.) as well as from rivers and the sea and the inclusion of an allowance for climate change
- The estimated level for the proposed site (i.e. the 1 in 100 year river flood level or the 1 in 200 year tidal flood level)
- Estimation of the duration of a flood
- Estimation of the rate of surface water runoff
- Estimation of the order in which areas of the site would be flooded
- Estimation of the consequences for people living on or using the site
- Details of past flooding incidents on the site (where available)

- An assessment of surface water runoff from the site
- An estimation of how much surface water runoff (excess water that flows over surfaces) the proposed development would generate – both the volume and rate of the runoff
- Details of the existing methods for managing surface water runoff (e.g. drainage to a sewer)
- Details for managing surface water ensuring no increase in level of surface water runoff
- Details of existing flood resistance and resilience measures on the proposed site
- Capacity of drains or sewers (existing and proposed) on the proposed site
- Details of how the proposed development would reduce flood risk
- Details of how people will leave buildings during a flood
- Explanation of how raised flood embankments or changes to ground levels could affect water flow
- Explanation of how the proposed development could affect rivers and their floodplain or coastal areas
- Explanation of residual risks to the proposed site after any necessary flood defences have been built and how these risks would be managed
- Details of the extra flood resistance and resilience measures that need to be undertaken to reduce flood risk
- If an environmental permit is required and whether it has been applied for
- If the proposed development falls within the functional flood plain (only 'water compatible' development or 'essential infrastructure' that has met the requirements of the exception test are allowed in the functional floodplain)
- Details showing that any water compatible or essential infrastructure developments have been designed to stay safe and operational during a flood, the blocking of water flows or increased flood risk elsewhere has been avoided and the loss of floodplain storage (i.e. loss of land where flood waters used to collect) has been avoided
- Details of the extra flood and resilience measures included in the design of the proposed development

Site levels should be stated in relation to the Ordnance Datum (the height above average sea level).

Surface water runoff describes flooding from sewers, drains, groundwater and runoff from land, small water courses and ditches that occurs as a result of heavy rainfall.

The functional flood plain is land where water has to flow or be stored in times of flood.

## References

National Planning Policy Framework (NPPF) Section 14 (Meeting the challenge of climate change, flooding and coastal change). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Flood Risk and Coastal Change

[Environment Agency Standing Advice](#)

District/Borough/City Local Plan policies

## **Foul Sewage and Utilities Assessment**

Required by the National Planning Policy Framework (NPPF) Section 14 (Meeting the challenge of climate change, flooding and coastal change) and [National Policy Statement for Waste Water](#).

Required for all applications:

- For new built development which require separate connections to foul and storm water sewers
- Which propose to connect a development to the existing system
- Where development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer
- Where the proposed development results in any changes/replacements to the existing system or the creation of a new system

The assessment should include:

- Details of the existing system
- A full assessment of the site, its location and suitability for storing, transporting and treating sewage
- Details of connection to the mains sewer. If this is not practical it should be demonstrated why this is not possible and show alternative means of disposal are satisfactory
- Scale plans of any new foul drainage arrangements
- Details of how the proposed development connects to existing utility infrastructure systems
- Details of the availability of utility services that have been examined and confirmation that the proposed development would not result in undue stress on the delivery of the services to the wider community
- Details of any utility company requirements for substations, telecommunications equipment or similar structures
- Confirmation that service routes have been planned to avoid the potential for damage to trees and archaeological remains
- Details of agreements with the service provider for the relocation and/or protection of existing infrastructure

## **References**

National Planning Policy Framework (NPPF) Section 14 (Meeting the challenge of climate change, flooding and coastal change). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Water supply, wastewater and water quality

[Building Regulations Approved Document Part H](#)

## **Health Impact Assessment (HIA)**

Required by District/Borough/City Local Plan policies

Required for applications for major/strategic development.

Major development includes the winning and working of minerals or the use of land for minerals-working deposits, waste development, the provision of a building or buildings where the floor space to be created by the development is 1,000m<sup>2</sup> or development is carried out on a site having an area of 1 hectare or more.

Strategic development includes all new mineral workings covering more than 15 hectares or involve the extraction of more than 30,000 tonnes of mineral per year or installations (including landfill sites) for the deposit, recovery and/or disposal of household, industrial and/or commercial wastes where new capacity is created to hold more than 50,000 tonnes per year, or to hold waste on a site of 10 hectares or more or have the potential for a significant adverse environmental impact (i.e. likely to require Environmental Impact Assessment).

An HIA considers the health impacts of proposed development. It also assesses the impact of a development on health, existing services and facilities.

An HIA should include recommendations to help enhance the positive consequences for health and avoid or minimise negative consequences.

An HIA should include (but not be restricted to):

- Details on building design and quality
- Access to community facilities and other social infrastructure
- Access to open spaces and the natural environment
- Air quality and noise impact
- Accessibility and travel options
- Crime reduction and community safety
- Social cohesion
- Minimising the use of resources

## **References**

National Planning Policy Framework (NPPF) Section 8 (Promoting healthy and safe communities). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Health Impact Assessment Tools – Department of Health](#)

District/Borough/City Local Plan policies

## Heritage Statement (above ground heritage)

Required by [Planning \(Listed Buildings and Conservation Areas\) Act](#) 1990 and National Planning Policy Framework (NPPF) Section 16 (Conserving and enhancing the historic environment)

Required for any application that could affect/impact a heritage asset, including through changes in their setting.

A heritage asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listings).

Any works to a Listed Building or demolition of buildings within a Conservation Area may also require Listed Building Consent and Planning Permission.

The Statement should include:

- Details of the history and development of the asset using photographic, map, archival and fabric evidence
- Be accompanied by photographic records showing the site context and features which may be affected by the proposal, preferably cross-referenced to survey drawings
- An assessment of the archaeological, historical or other significance of the asset, including consideration of any contribution made by its setting.
- An assessment of the impact of the proposed works on the significance of the asset, including by changes in setting, and whether harm would be caused
- Statement of justification for the proposed works
- Details of how harm will be avoided, and only where this is not possible, the mitigation measures which will be employed. In describing avoidance and mitigation measures, the statement should articulate the extent to which the proposed measures would reduce harm. If following avoidance and mitigation development will still result in harm to the asset/s – either through physical harm or through a change in setting - a description of the public benefits which are considered to outweigh this harm, and why the proposed harm is necessary to achieve these.

## References

National Planning Policy Framework (NPPF) Section 16 (Conserving and enhancing the historic environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Conserving and enhancing the historic environment

[Historic England](#) website

District/Borough/City Local Plan policies

## **Land Contamination Assessment**

Required by Borough/District/City Council local plan policies

Required for all applications for development where contaminated land or buildings/structures are known or suspected to exist

The Assessment should include:

- A Preliminary Risk Assessment which includes information about the site and contamination and a conceptual model identifying pollutant sources, pathways and receptors and options for remediation.
- A Generic Quantitative Risk Assessment which includes a site investigation and desk study, refinement of the conceptual model and conclusions and next steps

## **References**

National Planning Policy Framework (NPPF) Section 15 (Conserving and enhancing the natural environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Land affected by contamination

Register of contaminated land held by District/Borough/City Councils in Norfolk

## **Landscape and Visual Impact Assessment**

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

Required by District/Borough/City Council local plan policies

Required for any proposal that due to its size, scale or location may have a significant visual impact upon the surrounding landscape.

The Assessment should include:

- An assessment and evaluation of the landscape character (including AONBs and the Broads) and the potential impact the proposed development may have upon it.
- Details of visual receptors (e.g. PRowWs, public open spaces, residential properties, other sensitive locations) should be included together with other important features and views
- Details of relevant Landscape Character Assessment undertaken
- Proposed mitigation measures (e.g. screening, landscaping, design etc)
- Details of how the proposal would enhance the core river valley, where appropriate.

## **References**

National Planning Policy Framework (NPPF) Section 15 (Conserving and enhancing the natural environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Guidelines for Landscape and Visual Impact Assessment \(3<sup>rd</sup> edition\) 2013](#)

[Planning Practice Guidance](#) – Natural Environment

District/Borough/City Local Plan policies

The relevant District/Borough/City Council Landscape Character Assessment

## **Landscape Scheme**

Required by District/Borough/City Council local plan policies

Required for all applications where new or replacement landscaping is proposed.

The Scheme should include:

- Details of any existing trees and hedgerows on the site
- Details of any trees and hedgerows to be retained and measures for their protection during the period of works/construction
- Details of areas to be planted with species, sizes, spacing, protection and programme for implementation
- Details of maintenance and management of the scheme
- Details of hard landscaping (e.g. paving, fencing, retaining walls etc) including materials, colours etc

## **References**

National Planning Policy Framework (NPPF) Section 15 (Conserving and enhancing the natural environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Natural environment

District/Borough/City Local Plan policies

District/Borough/City Council Landscape Character Assessment

## Lighting Scheme

Required for all proposals where new external lighting is proposed e.g. floodlighting, exterior lighting for sports pitches, car parks, illumination of buildings, work areas, and security lighting.

The scheme should include:

- Details of the location, height, design, luminance and operation
- Overview of lighting design including maintenance factor and lighting standard applied
- Justification for the proposed lighting design
- Lighting drawing showing lux levels on the ground, angles of tilt and average lux (minimum and uniformity) for all proposed lighting
- Contour plan detailing likely spill light from proposed lighting, in context of adjacent site levels
- Identify area/features on site particularly sensitive for bats and those likely to cause disturbance in or around their breeding sites and resting places or along important routes used to access key areas of their territory (e.g. foraging)
- Details of how and where external lighting would be installed through provision of appropriate lighting contour plans and technical specification to demonstrate that areas to be lit will not disturb or prevent bats using their territory or having access to breeding sites and resting places
- Details of proposed hours of operation
- Details of the impact of the lighting on:
  - a) The amenity of neighbouring properties, specifically if light has the potential to extend beyond the boundary of the site.
  - b) Roads/ highway safety
  - c) The character of the area and the wider landscape, specifically Conservation Areas, Listed Buildings, Designated Areas (SSSI, AONB) or rural areas with little background light
  - d) Ecology, specifically European protected species.
- Proposed mitigation measures

## References

National Planning Policy Framework (NPPF) Section 12 (Achieving well-designed places) and Section 15 (Conserving and enhancing the natural environment).

[Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Light Pollution

District/Borough/City Local Plan policies



## **Mineral Resource Assessment**

Required for all applications for major (non-mineral) development within a Minerals Safeguarding Area.

The Assessment should determine whether development would sterilise mineral resources of local and/or national importance and should include:

- A written methodology for an intrusive site investigation, including Particle Size Distribution testing to determine if the site contains a viable mineral resource for prior extraction
- Information regarding the extent to which on-site materials which could be extracted during the proposed development would meet specifications for use on-site through intrusive site investigations, testing and assessment
- An outline of the amount of material which could be reused on site; and for material extracted which cannot be used on-site its movement, as far as possible by return run, to an aggregate processing plant

## **References**

[Core Strategy and Minerals and Waste Development Management Policies Development Plan](#)

Norfolk County Council – [Interactive maps of Mineral Safeguarding Areas](#)

Norfolk County Council Guidance Note on the Mineral Safeguarding Process for aggregates - Sand & Gravel and Carstone

National Planning Policy Framework (NPPF) Section 17 Facilitating the sustainable use of minerals. [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Minerals

## **Net Zero Carbon Statement**

Required by the Climate Change Act 2008

Required for all applications.

- An energy statement demonstrating how the proposed development incorporate measures to achieve carbon new zero
- A statement setting out how any shortfall in the net zero carbon target are going to be met

## **References**

[Climate Change Act 2008](#)

[HM Government – A Green Future: Our 25 year Plan to Improve the Environment](#)

[Norfolk County Council Environment Policy](#)

District/Borough/City Local Plan policies

## **Noise Impact Assessment**

Required by District/Borough/City Council local plan policies

Required for all applications which may have a potential noise impact and for development considered to be noise sensitive or development within a noise sensitive area.

The Assessment should include:

- Relevant existing background noise levels
- Indicative noise levels of the proposed developments including likely sources of noise (e.g. machinery)
- Potential impact on neighbouring properties (particularly noise sensitive properties), including noise from the proposed development
- Details of traffic movements associated with the proposed development
- Proposed mitigation measures

## **References**

National Planning Policy Framework (NPPF) Section 15 (Conserving and enhancing the natural environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Noise

[Noise Policy Statement for England](#)

District/Borough/City Local Plan policies

## **Nutrient Neutrality Statement / Assessment**

Required by Natural England – Natural England letter of 16 March 2022

Required for all applications where overnight accommodation is proposed, including new homes, student accommodation and care homes, or proposals that will result in additional wastewater discharge / nutrient load to the catchment of the River Wensum Special Area of Conservation (SAC) or The Broads SAC/ RAMSAR, which are habitat sites.

Application submissions should include:

- Confirmation whether the development or wastewater discharge resulting from the development falls within the Catchment of the River Wensum SAC and/or The Broads SAC/RAMSAR
- Mitigation measures to demonstrate the proposal will not adversely affect the habitat site it lies within (Note: whether onsite or offsite, mitigation will be required to be secured in perpetuity)
- Completed Natural England nutrient neutrality budget calculator for the relevant catchment

### **References**

Natural England

[Department for Environment, Food & Affairs](#) – Policy Paper – Nutrient pollution: reducing the impact on protected sites

[The Conservation of Habitats and Species Regulations 2017 \(as amended\)](#)

## **Odour Details / Assessment**

Required by District/Borough/City Council local plan policies.

Required for all applications where extraction / ventilation is proposed to be installed.

Details should include:

- Design and position of the extraction and ventilation equipment
- Elevation drawing showing location, size and external appearance of the extraction and ventilation equipment
- Technical specification
- Predicted noise and odour levels
- Noise and odour mitigation measures

## **References**

National Planning Policy Framework (NPPF) Section 15 (Conserving and enhancing the natural environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

District/Borough/City Local Plan policies

[Department for Environment, Food & Rural Affairs](#) – Nuisance smells: how councils deal with complaints

## Open Spaces and Playing Field Assessment

Required by District/Borough/City Council local plan policies

Required for all applications involving the loss of or which prejudice the use of open spaces or a playing field including:

- Playing fields as designated within [Schedule 4 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)
- Development on school playing fields
- Replacement of grass surface with a hard or artificial surface

The statement should include:

- A justification for the proposed development
- An assessment demonstrating that the land is surplus to requirements
- Evidence that the playing field/open space would be replaced by equivalent or better provision, in terms of quantity and quality in a suitable location
- Evidence that the development is for alternative sports and/or recreational provision, the needs of which outweigh the loss
- Evidence that the loss of land is outweighed by the proposed development

For development directly affecting school playing fields

- Plan showing existing pitch layouts (summer and winter)
- Plan showing proposed pitch layouts (summer and winter)

## References

National Planning Policy Framework (NPPF) Section 8 (Promoting healthy and safe communities). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Open space, sports and recreation facilities, public rights of way and local green spaces

[Planning for Sport Guidance](#) – Sport England

[Policy Statement on Planning Applications affecting Playing Field Land](#) – Sport England

District/Borough/City Local Plan policies

## **Parking Provision Assessment**

Required by District/Borough/City Council local plan policies

Required for all applications providing new and additional parking facilities, proposals which would result in a loss of existing parking provision, or for proposals that would affect the parking requirement needed, i.e., by adding or reducing facilities, floor space, or staff/visitors.

- Layout plan of existing and proposed parking provision. This includes car parking spaces (including disabled), powered two wheeler, cycle and/or scooter parking and parking for electric vehicles with charging points
- A statement justifying the increase or decrease of parking provision
- Permanent access arrangements for vehicles and pedestrians
- Temporary arrangements for vehicles and pedestrians during construction
- Need for visibility splays

## **References**

National Planning Policy Framework (NPPF) Section 9 (Promoting sustainable transport). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

District/Borough/City Council Local Plan policies

[Norfolk County Council – Parking Standards for Norfolk 2007](#) (revised 2022)

## **Public Rights of Way (PRoW) Statement**

Required by [Circular 01/09 – Rights of Way Circular \(2009\)](#) and [NPPF](#) - Section 8 (Promoting healthy and safe communities).

Required for all proposals requiring any diversions/extinguishments of existing PRoWs and the creation of new PRoWs.

Required for any development which requires the temporary closure of a PRoW for health and safety reasons during the development.

- A drawing showing all PRoWs crossing or adjoining the site should be submitted
- Details of how the proposed development could impact the PRoW together with details of any mitigation measures.

## **References**

[Planning Practice Guidance](#) – Open space, sports and recreation facilities, public rights of way and local green space

[Norfolk Access Improvement Plan](#)

## Travel Plan

Required by District/Borough/City Council local plan policies

Required for any development which increases the number of pupils/and or staff at an education facility or other County Council building, non-residential development proposals with 50 or more employees or where there will be a significant impact on the local road network, due to the development; or where existing transport infrastructure, congestion or pollution problems occur.

A Travel Plan should identify the specified required outcomes, targets and measures and set out clear monitoring and management arrangement all of which should be proportionate.

It should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

The School Travel Plan should be in accordance with the Department for Transport (DfT) Modeshift STARS (the centre of excellence for the delivery of effective Travel Plans in Education), or other Travel Plan format agreed with the Highway Authority, and include:

- Profile of the school including size, location, pupil and staff numbers and existing parking provision (car (including disabled), powered two wheeler, electric cars, cycle, scooter) and facilities (e.g. showers, lockers for staff, electric vehicle charging points etc)
- Simple surveys on travel habits and preferences of staff and pupils
- Analysis of travel and transport issues affecting the school
- Action plan outlining potential solutions for identified issues with named person responsible for action and date
- Benchmark travel data including trip generation databases
- Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development
- Relevant information about existing travel habits in the surrounding area
- Proposals to reduce the need for travel to and from the site via all modes of transport; and
- Provision of improved public transport services
- Parking strategy options (if appropriate) and the need to avoid unfairly penalising motorists.
- Proposals to enhance the use of existing, new and improved public transport services and facilities or cycling and walking both by users of the development and by the wider community.

## References

National Planning Policy Framework (NPPF) Section 9 (Promoting Sustainable Transport). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Travel plans, transport assessments and statements in decision making

[Department for Transport \(DfT\) Modeshift STARS](#)

## **Structural Survey**

Required by District/Borough/City Council local plan policies

Required for all applications that:

- Involve substantial demolition of a building
- Involve conversion of a building
- Require listed building consent and proposed works could significantly affect the historic fabric of the building
- Involve a building/s with existing structural problems

A structural survey should be carried out by a suitably qualified person

A method statement is required which sets out how the works would be carried out

If alteration/demolition is proposed it must be clearly shown on floor plans and elevational drawings and cross referenced to the survey.

## **References**

National Planning Policy Framework (NPPF) Section 16 (Conserving and enhancing the historic environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

## Sustainable Drainage Systems (SuDs)

Required under [Schedule 3 of the Flood and Water Management Act 2010](#) and National Planning Policy Framework (NPPF) Section 14 (Meeting the challenge of climate change, flooding and coastal change)

Required for applications for major development.

Major development includes additional floorspace of 1,000m<sup>2</sup> or more or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Information required includes:

- Flood Risk Assessment / Statement
  - a) An assessment of the flood risk from all sources of flooding for your development, plus an allowance for climate change
  - b) The estimated flood level for your development, taking into account the impacts of climate change over its lifetime
  - c) Details of the finished floor levels
  - d) Details of your flood resistance and resilience plans
  - e) Any supporting plans and drawings
- Drainage Strategy / Statement

Evidence to support the discharge method following the drainage hierarchy that includes:

  - a) Ground investigation report (for infiltration) and infiltration testing if only relying on infiltration, or
  - b) Evidence of 'in principle' agreement of a third party for SuDS discharge to their system (e.g. Anglian Water, Highways Authority or third-party owner). Identification of the maintenance responsibility of any ordinary watercourse (including structures) within or adjacent the development.
  - c) Detailed development layouts showing SuDS locations.
  - d) Detailed drainage design hydrology / hydraulic calculations and drawings. Showing all locations, dimensions and freeboard of every element of the proposed mitigation and drainage system (e.g. rainwater harvesting, swales, interception and attenuation storage areas, ponds, permeable paving, filter strips (including sewer details if proposed (pipe numbers, gradients, sizes, locations, manhole details etc.))).
  - e) Full hydraulic and ground investigations (Geotechnical factual and interpretive reports, including infiltration results).
  - f) Infrastructure and Construction Phasing Plan (Inc. temporary works) if required.
  - g) SuDS Water Quality Assessment.
  - h) Detailed landscaping details linking to SuDS amenity and biodiversity elements.

- i) Detailed Maintenance program and on-going maintenance responsibilities. Consideration for Health and Safety requirements.
- j) Exceedance flow plan.

Note:

Surface water drainage systems developed in line with the ideals of sustainable development are collectively referred to as SuDS. Approaches to manage surface water that takes into account water quantity (flooding), water quality (pollution), amenity and biodiversity issues are collectively referred to as sustainable drainage. These are the four pillars of SuDS design. The philosophy of SuDS is to replicate, as closely as possible, the natural drainage from a site before development and to use shallow surface structures to mimic the pre-development scenario and manage water close to where it falls (interception). SuDS can be designed to slow water down (attenuate and / or reuse it) before it enters streams, rivers and other watercourses, they provide areas to store water in natural contours and can be used to allow water to soak (infiltrate) into the ground, evaporate from surface water or be transpired from vegetation (known as evapotranspiration).

**Additionally, the Lead Local Flood Authority (LLFA) is the drainage authority under the Land Drainage Act 1991 for regulating works on ordinary watercourses for the 80% of Norfolk outside of Internal Drainage Board (IDB) areas. If there are any works proposed that are likely to affect flows in an ordinary watercourse, then approval of Norfolk County Council or the relevant IDB is required. This approval is separate from the planning process and the LLFA / IDB will issue a consent where appropriate. In line with good practice, the LLFA seek to avoid culverting, and its consent for such works will not normally be granted except as a means of access and other alternatives are unfeasible. This is supported by LLFA Policy (OW4: Culverting) within Norfolk Local Flood Risk Management Strategy. The Environment Agency (EA) must be consulted for any proposed work that may affect a Main River. For further help and advice visit [Consent for work on ordinary watercourses - Norfolk County Council](#).**

For minor development, the information required should be proportionate to the nature and scale of the development, and include:

- Details of the risk of flooding on the site
- Details of the method through which the site currently drains
- A drainage plan indicating the proposed method of surface water disposal in accordance with the SuDS hierarchy
- Details of the SuDS pillars incorporated into the proposed development
- Management and maintenance plan

If SuDS are not possible within a proposed development, a statement should be included explaining why.

## References

National Planning Policy Framework (NPPF) Section 14 (Meeting the challenge of climate change, flooding and coastal change). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[LLFA Information for Developers](#)

[CIRIA SuDs Manual](#)

District/Borough/City Council local plan policies

## Transport Assessment/Statement

Required by District/Borough/City Council local plan policies.

A Transport Assessment (TA) would be required for development.

- Not in conformity with adopted development plan
- Generating 30 or more two-way vehicle movements in any hour
- Generating 100 or more two-way movements per day;
- Proposing 100 or more parking spaces;
- Likely to increase accidents or conflicts among motorised users;
- Generating significant fright of HGV movements per day;
- Generating significant abnormal loads per year;
- In a location where transport infrastructure is inadequate;
- Within or adjacent to an Air Quality Management Area;
- For Class D1 use over 1000sqm;
- For residential schools/training centres over 150 students;
- For residential institutions providing care over 50 beds;
- For other residential institutions over 400 residents
- For any other type of development as set out in Norfolk County Council – Safe and Sustainable Development Aims and Guidance notes for Local Highway Authority requirements in Development Management

A Transport Statement (TS) would be required for:

- Class D1 use over 500sqm but under 1000sqm
- Residential schools/training centres over 50 students but under 150 students
- Residential institutions providing care over 30 beds but under 50 beds
- Other residential institutions over 250 residents but under 400 residents
- Any other type of development as set out in Norfolk County Council – Safe and Sustainable Development Aims and Guidance notes for Local Highway Authority requirements in Development Management

The scope and level of detail should be commensurate with the scale of proposed development but should include:

- Description of the proposed development, site layout (including existing and proposed access and layout for all modes of transport)
- Details of neighbouring uses, amenity and character, existing functional classification of nearby road network
- Details of existing public transport provision (including frequency of services, distance to proposed development and any proposed public transport changes)
- A qualitative and quantitative description of the travel characteristics of the proposed development (including all modes of transport that would result from the proposed development and within the vicinity of the site)

- An assessment of trips from all directly relevant committed development in the area (e.g. development where there is a reasonable degree of certainty that it will proceed within the next 3 years)
- Details of the current traffic flows on links and at junctions within the study area and identification of critical links and junctions on the highway network (including different modes of transport and the volume and types of traffic)
- An analysis of the injury accident records on the public highway in the vicinity of the site for the most recent 3 year period (or 5 year period if the proposed site has been identified as being within a high accident area)
- An assessment of the likely associated environmental impacts of the transport related to the proposed development (particularly in relation to proximity to environmentally sensitive areas such as air quality management areas or noise sensitive areas)
- Measures to improve the accessibility of the location (e.g. provision/enhancement of existing/new footpaths and cyclepaths) where these are necessary to make the proposed development acceptable in planning terms
- A description of parking facilities in the vicinity of the site and the parking strategy of the proposed development
- Ways of encouraging environmental sustainability by reducing the need to travel
- Measures to mitigate the residual impacts of the proposed development (such as improvements to the public transport network, the introduction of walking/cycling facilities and physical improvements to existing roads).

Assessments should be based on normal traffic flow and usage conditions (e.g. school term). Implications for any regular peak traffic and usage periods should be considered.

Projections should use local traffic forecast such as TEMPRO drawing where necessary on national Road Traffic Forecasts for traffic data.

## References

National Planning Policy Framework (NPPF) Section 9 (Promoting sustainable transport). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Travel Plans, transport assessments and statements in decision making

## **Tree Survey, Arboricultural Impact Assessment (AIA), Arboricultural Method Statement (AMS) and Tree Protection Plan (TPP)**

Required for all applications where there are any trees within the application site, on land adjacent to the application site or which could influence or be affected by the development (including street trees). Affected trees are defined as trees that overhang the site or are located beyond the site boundaries within a distance of up to 12 times their estimated stem diameter.

The Tree Survey, Arboricultural Impact Assessment, Arboricultural Method Statement and Tree Protection Plan should be undertaken by a suitably qualified person in accordance with the provisions of BS5837:2012 - Trees in relation to design, demolition and construction.

### **Tree Survey**

The Tree Survey should include:

- All trees with a stem diameter of 75mm or more
- Trees growing as individuals, groups and woodland
- Tree survey plan showing the location of all trees, groups and woodlands referred to
- Schedule accompanying the plan, identifying the trees by way of a unique reference number marked on the plan and on the tree

For each tree the following should be recorded:

- Reference of the tree
- Species by common name and/or scientific name
- Presence of Tree Protection Order (TPO) or Conservation Area protection
- Height in metres
- Stem diameter in millimetres, measured 1.5m above ground level
- The branch spread in metres
- Age class: young, semi-mature, mature, over-mature or veteran
- Physiological condition and structural condition of the tree (health and any physical defects)
- Preliminary management recommendations
- Estimation of the tree's remaining useful life in years
- Categorisation of trees for removal and those suitable for retention, based on consideration of the above, in accordance with Table 1 of BS5837

A Tree Constraints Plan showing:

- Accurate position and existing crown spread
- Tree Quality Assessment category (A, B, C or U)
- Root Protection Area (RPA) calculated from table 2 of the British Standards

- Future growth potential (ultimate crown spread and height)
- Shade footprint through the main part of the day based on ultimate tree size

The Tree Constraints Plan should be prepared at an early stage and inform site layout design.

### **Arboricultural Impact Assessment**

An AIA is required where proposed development could potentially affect trees. This report should demonstrate how the proposed development and associated trees will co-exist and interact in the present and future.

An AIA should take account of:-

- Location of trees in relation to proposed development
- Proposed changes to site levels
- Proposed changes to surfacing
- The space needed for foundation excavations and construction works
- Working space for cranes, plant, scaffolding and access during works
- Locations for the layout of all temporary and permanent apparatus and service runs, including foul and surface water drains, land drains, soakaways, gas, oil, water, electricity, lighting, telephone, television or other communication cables
- Details of demolition of existing buildings and removal of existing hardstanding
- Exposure due to tree and structure removal
- Sunlight and shading
- Site access and site layout during construction
- Contractor's compound and parking
- Allocation of a suitable area for plant and material storage
- The type and extent of landscape works which will be needed within the protected areas, and the effects these will have on the root system

An AIA should include:

- The Tree survey (see above)
- Details of any tree loss required to implement the design
- Impacts of proposed activities in the vicinity of retained trees
- Details of tree root protection areas (RPAs) and ground protection which should be clearly marked on a scaled Tree Protection Plan
- Proposed mitigation planting incorporating Biodiversity Net Gain

## **Arboricultural Method Statement**

Information as to how the proposed development will be undertaken without causing damage to trees on site.

Information as to how the proposed development/works would be managed and how trees would be adequately protected during the development/works.

Should contain a timetable indicating when and how specific works adjacent to trees would be undertaken. The works include (but are not limited to) installation of protective fencing, hand excavation within tree protection zones and use of boarding to avoid compaction.

Specification sheets should be included for protective fencing, special surfaces, methods of trenching etc.

Site supervision by an arboricultural consultant or County's Arboricultural Officer may be stipulated for some or all of the development/works identified as requiring an AMS.

The AMS should include:

- Schedule of tree surgery works (prior to and upon completion of the construction works)
- Specific reference to the
- Details of surface changes and methods of construction
- Details of level changes and methods of construction
- Excavation, trenching methods, special construction techniques
- Locations of bonfires, chemical storage etc
- Contingency plan (chemical spillage, collision, emergency access to root protection zones)
- Post construction landscaping close to existing trees (methods, locations, scale plans)
- Tree planting (storage of trees, site preparation)
- Contact listing (Planning Authority, Arboricultural Consultant, Architect, Site Manager)
- Copies of all relevant site plans and tree survey schedule

## **Tree Protection Plan**

The tree protection plan should be superimposed on a layout plan, based on the topographical survey, showing all hard surfacing and other existing structures within the RPA.

The plan should clearly indicate the precise location of protective barriers to be erected to form construction exclusion zones around the retained trees. It

should also show the extent and type of ground protection, if required, and any additional physical measures, that will need to be installed to safeguard vulnerable sections of trees and their RPAs where construction activity cannot be fully or permanently excluded.

## References

National Planning Policy Framework (NPPF) Section 15 (Conserving and enhancing the natural environment). [Download the 'National Planning Policy Framework' \(PDF\) from the GOV.UK website](#)

[Planning Practice Guidance](#) – Natural Environment

BS5837:2012 Trees in relation to design, demolition and construction

[Planning Practice Guidance](#) – Tree Preservation Orders and tree in conservation areas

District/Borough/City Council Local Plan policies

## **Section 73 applications (Minor Material Amendment / Removal or Variation of a Condition)**

Under section 73 of the Planning Act 1990, applicants can apply to carry out a development without complying with condition(s) previously imposed on a planning permission. This includes applications to vary the approved drawings condition if the applicant proposes to materially revise the development for which they have planning permission.

Depending on the nature of the application, further drawings will be required relating to the changes being sought to the original scheme i.e. amended site layout, elevation(s), landscaping scheme etc. The information required from the Local List will be influenced by both the nature and scale of the application, as well as the length of time that has elapsed since the original grant of permission. The longer the time period since planning permission was first granted, the greater the level of information that is likely to be needed. This is because the characteristics of the surrounding environment and infrastructure may have changed since the original grant of permission

As a minimum requirement, the County Council requires the following:

- Completed application form
- Correct fee
- Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500). The red line should be exactly the same as that which was approved under the original grant of permission. If the plans are not consistent the planning application will be returned as invalid.
- A covering letter setting out the proposed amendments
- Site Plan
- Existing / Proposed Floor Plans (where appropriate)
- Existing / Proposed Elevations (where appropriate)
- Existing / Proposed Roof Plan (where appropriate)
- Planning Statement - setting out a rationale for the proposed changes
- Supporting documents – this will depend on the nature of the amendment, but relevant supporting documents should be updated accordingly in the form of additional or addendum reports.

**Submitted plans should clearly annotate areas to be amended**

## **Section 73a applications**

Section 73A of the Town and Country Planning Act 1990 provides, among other things, for retrospective planning applications to be made in respect of development which has been carried out without permission, and for applications for planning permission to authorise development which has been carried out without complying with planning condition(s) to which it was subject.

Depending on the nature of the application, further drawings will be required relating to the changes being sought to the original scheme i.e. amended site layout, elevation(s), landscaping scheme etc. The information required from the Local List will be influenced by both the nature and scale of the application, as well as the length of time that has elapsed since the original grant of permission. The longer the time period since planning permission was first granted, the greater the level of information that is likely to be needed. This is because the characteristics of the surrounding environment and infrastructure may have changed since the original grant of permission

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- Correct fee
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- A covering letter setting out the proposed amendments
- Site Plan
- Existing / Proposed Floor Plans (where appropriate)
- Existing / Proposed Elevations (where appropriate)
- Existing / Proposed Roof Plan (where appropriate)
- Planning Statement - setting out a rationale for the proposed changes
- Supporting documents – this will depend on the nature of the amendment, but relevant supporting documents should be updated accordingly in the form of additional or addendum reports.

**Submitted plans should clearly annotate areas to be amended**

## **Section 96a (Application for Non-Material Amendments)**

Section 96A allows a non-material amendment to be made to an existing planning permission.

As a minimum requirement, the County Council requires the following:

- Completed application form
- Correct fee
- Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)
- A covering letter setting out the proposed amendments
- Site Plan
- Existing / Proposed Floor Plans
- Existing / Proposed Elevations
- Existing / Proposed Roof Plan
- Planning Statement - setting out a rationale for the proposed changes

**Submitted plans should clearly annotate areas to be amended**

## **Significant Changes**

If following a grant of planning permission an applicant proposes significant changes to a proposal then a full planning application will be required. In such a case the full requirements of the Local List for Validation of Planning Applications will apply.

## Regulation 3 Local List Checklist

<b>Required documents</b>	<b>Submitted Yes / No</b>	<b>Justification for omission</b>
Existing and Proposed Site/Block Plan	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Existing and Proposed Elevations	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Existing and Proposed Floor Plans	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Existing and Proposed Site Sections including finished floor and site levels	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Existing and Proposed Roof Plans	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Photographs and photomontages	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Planning Statement	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Statement of Community Involvement (SCI)	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Airport Safeguarding Statement	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Air Quality Impact Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Archaeological Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Biodiversity Surveys and Assessments	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Biodiversity Net Gain (BNG) Statement / Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Climate Change, Energy Statement, Renewable Energy, Sustainability Statement	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]

<b>Required documents</b>	<b>Submitted Yes / No</b>	<b>Justification for omission</b>
Construction Management Plan / Construction Consideration Statement	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Daylight/Sunlight Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Environmental Impact Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
External Materials Sample Board	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Flood Risk Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Foul Sewage and Utilities Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Health Impact Assessment (HIA)	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Heritage Statement	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Land Contamination Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Landscape and Visual Impact Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Landscape Scheme	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Lighting Scheme	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Mineral Resource Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Net Zero Carbon Statement	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]

<b>Required documents</b>	<b>Submitted Yes / No</b>	<b>Justification for omission</b>
Noise Impact Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Nutrient Neutrality Statement / Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Odour Details / Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Open Spaces and Playing Field Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Parking Provision Assessment	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Public Rights of Way (PRoW) Statement	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Travel Plan	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Structural Survey	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Sustainable Drainage Systems (SuDs)	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Transport Assessment/Statement	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]
Tree Survey, Arboricultural Impact Assessment (AIA), Arboricultural Method Statement (AMS) and Tree Protection Plan (TPP)	[insert 'yes' or 'no' as appropriate]	[insert justification for omission]

## Biodiversity Survey and Mitigation Timetable

<b>Species</b>	<b>When to survey (dependent on weather conditions)</b>	<b>Mitigation</b>
Badgers	Any time of year  February to April or October to November for bait marking surveys to establish territories	July to November – Working to existing setts; disturbance, blocking or destruction.  Other months – Work should cause no disturbance to known setts, building of artificial setts is possible.
Bats	Preliminary roost assessment - Any time of year (trees are best surveyed without foliage)  Hibernation roosts – November to mid-March  Summer roosts – May to August  Foraging or commuting - April to October for spring, summer and autumn behaviour  Swarming – August to October	November to February – Works on maternity roosts  June to August – Works on hibernation roosts only  Where site may be maternity and hibernation site, work should be undertaken mid-March to mid-May, or mid- September to mid- November.
Birds	Breeding - March to August (species dependent)  Winter Behaviour - October to March  Migration - March to May, August to November (dependent on species)	September to February – Clearance works may be conducted but must stop immediately if any nesting birds are found.

<b>Species</b>	<b>When to survey (dependent on weather conditions)</b>	<b>Mitigation</b>
Dormice	April to November	September to October - Clearance, release, and translocation.  May – Clearance works  No works in other months.
Great crested newts	Mid-March to mid-June (Mid-April to end of June for eDNA)	March to June – Newt trapping programme in ponds and on land.  July to October – Newt trapping programme on land only.  In other months pond management only (no trapping).
Invertebrates	April to September	January to December
Natterjack toads	April to May (aquatic survey)  July to September (terrestrial survey)	October to March – Pond management work  April to July – Trapping of adults in ponds  May to September – Trapping of adults on land, trapping of tadpoles
Otters	Any time of year	No seasonal constraints but likely to be restricted where otters are breeding.
Reptiles	April to mid-October	Scrub clearance November to February.  Capture and translocation programme March to June, and September to October.  July to August Limited due to high temperatures.
Water voles	Mid-April to September	April, August and September (avoid other months).

<b>Species</b>	<b>When to survey (dependent on weather conditions)</b>	<b>Mitigation</b>
White-clawed crayfish	July to September	April, and July to October – Exclusion of crayfish from construction areas.  Other months – Avoid capture programmes.
Fish	For coastal, river and stream-dwelling species, the timing of surveys will depend on the migration pattern of the species concerned.  Where surveys require information on breeding, the timing of surveys will need to coincide with the breeding, which may be summer or winter months depending on the species.	Mitigation for the protection of watercourses is required at all times of the year.  Mitigation for particular fish species will need to be timed so as to avoid the breeding season. This varies from species to species.
Habitats/vegetation	April to September (Detailed habitats assessments surveys, surveys for higher plants/ferns. Mosses/lichens in April/May and Sept only)	October to February (Planting and Translocation) No mitigation possible in the majority of situations/species from March to September.