



National and Local Validation List: Part Two

Major and Minor Development Validation Requirements

Local Validation List (Includes National Requirements) – Adopted 24th April

This Local Validation List Part 2 should be used for proposals as follows:

Minor Development

For dwellings, minor development is one where the number of dwellings to be constructed is between 1 and 9 inclusive. Where the number of dwellings to be constructed is not given in the application, a site area of less than 0.5 hectares should be used as the definition of a minor development. For all other uses, a minor development is one where the floor space to be built is less than 1,000 square metres or where the site area is less than 1 hectare.

Minor development would include applications relating to any work to one or more flats, applications to change the number of dwellings (flat conversions, building a separate house in the garden), changes of use to part or all of the property to non-residential (including business) uses, or anything outside the garden of the property (including stables if in a separate paddock).

Major Development

For dwellings, major development is one where the number of dwellings to be constructed is 10 dwellings or more. Where the number of dwellings to be constructed is not given in the application, a site area of 0.5 hectares or more should be used as the definition of a major development. For all other uses, a major development is one where the floor space to be built is 1,000 square metres or more, or where the site area is 1 hectare or more.



Babergh and Mid Suffolk District Councils

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Introduction and Important Notes

If you are not sure whether you require planning permission, or need to seek pre-application advice, please contact our Planning Customer Services Team via **0300 123 4000 > Option 5 > Sub-option 3** or email planning@baberghmidsuffolk.gov.uk

If you have a validation query, please contact the Planning Validation Team via **01449 724551** or email planningvalidation@baberghmidsuffolk.gov.uk

This document has been adopted by Babergh and Mid Suffolk District Councils as Local Planning Authorities to provide local validation requirements. The Councils' requirements are reviewed every two years to ensure they continue to be valid, justifiable, reasonable and up to date with all legislation and current requirements. Failure to comply with these requirements, and/or those agreed through any pre-application enquiry with the Councils, may result in your application being determined as invalid and/or returned. Ensuring the Local Planning Authority has sufficient information to determine the application, this document is intended to provide guidance in order to provide adequate details. Applications will only be registered upon receipt of sufficient information as deemed at validation stage. We hold the right to determine whether the information submitted as part of an application is sufficient to register the application.

Important Notes

Contact Details

- Please provide an email address and phone number to enable us to contact you about your application.

Copyright

- OS Plans should be originals, and if illegally copied may not be accepted. Architect plans may also be copyright to the architect and if copied we will require written evidence of appropriate permission. If such documents/plans are accepted and there are copyright concerns, the Council/s will not be liable in any third-party legal dispute and using copyright material is at your own risk.

Document titles

- Please ensure all plans and documents are given appropriate titles and annotated correctly. Drawing numbers are also advised to enable easy referencing by official documents such as a decision notice. It is preferred that each plan has a different reference number and any



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amended plan is clearly showed by a new reference number or revision number, i.e. Plan 01 would be superseded by 01A

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1. Application Form

- The Application Form covers various details of the application, including specific details of the proposal.
- The form outlines what information is necessary for each element, please complete all questions, quoting N/A when not applicable. This includes signing the relevant 'Certificate of Ownership' (see Certificates below);

1a. Certificates

- **Certificate A** - If the applicant is the sole owner of the site, then Certificate A must be completed.
- **Certificate B** - If the applicant is not the owner of the site (or only owns part) and the applicant knows who owns the site (all the other parts) then Certificate B must be completed (see Notice Served below) (If the site is part of an agricultural holding, notice should be served on the tenant or any other interested parties).
- **Certificate C** – Must be completed if there is more than one owner and the applicant knows some, but not all, of the owners of the site (see Notice Served below).
- **Certificate D** - Must be completed if the applicant does not own and does not know any of the owner(s) of the site (see Notice Served below).

1b. Notice Served

- A notice must be served on all owners and/or published in the press in accordance with the instructions on the Certificate. Where Certificate B has been completed, a copy of the Article 11 or 13 notice must be included in the application submission when served. Where Certificates C or D have been completed, a copy of the article published in the newspaper must be provided.

2. Fee

- The fee is required for all Applications, however there are some exemptions. Fees will be checked at the validation stage, and if there is a discrepancy we will contact you with regards to any additional fees or part refunds. Please see the link to the Guide to the Fees for Planning Applications in England:

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



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3. Site Location Plan

- The Site Location Plan should identify the proposed site area on an ordnance survey style map. This is done by outlining the application site in one continuous red line. Any other land in the applicant's ownership should be outlined in a blue.
- The Site Location Plan is required for all applications.
- The plan should:
 - Scale at 1:1250 or 1:2500 (including the relevant scale bar)
 - Include a north point
 - Include at least one named road
 - Clearly identify the location of the site
 - In the case that the proposal includes access/visibility splay to the highway, the access must be included within the red line

4. Existing Site Plan/Proposed Block Plan

- The existing site plan should show the site as current and the proposed block plan should clearly show the proposal in context to its surroundings.
- Block Plans are required for any external works within the site, for example outbuildings. Existing and proposed block plans can be on same plan if it is clear what is proposed and what is existing.
- The plans should:
 - Scale at 1:200 or 1:500 (including the relevant scale bar)
 - Include written dimensions
 - Include a north point
 - Include details of the site surroundings, i.e. buildings, landscaping, roads
 - Clearly annotate any proposed works

Appropriate plans can be purchased on the following link, although there are other providers available. https://www.planningportal.co.uk/homepage/4/buy_a_planning_map

5. Access Plan

- The Access Plan should provide details of any new access, or any changes made to an existing access in a proposed development.
- The Access plan is required if development is creating a new highway access or altering an existing highway access. It is recommended that the drawing shows how the access would meet the Local Highway Authority's standard drawing series.
- The plan should:
 - Scale at 1:50, 1:100, 1:200 or 1:500 (including the relevant scale bar)
 - Include a north point
 - Clearly label the visibility splays, including dimensions
 - Include details of surface materials, boundary treatment and nearby landscaping
 - The access plan can be shown on the Block Plan



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For more information on Highways standard drawing series please click the link below:
<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/standard-drawings/>

6. Existing/Proposed Elevations

- Elevation Plans are required for any works where an elevation is created or altered. In the instance of an extension to the existing building, the existing plans should show the building as existing and the proposed plans should show the proposed works in context with the rest of the existing building.
- The plans should:
 - Scale at 1:50 or 1:100 (including the relevant scale bar)
 - Include height, width and depth dimensions (where applicable)
 - Clearly label each elevation existing/proposed i.e. front, side, rear, or north, south, east etc. elevations
 - Appropriately annotate each elevation, i.e. doors, windows

7. Existing/Proposed Floor Plan

- The Floor Plans should show the floor area that would be created or altered by the proposed development. These should highlight any existing walls or buildings that are to be demolished, where applicable.
- Floor Plans are required for new development, and for existing buildings if altered by the proposed development. If the application relates simply to a change of use, and no development work is to be carried out, a floor plan may not be necessary.
- The plans should:
 - Scale at 1:50 or 1:100 (including the relevant scale bar)
 - Include at least two key dimensions
 - Clearly show the proposed floor area, including any window/door openings

8. Existing/Proposed Roof Plan

- The Roof Plans should show any roof that would be created or altered by the proposed development, showing the shape of the roof, its location, and specifying the roofing material to be used.
- Roof Plans are only required when a roof is created or altered. Existing and proposed roof plans can be on same plan if it is clear what is proposed and what is existing.
- The plans should:
 - Scale at 1:50 or 1:100 (including the relevant scale bar)
 - Include written dimensions
 - The roof plan may be shown on the proposed block plan. In this case it should be scaled at 1.200 or 1.500.



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9. Existing/Proposed Topographical (Levels) Plans

- The Levels Plan/s should show any changes to the ground levels on site clearly showing existing and proposed levels.
- These plans are required if there are any changes in the existing ground levels (normally more than 500mm). Changes to levels can be shown on the elevations and/or spot levels can also be shown on the Block Plan, including roof heights.
- The plans should:
 - Be drawn to an appropriate scale (including the relevant scale bar)
 - Include fixed datum points on the proposed topographical plans

Understanding ground level changes is important to enable adequate judgement to be undertaken on landscape impact, neighbour amenity and accessibility. Plans should be sufficiently clear for third parties to understand the proposed changes to ensure correct interpretation.

10. Proposed Section Plans

- The Section Plans should show the elevation(s) not visible from that elevation when viewed from within the site.
- It is also necessary when the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided.
- The plans should:
 - Scale at 1:50 or 1:100 (including the relevant scale bar)
 - Include written dimensions
 - Clearly outline and define the levels and which element of the build it relates to

11. Structural Survey

- A Structural Survey should show and explain the structural integrity of the building.
- These are required for:
 - the conversion of a building/s and/or barn/s
 - the insertion of additional floors above ground level
 - the demolition or conversion of a listed building, or any part of a listed building unless otherwise agreed by the Council's Heritage Team.
 - a frame survey is also required for works to a timber framed building in respect of the points above
- The Structural Survey should:
 - Be drawn to an appropriate scale (including the relevant scale bar)
 - Should clearly show any differences between existing and proposed development, highlighting any structure (including frame) that may be removed/replaced.
 - Must be carried out by a structural engineer or a suitably qualified person (details of qualification will be needed)



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- Include method statement to fully detail the works

12. Landscaping Scheme

- The Landscaping Scheme shall show all details of the existing and proposed hard and soft landscaping schemes for the site.
- This is required for:
 - All Full applications for major residential development (10 or more dwellings)
 - All Major commercial developments
 - All Full applications for Minor development resulting in new building works in the countryside outside the defined built up boundaries of the Local Plan
- The Landscaping Scheme should provide the following details:
 - of all boundaries
 - of all hard surface treatment
 - of all soft landscaped areas, providing exact details of planting or percentage mix of planting including identification of all species.
 - A layout plan of relevant scale to define the details required above (including the relevant scale bar(s))

13. Planning Statement

- The Planning Statement should not only clarify but justify the need for the development.
- All applications (apart from Discharge of Conditions) require a Planning Statement as it will aid the application by giving more details of the development and the reasons behind it, providing clarity for why the proposal is sought. The amount of detail necessary should be proportionate to the proposal.
- The statement should cover the intention, reasons of the application and an understanding of why it is necessary. This should also include how the application complies with relevant planning policies. In developments involving the creation of annexed accommodation or change of use it would be necessary to clarify the intention of the use of the building and need for the development.

For Minor and Major applications this statement may be incorporated within other documents such as Design and Access Statement.

14. Design and Access Statement

- The Design and Access Statement should give proportionate detail about the design of the proposed development, explaining characteristics of the build, and any details of access.
- What applications must be accompanied by a Design and Access Statement?
 - Applications for major development, as described on page one of this document



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- Applications for development in a Conservation area, where the proposed development consists of one or more dwellings and/or a building or buildings with a floor space of 100 square metres or more.
- Applications for listed building consent.

Applications to amend the conditions attached to a planning permission do not need to be accompanied by a Design and Access Statement.

For Planning Permission:-

- A Design and Access Statement must (a) explain the design principles and concepts that have been applied to the proposed development; and (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.
- A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.
- Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

For Listed Building Consent:-

- Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of: (a) the special architectural or historic importance of the building; (b) the particular physical features of the building that justify its designation as a listed building; and (c) the building's setting.
- Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.
- Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.
- Where a proposal is considered to compromise heritage fabric of the listed building or any curtilage listed buildings on the site, a Schedule of Works must be provided



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15. Heritage Statement

- A Heritage Statement is required with all development proposals requiring planning permission or listed building consent, when the proposal directly involves, or affects the setting of a heritage asset.
- Compilation of a Heritage Statement will be applicable to the following types of proposal:
 - Development requiring listed building consent
 - Development within the curtilage of a listed building (including building/s that formed part of the curtilage when listed and/or older than 1948 even if not part of the same ownership in present day)
 - Development within or adjoining Conservation Areas
 - Development adjacent to a heritage asset shall be taken to affect the setting for the purpose of validation, but setting may be far more significant covering a wider area depending on the importance of the asset and proposed development.
 - Development affecting a Registered Park or Garden of Special Historic Interest
 - Applications affecting an unlisted building on the Historic Environment Record (HER)/Local List.

(Note: Applications affecting non designated heritage assets (i.e. unlisted buildings of historic value) and/or development affecting the setting of any Listed Building/non designated heritage assets may be judged as needing a heritage statement during the course of an application once our Heritage team have reviewed the application. If in any doubt or you consider that this is likely, please submit a Heritage Statement or consider pursuing pre application advice to discuss further)

If the proposed works are considered to result in any harm, the question of whether the harm would be offset or outweighed by any public benefits should be raised and this should be detailed for the Local Planning Authority to consider.

Some proposals will affect more than one asset, so the statement/s should address all relevant assets.

Heritage assets may be “designated” (i.e. they have been formally assessed and recognised as heritage assets under national designation regimes) or “non-designated” (i.e. identified by or through a local authority and acknowledged at a local level).

- Heritage assets, designated under the relevant legislation, comprise of World Heritage Sites, Scheduled Monuments, Listed Buildings, Protected Wreck Sites, Registered Parks and Gardens, Registered Battlefields and Conservation Areas
- Non-designated heritage assets will typically be buildings, archaeological sites and historic parks or gardens that have historic value, but not designated. These may include buildings/features that exist today that can be also found on a 1st edition OS or pre-1920 OS map.

When a Heritage Statement is required, it shall set out details of the history and development of the asset, using photographic, map, archival and fabric evidence and include the following as a minimum:

- Demonstrate consideration of the relevant Historic Environment Record
- A photographic record, showing the site context and spaces and features which might be affected by the proposal, preferably cross-referenced to survey drawings.



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- An assessment of the archaeological, architectural, historical or other significance of the asset and its setting.
- An assessment of the impact of the proposed works on the significance of the asset and impact on its setting, and a statement of justification for those works, together with details of any mitigation measures proposed. The statement needs to sufficiently explain why the proposals are necessary or desirable.
- The statement shall outline if a variety of options have been considered and why the proposed option was chosen.
- If any historic fabric is to be removed or altered as a result of the proposed development, its significance shall be properly understood and explained in the document.
- If relating to a Listed Building, the statement shall explain if the works proposed are reversible in whole or in part.

If you have Heritage related query, please contact our Heritage Team via 0300 123 4000 > Option 5 > Sub-option 6 or email heritage@babberghmidsuffolk.gov.uk

16a. Land Contamination Reports – Residential Development 1-2 Units (including replacement residential and holiday units)

- The Land Contamination Report (Phase 1 Desktop Study, without walkover) covers any land contamination on site, and how this will be affected by the proposal.
- This Land Contamination Report is required for 1-2 residential units including replacement residential units on Land that has served as garden/domestic curtilage, and/or not previously developed land in the NPPF and/or involves conversion of agricultural building/s
- Barn conversions will also need to be accompanied by a Full Phase I Site Walkover and Risk Assessment undertaken in accordance with BS10175:2011+A2:2017 (or equivalent standard at the time of application) by an appropriate person.
- All such developments will need to be accompanied by an online environmental check which as a minimum includes; Details of any historical land uses, Landfill and mineral sites, Sensitive Land uses and Recorded Pollution Incidents within a 250m search radius of the site.
- The environmental check shall be accompanied by a completed and signed BMSDC approved Land Contamination Questionnaire.

Reports shall not predate the application by more than 12 months. Should the report predate the application by more than 12 months then a cover letter will be required by an appropriate qualified person stating that the findings of the original report remain applicable. If submitting a report for an application which is not current there is a risk of the Environmental Protection Team requesting a further up to date report/information, which could delay the application

We are proposing that as of the 4th April 2022, we will be using a revised form which can be found under the following link: [Contaminated land - Babergh District Council - Babergh & Mid Suffolk District Councils - Working Together](#)



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16b. Land Contamination Reports – Residential Development 3 Or More Units (including replacement residential and holiday units)

- The Land Contamination Report covers any land contamination on site, and how this will be affected by the proposal.
- All such developments will need to be accompanied by a Full Phase I Site Walkover and Risk Assessment undertaken in accordance with BS10175:2011+A2:2017 (or equivalent standard at the time of application) by an appropriate person.

Reports shall not predate the application by more than 12 months. Should the report predate the application by more than 12 months then a cover letter will be required by an appropriate qualified person stating that the findings of the original report remain applicable. If submitting a report for an application which is not current there is a risk of the Environmental Protection Team requesting a further up to date report/information, which could delay the application.

16c. Land Contamination Reports – Any Residential, Commercial and/or Industrial proposed developments on sites in previous or current commercial and/or industrial use.

- Land Contamination Reports cover any land contamination on site, and how this will be affected by the proposal/how the proposal will be affected.
- All such developments will need to be accompanied by a Phase I Site Walkover and Risk Assessment undertaken in accordance with BS10175:2011+A2:2017 (or equivalent standard at the time of application) by an appropriate person.

Reports shall not predate the application by more than 12 months. Should the report predate the application by more than 12 months then a cover letter will be required by an appropriate qualified person stating that the findings of the original report remain applicable. If submitting a report for an application which is not current there is a risk of the Environmental Protection Team requesting a further up to date report/information, which could delay the application.

16d. Land Contamination Reports – Any type of development on sites that lies within, or part thereof, 250m of a current or former landfill site.

- Land Contamination Reports cover any land contamination on site, and how this will be affected by the proposal/how the proposal will be affected.



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- All such developments will need to be accompanied by a Phase I Site Walkover and Risk Assessment undertaken in accordance with BS10175:2011+A2:2017 (or equivalent standard at the time of application) by an appropriate person.

Reports shall not predate the application by more than 12 months. Should the report predate the application by more than 12 months then a cover letter will be required by an appropriate qualified person stating that the findings of the original report remain applicable. If submitting a report for an application which is not current there is a risk of the Environmental Protection Team requesting a further up to date report/information, which could delay the application

17. Ecological Survey & Impact Assessment

- The Ecological Survey & Impact Assessment is a specialist report that would identify the presence of designated sites, protected or Priority species and habitats on or adjacent to the site. This assessment needs to assess the likely impacts from the proposal and identify appropriate and effective mitigation and compensation where necessary. Adequate ecological survey and impact assessment is necessary to provide certainty of likely impacts and that any mitigation and compensation necessary can be secured by either a condition of any consent or a mitigation licence. All ecological survey and impact assessments should be completed by a suitably qualified ecologist to establish likely impacts from development to designated sites, protected and Priority species & habitats.
- A survey and impact assessment are required if the development proposal triggers any requirement as set out by Suffolk Biodiversity Validation requirements, including Table 1 Development Criteria and Indicative Thresholds. This document can be found on our [validation web page](#).
- Applications that require ecology reports shall be supported by an adequate survey and, where ecological reports recommend that further surveys may be necessary these further surveys should also be provided. The findings of the report shall be available as part of the application submission details displayed on the website.
- Failure to submit the required report could result in your application not being registered. If providing a preliminary ecological report, a further report could be requested at some stage.
- All reports submitted must be up to date, please see the following advice from CIEEM for further details: <https://cieem.net/resource/advice-note-on-the-lifespan-of-ecological-reports-and-surveys/>

A protected species is any species of animal or plant which receives legal protection through UK or European legislation. A Priority species is any species of or plant which is listed by the Government as a species of principal importance for the conservation of biological diversity in England in s41 of the Natural Environment and Rural Communities Act 2006.



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Specific ecological surveys will be subject to seasonal constraints, and developers should be aware of this. Not doing specific ecological surveys at the appropriate time can be a major issue for the planning application that may result in delay or refusal, as the LPA will not have certainty of likely impacts.

18. Habitat Regulations Assessment

- Required for new residential developments (Net gain of any number of dwellings) within the Zone of Influence of the Suffolk Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS).
- All new residential development which is situated within the Zone of Influence of these sites will be required to provide a proportionate financial contribution in line with the Suffolk Coast RAMS for delivery prior to occupation, secured by legal agreement or S111 agreement.
- If the residential development proposal contains 50+ units the application will need to demonstrate that Suitable Accessible Natural Green Space (SANGS) has been provided on site.

SANGS will be judged against the Natural England's Thames Basin Heaths [example guidance](#). Natural England would normally request a SANGS include the following:

- High-quality, informal, semi-natural areas;
- Circular dog walking routes of 2.7 km within the site and/or with links to surrounding public rights of way; and
- Dedicated 'dogs-off-lead' areas.

For other types of development likely to result in significant effects on any Habitats site, the applicant may be asked to provide information to support the Habitats Regulations Assessment prepared by the LPA.

Further guidance relating to RAMS can be found on the following link:

[Habitats Sites Mitigation - Babergh District Council - Babergh & Mid Suffolk District Councils - Working Together](#)

19. Flood Risk Assessment

A site-specific flood risk assessment (FRA) is required to be provided for all major planning applications and some minor planning applications that are at risk of any form of flood risk within the red line boundary of the proposed developments. This is a requirement under national planning policy.

There are several flood risks that need to be assessed, including.

- River/Sea
- Surface Water
- Reservoir
- Groundwater
- Foul



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The FRA should include any historical flood instances that have been recorded. For flood incident records, please contact the lead local flood authority by emailing them floods@suffolk.gov.uk.

If you need assistance with understanding what is required this is the current guidance <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>.

- A Flood Risk Assessment (FRA) must demonstrate:
 - whether any proposed development is likely to be affected by current or future flooding from any source;
 - that the development is safe for its lifetime and where possible reduces flood risk overall;
 - whether it will increase flood risk elsewhere;
 - the measures proposed to deal with these effects and risks;
 - design which reduces flood risk to the development itself and elsewhere, by incorporating sustainable drainage systems and where necessary, flood resilience measures or flood compatible measures; and identifying opportunities to reduce flood risk, enhance biodiversity and amenity, protect the historic environment and seek collective solutions to managing flood risk;
 - how surface water flows will be reduced back to equivalent greenfield rates.
- For more information please see additional guidance:
- Guidance on Flood Risk Assessment for Planning Applications
<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>
- Guidance on development and flood risk: <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/guidance-on-development-and-flood-risk/>
- Long Term Flood Risk: <https://flood-warning-information.service.gov.uk/long-term-flood-risk>
- Flood Risk Assessment – Standing Advice: <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

20. Surface Water Drainage Strategy

- A surface water drainage strategy utilising a Sustainable Drainage System (SuDS) is required for
 - Major residential development applications (FULL and OUTLINE), i.e. development of more than 10 dwellings (or 0.5 hectares for residential development where the number of dwellings is unknown) as well as some minor developments.
 - Applications (FULL and OUTLINE) for the creation of more than a 1000 square metres of floor space
 - Any application where the site is greater than 1 hectare.
 - A surface water drainage strategy may be required when a Flood Risk Assessment is required.
- Details of the Surface Water Drainage Strategy must include as a minimum for validation:
 - Evidence that a viable discharge point or points exists, following the drainage hierarchy:
 - into the ground (infiltration), with Infiltration test results to BRE Digest 365



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- to a surface water body and that you have the right of have acquired the right to discharge in perpetuity
- to a surface water sewer, highway drain, or another drainage system, including permission “in principle” to connect
- to a combined sewer, including permission “in principle” to connect
- Details of SuDS measures on relevant plans submitted, in order to demonstrate how SuDS integrate with planned public open spaces, landscaping, roads, trees and buildings.
- Plans should identify multifunctional SuDS e.g. those which improve water quality, enhance biodiversity, etc
- Details of long-term management and maintenance of SuDS shall be provided.

For more information please see additional guidance from Suffolk County Council, Lead Local Flood Authority: <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/guidance-on-development-and-flood-risk/>

21. Arboricultural Impact Assessment

- An Arboricultural Impact Assessment may be required for any proposal potentially affecting trees, in accordance with the current ‘BS 5837 Trees in relation to Design, Demolition and Construction Recommendations’

22. Manufacturers Specification(s)

- A manufacturers specification provides details of a specified product that could be involved with the proposal. This provides valuable information on the plant/product to enable material planning judgement on safety, noise and disturbance and operation criteria that may be significant in understanding the extent of benefit or harm of the proposed development.
- A manufacturers specification will be required for the installation of any of the following:
 - Air conditioning units
 - Air Source Heat Pumps (*Shall require a full acoustic assessment relating to the air source heat pump noise from the site shall be undertaken in accordance with “MCS 020 - MCS Planning Standards for permitted development installations of wind turbines and air source heat pumps on domestic premises”*)
 - Electrical goods
 - Lighting
 - Machinery
 - Materials
 - Satellites dishes
 - Solar panels
 - Speakers
 - Ventilation/extraction systems
 - Wind turbines
 - Caravans
 - Shepherd’s Huts



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- The specification should include:
 - Photo of product
 - Dimensions/sizes
 - Technical information about the product, including noise, performance

23. Ventilation Specification & Impact Statement

- The statement should include details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise assessment in accordance with the current version of BS 4142.
- The statement is required for all applications relating to new or extended Class A3, A4 and A5 uses and any other proposal (except householder development) which will incorporate a new or changes to refrigeration system/s and/or ventilation/extraction system/s.

24a. Noise Assessment

- The assessment should include details of the position and design of all external plant and show areas of goods vehicle manoeuvring, including positions of loading bays when proposed. An acoustic noise assessment in accordance with the current version of BS 4142 shall be submitted, to include all on site vehicle movement activities.
- Required for all applications relating to all new or extensions of Class A, B and D use and/or all new residential applications where new occupiers would be within 250metres of existing (or granted) commercial development (comprising of Class A, B and D or mix of these uses).

24b. Transport Network Noise Assessment

- The assessment shall follow the principles of ProPG: Planning & Noise – New Residential Development: Main Guidance unless otherwise agreed by the Councils Environmental Health team.
- The transport network noise assessment is required for all residential development when adjacent to and/or shares boundary with a Railway Line, Trunk road and/or a road with an official speed limit of 40mph or more unless otherwise agreed by the Council's Environmental Health team.
- The transport network noise assessment is required for all Major (10 units +) residential development if with 250 metres of a Railway Line, Trunk road and/or a road with an official speed limit of 40mph or more unless otherwise agreed by the Council's Environmental Health team.

For information of ProPG please follow this external link

<https://www.ioa.org.uk/publications/propg>



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25. Lighting Assessment

- The Assessment shall include technical specification of lights, layout plan/lighting orientation plan with beam orientation and a schedule of the equipment in the design and details of lighting spill (to include a polar luminance diagram based on vertical luminance at the nearest sensitive premises) and confirmation of hours of operation will be required.
- This is required for all minor and major development proposals that includes external lighting unless for internal lighting or lighting that will only relate and is contained to private domestic gardens.

If not considered to be required, the applicant shall provide statement confirming no such lighting is sought to be included with the proposal or otherwise explain why this information is not necessary at this stage.

26. Health Impact Assessment – FOR 50 DWELLINGS OR MORE

- Babergh and Mid Suffolk District Councils will be producing a Supplementary Planning Document specific to this subject for proposals which reach this threshold.
- Further guidance will be produced to explore locally specific indicators to address the wider determinates of health.
- For the time-being, applicants should complete the “Suffolk Health and well-being Checklist” to assess what impact the proposal may have with regard to each of the themes listed within that document.

27. Housing Mix Information

- Each application for housing of more than one unit should include a schedule of accommodation, stating what the mix of and tenure of market and affordable housing will be.

Tenure	Number of Units	Size - persons and bedspaces	Type	Size – Gross Internal Area (m ²)	Accessibility Standard?
<i>Affordable Rent, Social Rent, Shared Ownership, Open Market, Discount Market Sale, First Homes etc.</i>	<i>1,2,3 etc.</i>	<i>2b4p etc.</i>	<i>House / Flat / Maisonette / Bungalow</i>	<i>e.g. 79</i>	<i>M4(1), M4(2) or M4(3).</i>

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- PLEASE NOTE – If you are applying for a Deed of Variation (DoV), please include a draft DoV with your application.

28. Agricultural Land Assessment

- For solar PV applications, if your application involves land which is classified as agricultural (whether in current use or not), you will need to declare:
 - i) What the agricultural classification is (i.e. Grade 1, 2, 3a, 3b etc.). A guide to how to do this can be found here: <https://www.data.gov.uk/dataset/952421ec-da63-4569-817d-4d6399df40a1/provisional-agricultural-land-classification-alc>
 - ii) What the yield has been for each of the last five years.

Additional Note

Community Infrastructure Levy (CIL)

- The Community Infrastructure Levy (CIL) is a fixed rate payment that councils can charge on new buildings in their area to off-set the impacts in the local area, i.e. provide improvements on facilities such as public transport infrastructure, schools, open space and health centres (infrastructure), in order to enable sustainable growth.
- Please be aware that for all new build development over 100sqm (internal), including residential extensions and annexes, and all new dwellings regardless of size must pay Community Infrastructure Levy (CIL). Some exemptions may apply, but CIL forms will be required in all cases. Our website provides further information <https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/>
- Payment in full of CIL is required on implementation of the proposed development. You should consider if you are intending to phase the development. For example, this might be because of there being more than one owner involved or wanting to build different aspects of the development to different timetables. If this is the intention, please consider submitting a phasing plan for the development as this will allow the case officer to consider the various stages and/or separate elements of the development. On this basis the case officer can apply a phasing condition that would allow for the cost of CIL to be divided appropriately across the phases of the development/s and for any other planning conditions if needing to be imposed to also account for the intended build programme and not result in potential delay or inconvenience for the development.

If you have a query with regard to CIL, please contact our Infrastructure Team via **01449 724563** or infrastructure@babberghmidsuffolk.gov.uk



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Useful Links to further information

- Customer Access Points in Stowmarket, Sudbury and Shotley are available for face to face enquiries and visits by appointment ONLY. Please first attempt to resolve your query online or by email or phone.

Addresses and opening times can be found on the following link:

<https://www.babergh.gov.uk/contact-us/>

- The Councils have an interactive mapping service, this includes details of Listed Buildings, Protected trees, Planning histories and other useful information, for research purposes only.
<https://www.babergh.gov.uk/w/interactive-mapping-service>
- Babergh and Mid Suffolk operate a charged Pre Application Planning Service. For details please see <https://www.midsuffolk.gov.uk/planning/pre-application-advice/>
- Further information relating to Fire Safety Guidance can be found on the following link:
<https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021>
- Development will often also require Building Regulation approval and details of the Council's Building Control services can be found online at <https://www.babergh.gov.uk/building-control/>

Suffolk Building Control Group

- ✓ Experienced & qualified workforce
- ✓ Next day site inspections
- ✓ Impartial & accountable
- ✓ Unique local knowledge
- ✓ Competitively priced
- ✓ Flexible & proactive
- ✓ Customer focused
- ✓ Honest & reliable
- ✓ Forward thinking



For more details & advice from your friendly local authority building control service visit www.suffolkbldgctrlgroup.co.uk

Please contact the Local Planning Authority if you are in any doubt about the current status of the content of this document. Any personal information contained in correspondence shall be dealt with in accordance with Mid Suffolk and Babergh District Council's Data Protection policy and the provisions of the Data Protection Act that can be found on the Council's website. Please note the Council takes no responsibility for any links to external web sites and have provided them in good faith that these provide useful guidance for consideration and use.



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