

MAKING YOUR APPLICATION

To help you complete your application form and submit the necessary supporting information, the following guidance note explains :

- The different types of applications;
- The National requirements to validate the application;
- An explanation of each of the documents referred to;
- Details of when the different types of documents will be needed

There is a national set of planning application forms known as **1APP**. Each application type has a different set of information needed to support it. The matrix on pages 2 of this advice note relates to the most common application types and contains details of the required information and supplementary information for each type of planning application. Please note that this does not cover every application type and further details of requirements for application types not listed can be obtained from the Planning Portal or by using the Council's pre application service.

Details of the thresholds for requiring each type of supplementary information are given in the text following the matrix.

	Advert	Householder	Change of use	Full	Outline	Reserved matters	Listed building	Variation of condition	Prior approval telecom	Prior approval large extension to dwelling	Prior approval barn to dwelling	Lawful development (s)	Tree works	Notes
National Planning Application Requirements														
Completed Application form	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	1
Site Location Plan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	2
Block Plan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		?	Y	3
Floor plans (existing and proposed)		Y	?	?	?	?	?	?		Y		?		4
Elevation drawings (existing and proposed)	Y	Y	?	?	?	?	?	?	Y	Y				5
Design and Access Statement				?	?	?	Y	?						6
Ownership Certificate		Y	Y	Y	Y		Y	Y						7
Agricultural Holding Certificate		Y	Y	Y	Y		Y	Y						8
Fee	Y	Y	Y	Y	Y	Y		Y	Y			Y		9
Additional Supporting documents														
Air Quality Assessment				?	?	?		?						10
Archaeological Assessment		?		?	?	?		?						11
Arboricultural (tree) Assessment		?		?	?	?		?					?	12
Community Infrastructure Levy			Y	Y		Y		Y			Y			13
Contamination desk top study		?		?	?	?		?			?			14
Drainage		?	?	?	?	?		?						15
Ecology Assessment			?	?	?	?		?						16
Energy Statement				?	?	?		?						17
Environmental Impact assessment			?	?	?	?		?						18
Flood Risk Assessment		?	?	?	?	?		?						19
Footpath diversion														20
Hazardous Substance														21
Heritage Statement	?	?	?	?	?	?	?	?	?					22
Landscape Assessment				?	?	?	?	?	?					23
Lighting Assessment	?		?	?	?	?		?						24
Noise Impact Assessment			?	?	?	?		?						25
Planning obligations heads of terms			?	?	?	?		?						26
Planning statement	?		?	?	?	?	?		?			?		27
Retail Impact Assessment			?	?	?	?		?						28
Sequential Assessment			?	?	?	?		?						29
Statement of Community Involvement			?	?	?	?								30
Structural Survey			?	?			?				?			31
Sustainable Drainage Systems				?	?	?		?						32
Transport Assessment			?	?	?	?		?						33
Travel Plan			?	?	?	?		?						34
Viability Assessment				?	?	?		?						35

Y = always needed

? = may be needed. See thresholds and notes

Notes Please refer to the numbers in the table above to find the relevant section below, together with further information about the threshold for when they will be required

National Planning Application Requirements

1 Completed Application form

The 1APP form

The national form is designed to be completed on-line at www.planningportal.gov.uk or www.iapply.co.uk where you can also download and print a paper copy. Forms for combinations of different application types (such as an application for listed building and advertisement consent) are available, but for the sake of clarity, this guidance note refers to the main application types only :

- Application for consent to display an advertisement(s)
- Householder application
- Application for full planning permission
- Application for outline planning permission
- Application for approval of reserved matters following outline approval
- Application for listed building consent
- Application for removal or variation of a condition following planning permission
- Application for prior notification (telecommunications)
- Applications for prior approval for householder larger extensions
- Applications for prior approval barn to dwelling
- Application for a Lawful Development Certificate (existing)
- Application for a Lawful Development Certificate (proposed)
- Application for tree works (works to trees subject to a Tree Preservation Order or notification of proposed works to trees in conservation areas)

2 Site Location Plan

An Ordnance Survey based site plan, usually at a scale of 1:1250, clearly showing the boundary of the application site outlined in red and any adjoining land that the applicant owns, outlined in blue. The site area red line should go around what is called the planning unit. This is all the land that is owned, or occupied, for a single purpose and includes all areas where works are proposed as part of the planning application. For example, in a proposal for an extension to a factory it would be the whole site, including parking/turning areas, buildings, external storage etc. It would include the whole of the residential plot in an application for an extension to a house. The red line should include the access to the public highway.

3 Block Plan

Applications that involve building or engineering works need a plan at an appropriate scale, usually 1:200 or 1:500, showing the boundaries of the site and all existing and proposed buildings, structures, hard surfaces etc within it. Please make sure you include:

- Any existing or proposed vehicular or pedestrian access(es) to the site.
- Any public rights of way within the site.
- Vehicle parking within the site (including cycles) and provision for loading/unloading.
- Provision for access to any building and parking for disabled people.
- Arrangements for refuse storage, including separate storage of recyclable waste.
- The position, species and spread of any existing trees (marking if any are to be felled.)

Applications for changes of use, which do not involve building or engineering works, should still include a block plan to show access and parking arrangements, together with bin and cycle stores, amenity areas and landscaping where necessary.

4 Floor plans (existing and proposed)

Applications that involve building works require plans of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100, and indicate which parts of the building are to be used for which purpose.

5 Elevation drawings (existing and proposed)

Applications that involve building works require drawings of existing and proposed sides of the exterior of the building/structure at an appropriate scale, usually 1:50 or 1:100. Please make sure you include the make, type and colour of external materials (walls, roofs, windows, doors, rainwater goods etc).

6 Design and Access Statement

Design and access statements (DAS) are required to be submitted with major developments (10 or more dwellings or 1000sq m), or where any part of the development is in a 'designated area' (primarily a conservation area) and where the development would be one or more dwelling-houses or a building(s) of 100 square metres or more. They are also required to accompany applications for Listed Building Consent. The DAS should address the following aspects of the proposed development.

- Amount,
- Layout,
- Scale,
- Landscaping, and
- Appearance.

A DAS must demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account in relation to its proposed use and each of the above aspects. The purpose of DAS is to explain how you have considered the proposal and to ensure that you understand what is appropriate and feasible for the site in its local context.

A DAS should be prepared at the start of the development process and should evolve as the scheme is defined. The DAS is required to explain and justify the decisions made on the scheme and therefore it should not be written at the end as an afterthought. Early drafts will be useful to assist pre-application discussions.

Further advice can be found at <https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>

7 Ownership Certificate

This is a certificate which confirms that either :

- you are the sole owner of the application site and there are no agricultural tenants (Certificate A),
or
- that applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (Certificate B)

If the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants then Certificate C is completed and the applicant needs to publish a notice in a local paper before submitting the planning application.

Certificate D is completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants. Again, the applicant needs to publish a notice in a local paper before submitting the planning application

8 Agricultural Holding Certificate

Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This declaration is required whether or not the site includes an agricultural holding. It is incorporated into the ownership certificates on the standard application form

9 Fee

A Fee is required for most applications and are either :

- a flat rate fee
- based on the floor area of the proposal or
- based on the area of the site.

You can use the online fee calculator to work out the fee required for your application

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

Supporting docs

Depending upon the location of the development and the specific site constraints, further supporting documents and information may be required. Please refer to the table above and the details below to identify what further information may be required.

10 Air Quality Assessment

Where proposals would give rise to air-borne emissions including harmful substances, smoke, grit and dust, an air quality assessment should be submitted. For the avoidance of doubt this is primarily aimed at industrial uses as opposed to A3 café/restaurant uses. The assessment should include a full assessment of the level of the likely impact both to the surrounding external environment and the indoor environment of nearby properties. Where the development would lead to unacceptable levels of air pollution full details of mitigation measures should be submitted as part of the air quality assessment.

Applications should also be submitted with an air quality assessment where developments are expected to generate more than 100 traffic movements an hour at peak times or more than 1,000 movements over 24 hours in or adjacent to an air quality management area. In this case the application and air quality assessment should also be supported by a transport assessment. The air quality assessment should include a full assessment of the level of the likely impact both to the surrounding external environment and the indoor environment of nearby properties. Where the development would lead to unacceptable levels of air pollution full details of mitigation measures should be submitted as part of the air quality assessment

11 Archaeological Assessment

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

Norfolk County Councils Historic Environment Service (HES) can provide further information and advice on Field Evaluations. It is strongly recommended that they are contacted prior to the submission of any application to identify the need and scope for archaeological field evaluation.

The HES may in certain circumstances (based on their knowledge of the area) advise that a field evaluation is not required even if the thresholds within this validation checklist are triggered. In which case confirmation of this should be submitted with the application and this will negate any requirement for the field evaluation

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

12 Arboricultural (tree) Assessment

For all applications which relate to works to trees, the full extent of proposed works should be clearly set out in the application form, ie the current crown spread and extent of any proposed pruning etc

On development sites where new buildings are proposed in close proximity to trees, a full tree survey should accompany the application. This tree survey should include the following information for all trees:

- Tree reference number
- Species
- Height in metres
- Stem diameter
- Branch spread in metres
- Height in metres of crown clearance above ground
- Age class
- Physiological condition
- Structural condition
- Management recommendations
- Estimated life expectancy and category grading
- Tree protection radius

All of this information should be provided in accordance with BS5837 Trees in relation to design, demolition and construction - Recommendations 2012. In addition, an Arboricultural Impact Assessment should be included which shows all of the trees to be retained and those to be removed, including trees both on and adjacent to the site. A Tree Protection Plan is also required.

13 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge on most new developments. Developments which are liable for CIL include :

- All development of 100 sqm or more of new build, or extensions to existing buildings
- All development regardless of size that results in the creation of a new dwelling
- Agricultural buildings and storage warehouses that people enter into
- The conversion of a building that is no longer in lawful use

The details which are required to support an application and the procedures which should be followed can be found at <https://www.south-norfolk.gov.uk/how-does-cil-affect-me>

14 Contamination desk top study

Where a proposed development is for sensitive land uses (i.e. residential, education, a children's nursery or play area, food production), the Council will need to be satisfied that the condition of the land is appropriate for the proposed use. Where development is proposed on land which is known or is suspected to be contaminated to the extent that it is likely to have an adverse impact on development or occupiers, a Contaminated Land Assessment, investigating the nature and extent of contamination will be required. This would relate to applications for barn conversions etc. The results of an investigation into the extent of contamination should be submitted at the time of application and this will also be expected to include proposals for remediation measures.

15 Drainage

Where proposals will increase the rate of surface water run off or significantly add to flows to existing drainage systems, details will be required to assess the impact of the development together with mitigation measures proposed. Consideration should be given to the use of Sustainable Urban Drainage systems (SUDs) to reduce to the rate of run off to green field rates. Further advice notes can be found on the Environmental Services web pages <https://www.south-norfolk.gov.uk/residents/neighbourhood-issues/drainage-and-flood-risk-new-development>

16 Ecology Assessment

Where a proposed development may impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts to allow them to be considered.

The need for an ecological assessment will be influenced by a number of site and development criteria as detailed below:

- Any application site which is within or abuts:
 - o a Site of Special Scientific Interest;
 - o a Special Area of Conservation; or
 - o any other site of nature conservation interest (including a County Wildlife Site).
- Any application which:
 - o involves the conversion, removal or replacement of a roof; or
 - o involves the removal of trees or significant vegetation;
- Any application which involves the demolition of an existing building, extensions or new build proposals and where the site:
 - o is within or abuts a designated urban green space;
 - o is within or abuts a publicly accessible recreational open space;
 - o abuts a watercourse.
 - o is derelict/vacant or overgrown.

Where proposals are made for mitigation and/or compensation measures, information to support those proposals will be needed

17 Energy Statement

For all developments of 10 or more houses or more than 1000 sqm of non residential floorspace, details will be required to demonstrate that all viable and practicable steps have been taken to maximise opportunities for sustainable construction and for the proposal to include sources of decentralised and renewable or low-carbon energy providing at least 10% of the scheme's expected energy requirements.

The assessment should include:

- details of the renewable or low carbon technologies investigated, those discounted and those selected;
- details of the estimated annual energy usage of the development (in kWh);
- details of estimated energy which can be provided from the selected technologies (in kWh);
- details of the technologies shall be included on the plans indicating any plant rooms, and indicating any external plant on the relevant plans and elevations (e.g. if solar panels are proposed the necessary area of panels should be clearly indicated on the relevant plans);
- an assessment of whether or not there is viable and practical scope for exceeding the minimum percentage of 10%.

18 Environmental Impact assessment

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Schedule 1 of the Regulations lists developments that require an EIA and Schedule 2 lists developments that may require an EIA.

An applicant may request a "screening opinion" to determine whether an EIA is required from the planning authority before submitting the application. The Local Planning Authority has three weeks to determine a screening opinion. If this concludes that an Environmental Statement is required, an applicant can request a Scoping Opinion in relation to the level of information that will be needed.

Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 of the regulations must be provided. It is suggested that pre-application discussions are undertaken with the Local Planning Authority to determine the requirements for an EIA.

If an EIA is required for an application, many of the documents listed above will be included within the Environmental Statement and will therefore not have to be provided separately.

Where an EIA is not required, the Local Planning Authority may still require the submission of environmental information to accompany an application.

19 Flood Risk Assessment

A flood risk assessment will be required for all full, outline and reserved matters applications that fall within areas where there is a high risk of flooding. A Flood Risk Assessment will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and in the future, taking climate change into account

The developer in consultation with the Environment Agency should prepare the Flood Risk Assessment. The location of flood risk zones can also be found on the Environment Agency website (www.environment-agency.gov.uk/subjects/flood)

New development in areas of known flood risk (including sewer flooding and groundwater flooding), will be expected to assess the degree of flood risk posed to and by the development, taking account of the advice and recommendations within the Council's Strategic Flood Risk Assessment, Surface Water Management Plan, related evidence base documents and national/regional policy.

The Environment Agency has defined Source Protection Zones (SPZs), for groundwater sources such as wells, boreholes and springs used for public drinking water supply. Considerate planning is needed so that development does not have a detrimental effect on the public's valuable water resource.

20 Footpath diversion

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

21 Hazardous Substance

The Health and Safety Executive has produced an online 'wizard' to guide applicants through the major-hazard information required in an application for hazardous substances consent. The wizard aims to ensure full information is included in applications which will help avoid delays in processing and consultation by planning authorities. Where potential applicants need hazardous substances consent or need to change their existing consent, please use the HSE wizard which can be found at <http://www.hse.gov.uk/landuseplanning/application-forms-hazardous-consent.htm>

22 Heritage Statement

Required for applications involving Listed Building Consent:

- written statement that includes a schedule of works to the Listed Building(s)
- analysis of the significance of historic features of the building/structure
- justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings
- a structural survey where the proposal involves substantial demolition.

Required for all applications that impact on the setting of heritage assets, (including Listed Buildings, Conservation Areas, Historic Parks and Gardens, Scheduled Ancient Monuments):

- assessment of the impact on the setting of the heritage asset and any adjacent heritage assets

Required for all applications within or adjacent to a conservation area:

- assessment of the impact on the character and appearance of the area

The level of detail necessary in a heritage statement will vary with each application. Applicants are encouraged to enter into pre-application discussions

23 Landscape Assessment

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

A landscaping assessment should include details of any existing trees, habitats or other features to be retained and details of appropriate new hard and soft landscaping features on the site together with details for long-term maintenance and landscape management. Existing and proposed means of enclosure, such as walls and fencing, together with refuse storage areas and cycle stores should also be shown as part of the landscape proposals and where necessary screened to offset their appearance.

24 Lighting Assessment

Proposals involving the provision of external lighting will need to be accompanied by details of the external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. The impact of illuminated adverts on such areas should also be assessed

25 Noise Impact Assessment

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

26 Planning obligations heads of terms

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

27 Planning statement

This is generally only needed for major planning applications or complex proposals, although there is no threshold. The planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with policies in the development plan. It may also include details of consultations with the local planning authority and the community undertaken prior to submission. It may also contain summary details of other requirements specified in this document.

28 Retail Impact Assessment

A sequential assessment and impact assessment will be required for planning applications for 'main town centre uses' over the thresholds set out below to be located outside of the Town Centre Areas.

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

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

29 Sequential Assessment

All new retail, leisure and office development of 500sq.m or more near Diss and Wymondham, and 200sq.m elsewhere, will be required to submit a sequential assessment of any availability of sequentially preferable locations for potential alternative sites.

30 Statement of Community Involvement

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in South Norfolk's adopted Statement of Community Involvement <https://www.south-norfolk.gov.uk/statement-community-involvement>

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

- Major Developments.
- Environmentally Sensitive Developments.
- Sites and developments of known or anticipated public interest.

The Council is able to advise developers on techniques for community involvement. The Community Involvement Statement should report the outcome of community involvement efforts and should set out honestly the views expressed by the community about the proposed development. Applicants may wish to support this report by a statement which indicates how the community's views have helped to shape the proposals they are applying for.

31 Structural Survey

For applications involving demolition in Conservation Areas or for conversion of existing buildings, a structural assessment will be required. For demolition proposals, this will need to demonstrate that the building is beyond economic repair. For proposals involving the conversion of an existing building, it will need to clearly identify the extent of repair needed to convert the building to the proposed use.

32 Sustainable Drainage Systems

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

33 Transport Assessment

Major development proposals will be required to be supported by transport assessments and travel plans (see below).

The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.

It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. A travel plan will not be required for small scale developments that have no impact on traffic generation.

34 Travel Plan

A draft travel plan should be submitted alongside planning applications that are likely to have significant transport implications, such as major planning applications, (traffic implications from proposed developments will be highlighted by the TA above).

A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The plan should have a strategy for its implementation that is appropriate for the development proposal under consideration.

It should identify the travel plan coordinator, the management arrangements for the plan (e.g. a steering group) and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

35 Viability Assessment

There is no standard answer to questions of viability, nor is there a single approach for assessing viability.

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

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

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

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