



# National and Local Validation List: Part Two -

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Major and Minor Development Validation Requirements

Local Validation List (Includes National Requirements) – Updated April 2024

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

## Minor Development

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.

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## Introduction and Important Notes

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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](mailto: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](mailto: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

## INDEX

### 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:



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[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

### 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 adjoining land or nearby in the applicant's ownership must 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
  - Details of landscaping within the proposed visibility splays should be provided

### 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 and include any existing trees and hedgerows
- 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
  - **s.73 or s.73a applications** should include the plans/ documents where amendments are sought alongside a schedule of plans which lists all plans and documents on the original decision notice and confirms if they are to be superseded by new plans on the s73 or are to remain as previously approved.

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](https://www.planningportal.co.uk/homepage/4/buy_a_planning_map)

### 5. Access Plan



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- 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 (*visibility splays should be shown to their full extent and to the nearside edge of the carriageway.*)

- 
- Include details of surface materials, boundary treatment and nearby landscaping
- The access plan can be shown on the Block Plan

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)



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- 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.

## 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)



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- 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)
  - 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
  - ALL non-householder applications in designated National Landscapes (formerly AONBs)
- 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))



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## 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 for 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, these details shall include all accesses (including sustainable and active forms of access), and not just vehicular access.

- Which applications must be accompanied by a Design and Access Statement?
  - Applications for major development, as described on page one of this document
  - 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.



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- 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.

## 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



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- 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.
- 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.



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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](mailto:heritage@babberghmidsuffolk.gov.uk)

For Suffolk County Council's Archaeology pre-application service, please contact: <https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/archaeology-charging-schedule>

The Historic Environment Record can be accessed at: <https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/the-historic-environment-record>

## 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 4<sup>th</sup> 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](#)

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



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- 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**

## ECOLOGY

### 17a. Ecological Survey & Impact Assessment

- The Ecological Survey & Impact Assessment is any 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.
- Please note these surveys and assessments must be carried out by a suitably qualified ecologist and it must comply with and be informed by surveys which comply with the CIEEM guidelines.
- 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/>



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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.

More information about designated sites can be found here: <https://www.gov.uk/check-your-business-protected-area#:~:text=Nature%20sites%20and%20areas%20of,are%20not%20harmed%20or%20destroyed>

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.

## 17b Biodiversity Net Gain (BNG)

**You are strongly advised to seek preapplication advice on this matter, as it is highly likely to affect your site layout.**

This is now applicable to most Major and Minor Planning applications (with the following exemptions):

- Section 73 – made on an a pre legislation permission (February 12<sup>th</sup> 2024 for Majors and April 2<sup>nd</sup> 2024 for Minors)
- Reserved matters, where the Outline did not carry BNG
- Adverts- as it is not a planning permission
- Listed Building applications (although the accompanying Planning application – unless otherwise exempt – may)
- Permitted Development- including prior approvals
- Self Builds- no more than 9 dwellings **and** it is under 0.5 hectares **and** it is exclusively dwellings that are self-build or custom housebuilding as defined in [section 1\(A1\) of the Self-build and Custom Housebuilding Act 2015](#)
- ‘De Minimis’ Development- Development that does not impact on a priority habitat **and** impacts less than 25 square metres (e.g. 5m by 5m) of onsite habitat **or** 5 metres of linear habitats such as hedgerows. This is likely to include changes of use, commercial developments on established commercial sites- There are three scenarios of ‘de minimis’ development given on the following link: [Biodiversity net gain - GOV.UK \(www.gov.uk\)](#)

*The Biodiversity Net Gain PPG sets out the following for validation requirements:*

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

- A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;



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- The pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- Where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;
- A statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities (“degradation”) in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;
- A description of any irreplaceable habitat (as set out in Column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations (2024)) on the land to which the application relates, that exists on the date of the application (or an earlier date) and
- A plan drawn to an identified scale which must show the direction of North, showing on-site habitat existing on the date of application (or an earlier date) including any irreplaceable habitat;

If this information has not been provided, the local planning authority will **refuse to validate** the application.

Within the planning application form applicants will be asked to confirm whether this information accompanies the application. Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to cross-reference to these rather than duplicate this information within the application form.

Applicants should be aware that the local planning authority may request further information relating to biodiversity net gain as part of the planning application.

For further information please read the following guidance: [Meet biodiversity net gain requirements: steps for developers](#) (GOV.UK).

## 17c Biodiversity Enhancement

In addition to BNG, each application shall be accompanied by details of enhancement as per JLP Policy LP16. This constitutes provision of structural bat boxes, bird bricks, bee bricks, green and brown roofs. More details of this can be found on our website at [https://www.babergh.gov.uk/w/biodiversity-net-gain?p\\_l\\_back\\_url=%2Fsearch%3Fq%3DBNG](https://www.babergh.gov.uk/w/biodiversity-net-gain?p_l_back_url=%2Fsearch%3Fq%3DBNG)

Where such enhancements are not possible, this needs to be clearly stated.



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## 18. Habitats 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 <https://www.gov.uk/government/publications/countryside-stewardship-statement-of-priorities-thames-basin-heaths-nca129/countryside-stewardship-statement-of-priorities-thames-basin-heaths-nca129>

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.
  - *Signage/information leaflets to householders to promote these areas for recreation*
  - *Dog waste bins*
  - *A commitment to the long term maintenance and management of these provisions.*
- 

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.



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

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](mailto: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>

## 20a. Surface Water Drainage Strategy for MAJORS

- 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



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- 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
    - 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/>

Such details MAY also be requested for Minor developments, where a localised risk of flood (including pluvial) has been identified.

## 20b – Surface Water Drainage Strategy for MINORS

Technical Surface Water drainage information will also be required for all Minor developments where ground level changes are proposed.

Given the potential for ground level changes to alter free drainage / lead to soil compaction, even of seemingly flat sites we will seek

[a] existing and proposed levels by condition if these are not submitted as part of the application and

[b] Surface Water drainage details to review.

## 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



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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
- 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

- Required for all applications relating to all new or extensions of Class B, D, E and sui generis 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) and intensive livestock use.



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- 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.

## 24b. Transport Network Noise Assessment

- The assessment shall follow the principles of “ProPG: Planning & Noise – New Residential Development: Main Guidance” 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 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 For information of ProPG please follow this external link <https://www.ioa.org.uk/publications/propg>

## 25. Lighting Assessment

- 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.
- 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.
- 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.

NB – this does not refer to streetlighting on public highways.

## 26. Sustainable construction

All new residential development shall include a Sustainability Design and Construction Statement. If you are making a full application then, this Statement will need to include reference to your predicted Energy Performance Certificate ratings for each dwelling. If you are submitting an outline application then, this Statement should identify the EPC rating/s you are expecting to achieve.

NOTE: The Council encourages all residential developers to achieve an ‘A’ rating on all dwellings.

ALL MAJOR developments shall include a Sustainability Design and Construction Statement.



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Non-residential development of 1,000sqm shall include Certification evidence of the levels for BREEAM.

## 27. Building for a healthy life - Wellbeing Impact Assessment

We are committed to promoting healthy environments through our Joint Local Plan and the planning application process.

ALL development proposals of 10 or more dwellings and/or more than 10,000sq.m of non-residential space are required to submit a wellbeing impact assessment. The Wellbeing Impact Assessment guidance can be found here.

[Building for a healthy Life - Guidance notes.docx](#)

The wellbeing impact assessment is a tool which is used to assess potential health and wellbeing implications of a proposed development and should consider the positive impacts of a development on health and wellbeing of a community. The framework is an opportunity to highlight the positive and negative impacts of the proposal and demonstrate how these can be addressed or mitigated. Applicants should consider and highlight the environmental impact of the development, as well as the wider determinants of health and the demands that are placed upon health services and facilities arising from the development.

[BFHL Developer checklist Jan 2024](#)

## HOUSING

### 28a. Viability and 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. A plan showing affordable housing units, tenures and number of bedrooms is required together with a descriptive table in a similar format to that below:

	Plot no	Tenure	Type	Design / Typology	Size (Bedspaces / Occupants)	Gross Internal Area (m2)	Compliance with Nationall y Describe d Space Standard (NDSS)	Accessibility Standard
Examples:	1, 2,	Affordable Rent /	House / Flat /	As describ	1b2p, 2b4p,	79m2	Yes / No	M4(1), M4(2) or



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	3	Shared Ownership / Open Market etc.	Maisonette etc	ed by the applicant	3b5p etc.			M4(3)
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- If you do not propose to include policy compliant accommodation on the basis of scheme **viability**, please provide a complete viability appraisal to accord with the format of the Joint Local Plan.
- PLEASE NOTE – If you are submitting a viability appraisal the Council will expect you to undertake to cover its costs in assessing that independently.
- PLEASE NOTE – If you are applying for a Deed of Variation (DoV) relating to a current planning permission, please include a draft DoV with your application.

## 28b. Supported and Special Needs Housing

Applications for Supported and Special Needs Housing shall be accompanied by Evidence of how proposal meets Part M4(2) of Building Regs for Accessible and adaptable dwellings.

A statement should be provided explaining the nature and extent of the care to be provided, along with the intended customer group.

Proposals should include a description of the extent to which the development provides self-contained accommodation in dwellings, or communal living with shared facilities.

The following document is of relevance (NOTE – we are working on an abridged version of this for your assistance).

[Access to and use of buildings: Approved Document M - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**28c Community-led/Rural Exception Sites** should be accompanied by written evidence to show the scheme was initiated by, and is being led, a legitimate local community group.

Where any market dwellings are proposed within the scheme, the applicant should provide a viability assessment.

**28d Self-build Dwellings** these applications shall include evidence which demonstrates that the initial occupant has had or will have primary input into the design and layout of the dwelling.



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## AGRICULTURE

### 29a. Agricultural Land

For change of use of “Best and Most Versatile” (BMV) agricultural land from agricultural use to any other use (including equestrian) a justification must be provided, demonstrating that there is no suitable site on lower grade land.

- 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 of that land has been for each of the last five years.

### 29b. Intensive livestock and poultry farming

Applications for these uses (including extensions to existing) shall include the following:

- Assessments for Odour and light pollution;
- details of HGV movements over the production cycle and details of Methods of operation
- Waste Management Plan
- Air quality report
- Water Management Plan.
- Where proposals for expanded or new units adjoin existing groups of agricultural buildings, or any new proposals which are in remote, isolated or detached locations outside settlement boundaries, they must provide appropriate justification and demonstrable evidence for the location.

### 29c. RURAL WORKERS’ DWELLINGS

Any application for a permanent rural worker’s dwelling shall be accompanied by a functional justification (where this has not already been previously submitted with an application for a temporary dwelling) a sustainable business plan including financial justification and evidence of viability. In addition, a transport statement shall be provided, demonstrating that the proposal would not have an unacceptable impact on highway safety.

## EMPLOYMENT



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### 30a Employment land within the strategic corridor

Where you are proposing employment use/s on a strategic transport corridor outside of an allocated employment site or outside of a defined settlement boundary you are required to include an SP03(2) (c) table 5 & SP05 Policy Compliance Statement.

In particular, the Statement must demonstrate:

- The proposal is on a defined strategic transport corridor (reference to the JLP Key Diagram at paragraph 03.03, page 12 (for the purpose of policy SP03 (2) (c) and Table 5

and evidence how your proposal fully satisfies the criteria (a) - (f) (inclusive) of SP05 (5)

### 30b Loss of Employment Land.

If your proposal will lead to the loss or partial loss of an employment site/s or premises, then you are required to submit a Loss of Employment Site/Premises Justification Statement that evidences how it satisfies parts 1, 2(a) 2 (b) of Policy LP10 Change of Use from Employment Uses. namely:

a) That the possibility of re-using or redeveloping the land for other employment or community uses have been explored by a period of sustained marketing normally for 6 months by an independent qualified assessor. This must be undertaken at a realistic asking price, on a range of terms and in an appropriate format. The approach for the marketing must be agreed by the relevant LPA;...”

## 31 Tourist Accommodation –

For sites outside settlement boundaries in the countryside, applicants shall demonstrate an overriding business need as to why the accommodation must be in this location;

For applications to remove holiday occupancy conditions, Evidence of a minimum of six months of marketing shall be provided.

## WATER

### 32a WATER SUPPLY MANAGEMENT

Any application for non-domestic proposals requiring Heavy Water Usage (i.e. any major non-domestic application) across the two Districts will be required to demonstrate that sufficient water capacity is available through a Water Supply Management Statement in liaison with the relevant water supply company

PLEASE NOTE: For Non domestic development within the Hartismere Water Resources Zone see JLP



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policy SP05(6).

## 32b WATER RESOURCES AND INFRASTRUCTURE

These applications shall demonstrate evidence of consultation and that the approach taken is supported by relevant authority regarding wastewater treatment and culverts. The application shall demonstrate that capacity can be made available to accommodate flows from the development.

## 33 TOWN CENTRE USES

Applications for these uses, which are neither in Sudbury, Hadleigh or Stowmarket town centres (as defined on the Policies Map), nor centres that are defined in made Neighbourhood Plans, nor in accordance with an up-to-date plan shall be accompanied by a sequential test/report to justify the proposed use.

Such applications, if in excess of 400 metres, shall also be accompanied by a retail impact assessment.

## 34 Policy LP29 *'Safe, Sustainable and Active Travel'* Compliance Statement

No matter the size or type of your development you are required to evidence how features within your proposal will promote active transport and travel with specific reference to all parts of policy LP29 where they are relevant to your development.

Where you are also having to provide either a Transport Statement or a Transport Appraisal you may prefer to include a clearly identifiable section entitled Policy LP29 Compliance Statement within it. For smaller developments you may include such a clearly identifiable statement within your supporting Planning Statement or Design and Access Statement

## TRANSPORT

### 35a. Transport Statement

This is required for residential developments of between –50 and 80 dwellings.

### 35b. Transport assessment

This is required for developments of over 80 dwellings.

We may request a transport statement/assessment for other applications which are likely to lead to a significant increase in transport movement.



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## 36 Section 106 Infrastructure Statement

Infrastructure applications should include the following:

- 

The S106 INFRASTRUCTURE STATEMENT must include a phasing plan where an applicant intends to undertake development.

## LOSS OF FACILITIES

### 37a Loss of Education/Health Facilities

If your application will result in the loss or partial loss of a site or premises uses or last used for health or educational purposes you are required to provide a Policy LP31 Compliance Statement. This must demonstrate that

the site/premises is/are redundant and no longer viable for that use. This is likely to require the inclusion of evidence to that effect from the relevant health of education provider. Satisfactory alternative capacity and /or improved facilities will be provided, and

For educational uses the area of the site to be redeveloped is in excess of Government guidelines for playing field provision, taking into account, future educational projections

NOTE: To prevent land locking development adjacent to existing schools and healthcare facilities should not compromise their ability to expand to an appropriate size in the future

Applications shall include:

- Proof that the use of the site is genuinely redundant, and the same use is not viable in its current form, or an alternative economically viable community use(s) cannot be found;
- This shall also include evidence of six months of marketing. The details of which are to be agreed in advance by the LPA.

### 37b Loss of open space or community service or facility

Applications shall provide:

- Proof of compensatory provision or proof (to be agreed in advance by the Local Planning Authority) that the service or facility is not viable and is no longer performing a functional role in its current or future form and it is not needed for an economically viable alternative community use.



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- Proof of a sustained marketing period, normally of 6 months, undertaken at a realistic asking price on a range of terms and in an appropriate format by an independent qualified assessor (terms to be agreed with the LPA prior to submission) as per Policy LP28 of the JLP.

## 38 RENEWABLE/LOW CARBON ENERGY PROJECTS

Shall include a traffic impact assessment and confirmation that full approval of connection rights and capacity in the UK power network have been obtained.

## 38 DESIGNING OUT CRIME

All Major applications shall include a Statement of Crime Prevention (this can be included within the Design and Access Statement)

## 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 their 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.



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

## 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/>

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- ✓ Next day site inspections
- ✓ Impartial & accountable
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- ✓ Forward thinking



For more details & advice from your friendly local authority building control service visit [www.suffolkbldgctrlgroup.co.uk](http://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



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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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