

West Suffolk Council Draft local validation requirements (planning applications and listed building consent)

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Introduction

This consultation of the West Suffolk Council Draft local validation requirements (planning applications and listed building consent) has been prepared by the Planning Department of West Suffolk Council to invite feedback and suggestions from stakeholders and the wider public. The local validation requirements set out the information and supporting documents required for applications to be registered and formally considered.

Validation is a vital step in the planning process. By making sure that applications are accompanied by the necessary evidence at the outset, the authority can:

- confirm that proposals are complete and ready for assessment
- begin consultation with the public and statutory bodies at an early stage
- improve transparency and efficiency in decision-making
- reduce delays caused by missing information.

The purpose of this four-week consultation is to ensure that the local validation list is clear, proportionate, and responsive to the needs of applicants, consultees, and the community. Your views and feedback will help shape a final version that balances regulatory requirements with practical considerations, supporting a planning system that is accessible, fair, and effective.

We welcome your comments and suggestions on the proposed requirements. Together, we can make sure that the local validation list provides a strong foundation for well-informed planning decisions that reflect local priorities and deliver positive outcomes for our area.

1. Affordable housing statement

1.1 What is it?

An affordable housing statement should include:

- the number of affordable residential units
- the mix of affordable units in terms of house type (that is dwelling type, apartment, specific requirements such as M4(3))
- the mix of affordable units in terms of tenure (that is social rent, affordable rent, shared ownership) and size (number of bedrooms and gross floor space) and is in accordance with Policy SP17
- plan or schedule showing the location and plot number of the affordable housing units excluding outline applications unless layout is not reserved for subsequent approval
- a plan or commentary about the siting and clustering of the affordable dwellings ensuring they are dispersed in clusters across of no more than 15 dwellings. Developments showing that the affordable housing is in clusters of more than 15 and/or not well integrated into the site will not be accepted (SP16).
- a detailed schedule of accommodation which contains details of the net internal floor area and bedrooms for each plot
- how the affordable housing units are to be managed, allocated and let to meet need (where this involves a registered provider (RP) and agreed heads of terms have been reached, their details should be provided)
- details as how the affordable homes will remain affordable in perpetuity.

For outline applications, where it is not possible to specify the affordable housing provision in detail, a statement of intent should be submitted outlining how affordable housing is intended to be provided and whether the site will comply with the provisions set out in the [West Suffolk Council affordable housing supplementary planning document](#)

An affordable housing mix should be requested from housing.development@westsuffolk.gov.uk to make sure provision on site matches needs. If the proposed mix on site does not meet need, the Housing Strategy Team will be unable to support the planning application.

Where the proposal is in the countryside (SP21) outside a defined settlement boundary or a rural exception site (SP18), the affordable housing statement should also include:

- evidence that the proposal would meet a proven need as demonstrated in a local housing needs assessment
- evidence that the affordable housing provided will be made available to people in local housing need at an affordable cost for the life of the property.

Please note: Where a site is required to make an affordable housing contribution, it is recommended that developers approach registered providers early, to ensure the correct assumptions are included in their financial appraisals. Once a S106 agreement is signed, a variation may not be considered for five years. A list of active registered providers can be obtained from housing.development@westsuffolk.gov.uk.

1.2 When is it required?

An affordable housing statement should be submitted with every planning application on all housing developments of 10 or more dwellings, or where the site has an area of 0.5 hectares.

Policy SP16 requires the provision of affordable housing on all sites of 10 or more dwellings (net) **or** 0.5 hectares with the following targets:

- 40 per cent onsite affordable housing provision on greenfield sites of 10 or more (net) dwellings
- 30 per cent onsite affordable housing provision on brownfield sites of between 10 or more.

This policy will apply to all types of residential development including conversions and changes of use.

1.3 More information

- Full details regarding the delivery of affordable housing can be found in the [West Suffolk Council affordable housing supplementary planning document](#).

2. Air quality assessment

2.1 What is it?

The assessment should indicate the potential change in air quality resulting from the development and outline mitigation measures as necessary. Reference should be made to the Environmental Protection UK and Institute of Air Quality Management document Land-Use Planning and Development Control: Planning for Air Quality (2015) for initial guidance on when an air quality assessment will be required, and where it is considered necessary, the West Suffolk Environment Team should be contacted to confirm the scope of any assessment.

2.2 When is it required?

This is required where development proposals could impact upon local air quality, are located within or close to air quality management areas (AQMA's) or where there are proposed potential harmful emissions to air. The emissions could be generated by the proposed development (for example new industrial development) or as a consequence of anticipated significant new numbers of vehicular movements.

2.3 More information

- [GOV.UK - Air quality – How detailed does an air quality assessment need to be?](#)

- [IAQM \(Institute Of Air Quality Management\) - Guidance](#)
- [Legislation.gov.uk - The Air Quality \(England\) Regulations 2000](#)

3. Biodiversity net gain information

3.1 What is it?

Biodiversity net gain is a way of enhancing biodiversity by requiring development to have a positive impact ('net gain') on biodiversity.

In England, biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021). This statutory framework is referred to as 'biodiversity net gain' to distinguish it from other or more general biodiversity gains.

3.2 When is it required?

Biodiversity net gain is a legal requirement and must be provided for all non-householder planning applications.

There are a number of exemptions to the mandatory obligation to provide biodiversity net gain as part of new developments. These exemptions can be found on the GOV.UK website ([GOV.UK - Understanding biodiversity net gain](#)).

Any application where 'significant' on-site enhancements are proposed should also provide:

- draft post-development biodiversity value of the on-site habitat including the completed metric calculation tool
- draft habitat management and monitoring plan
- heads of terms for Section 106 Agreement, if required (for example for monitoring)

Any application where developer led offsite habitat is proposed should also include:

- draft statutory metric for the offsite habitats including pre and post development biodiversity value
- draft habitat management and monitoring plan
- heads of terms for section 106 Agreement. An agreement would need to secure the site and the management and monitoring for 30 years to enable the offsite habitat to be registered on the national register, and monitoring fee.

3.3 More information

- [GOV.UK - Understanding biodiversity net gain](#)
- [GOV.UK - Statutory biodiversity metric tools and guides](#)
- [GOV.UK - Calculate biodiversity value with the statutory biodiversity metric](#)

- Details of all exceptions to the mandatory requirement to provide biodiversity net gain can be found at: [GOV.UK - Biodiversity net gain: exempt developments](#)
- [Legislation.gov.uk - Environment Act 2021](#)

4 Biodiversity, ecology, protected species survey and report

4.1 What is it?

It is a report prepared by a qualified ecologist about the potential or likely impacts of the development upon biodiversity interests, including designated sites, habitats and protected species (for example bats or great crested newts). The report should identify works or strategies to avoid, mitigate or as a last resort compensate for the direct and indirect impacts of development upon the biodiversity interests of the site. The report is prepared following desktop and ecological survey of the development site, in some cases including detailed surveys of habitats or protected species.

4.2 When is it required?

Where a proposed development may have possible impacts on wildlife and biodiversity (for example affecting hedges, trees, ponds, watercourses or landscaping including development close to these), information should be provided on existing biodiversity interests and possible impacts on them (both positive and negative) to allow full consideration of those impacts. The impact may be on nationally or locally important species or habitats and may arise as a result of even small-scale householder development.

The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines and methods where available.

The Suffolk Biodiversity Information Service should be used to check whether a proposed application site is within many of the zones and international, national and local designations referred to above.

Details of locally designated nature conservation sites and records of protected and priority species are available from [Suffolk Biodiversity Information Service \(SBIS\)](#).

4.3 More information

- [GOV.UK - Protected species and development: advice for local planning authorities](#)
- [GOV.UK - Natural environment](#)
- [GOV.UK - National Planning Policy Framework](#)
- Details of locally designated nature conservation sites and records of protected and Priority species are available from [Suffolk Biodiversity Information Service \(SBIS\)](#)

- [Chartered Institute of Ecology and Environment Management \(CIEEM\) - Guidelines for Preliminary Ecological Appraisal \(GPEA\)](#)
- [CIEEM - Guidelines for Ecological Impact Assessment \(EcIA\)](#)
- [SBIS - Suffolk Biodiversity Validation Checklist](#)
- [SBIS – Sharing ecological data - Data search form](#)
- [UKHab – UK Habitat Classification](#)
- [Suffolk Wildlife Trust](#)

5. Community facilities statement

5.1 What is it?

It is a statement required for planning application proposals which would involve the loss of a community facility or services which support a local community to an alternative use. The statement should address the requirements of policy LP19 of the West Suffolk Local Plan.

5.2 When is it required?

Where proposals would result in the loss of a community facility or service which supports a local community.

Community facilities may include shops (which have a floorspace of less than 280 square metres), pubs, post offices, health care facilities, community centres, village halls, places of worship, cemeteries, schools and other educational facilities.

5.3 More information

- Policy LP19 and Annex J of the [West Suffolk Local Plan](#)

6. Daylight and sunlight assessment

6.1 What is it?

An assessment that provides information to enable the local planning authority to assess the impact of new built development upon adjacent properties or buildings with regard to sunlight and daylight availability to windows and sunlight availability to open spaces and gardens. Shadow paths should be demonstrated on a block plan (to an appropriate scale) showing the adjacent properties in relation to the proposed development.

6.2 When is it be required?

Where new built development (including extensions) is proposed close to existing built development, close to boundaries or where it might affect a private garden or public open space.

6.3 More information

- BRE Site Layout Planning for Daylight and Sunlight (2011) (Available for purchase only)

7. Flood risk assessment

7.1 What is it?

It is an assessment to demonstrate to the decision-maker how flood risk will be managed now and over the development's lifetime, taking climate change into account, and with regard to the vulnerability of its users.

7.2 When is it required?

The requirements for submitting flood risk assessments with planning applications are set out in Government planning guidance – [GOV.UK - Flood risk assessments: applying for planning permission.](#)

7.3 More information

- Government planning guidance – [GOV.UK - Flood risk assessments: applying for planning permission](#)
- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#)

8. Flood risk sequential or exception test information

8.1 What is it?

The sequential test ensures that a sequential, risk-based approach is followed to steer new development to areas with the lowest risk of flooding, taking all sources of flood risk and climate change into account.

8.2 When is it required?

In areas vulnerable to flooding from all sources (including ground water and surface water sources) unless certain circumstances or exceptions apply (see relevant paragraphs within the national planning policy guidance).

8.3 More information

- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#)

9. Geodiversity survey and assessment

9.1 What is it?

It is the assessment of likely impacts of development upon sites and locations designated or likely to be of interest for their geodiversity (earth materials).

9.2 When is it required?

A geodiversity survey and assessment report will be required to validate an application:

- when a development is likely to impact upon the geodiversity of a site that has been designated for its geodiversity interest, including sites of special scientific interest and county geodiversity sites, or
- when a development site is greater than five hectares in area and is located within a minerals consultation area, or
- the development site is within the safeguarding distance of any existing or proposed minerals or waste sites which are safeguarded by the Suffolk Minerals and Waste Local Plan.

9.3 More information

- [Suffolk County Council - Suffolk minerals and waste plan](#)
- [Geo-Suffolk – Geology and Sites](#)

10. Habitats regulations assessment information (HRA)

10.1 What is it?

HRA is a process that decision-makers must use to assess the likely significant effects of plans and projects on 'European sites', (which includes 'European Marine Sites' and 'RAMSAR' sites). The purpose of HRA is to assess impacts to and provide protection for such sites, with the aim of conserving natural habitats and wild flora and fauna.

Impacts to these sites can arise directly from the physical form of the development or from its construction, operation or decommissioning. Furthermore, indirect impacts to European sites can arise from new developments, including increased pollution within the European sites (from increased traffic movement for example) or increased demand for recreational activity at locations, routes or areas within the European Sites.

10.2 When is it required?

a. Direct impacts

Most new development at sites located within a designated European site will require a project level HRA. Some species within a designated site can be impacted by new development located close to but outside the designation.

Many development types at sites which are located close to but outside a European site will require a project level HRA. More details are set out in Policy SP11 of the adopted West Suffolk Local Plan.

If your development site is within one of these areas or if you are unsure, it is strongly advisable to engage with the council during the pre-application phase in order to avoid potential delays during the planning application submission and determination stages.

b. Indirect impacts

Policy SP11 of the adopted local plan states that all new development which would result in a net increase in dwellings that would be likely to increase recreational pressure on any European or nationally designated site for nature conservation, will be required to demonstrate that adequate measures are put in place to avoid or mitigate potential adverse effects.

More details of the adequate measures are set out in policy SP11 of the West Suffolk Local Plan.

10.3 More information

- [Legislation.gov.uk - The Conservation of Habitats and Species Regulations 2017](https://www.legislation.gov.uk/ukreg/2017/1112/contents/made)
- [GOV.UK - National Planning Policy Framework](https://www.gov.uk/government/policies/national-planning-policy-framework)
- [GOV.UK - Planning practice guidance](https://www.gov.uk/government/publications/planning-practice-guidance)
- [West Suffolk Local Plan](#) Policy SP11 and supporting text
- [West Suffolk Recreational Disturbance Avoidance and Mitigation Study](#)

11. Health impact assessment

11.1 What is it?

A health impact assessment (HIA) is a systematic process used to predict the potential health effects of a proposed development or policy on a population. It aims to identify both the positive and negative impacts on health and well-being, allowing decision-makers to maximize benefits and minimize harm. HIAs consider factors beyond just physical health, including social, economic, and environmental aspects that influence overall well-being.

The council has produced guidance for the preparation of an HIA. More details are provided below.

11.2 When is it required?

For major planning applications proposing 100 or more dwellings or five hectares or more of mixed use or non-residential development that are expected to have significant health impacts, excluding minerals and waste sites.

11.3 More information

- West Suffolk – Health Impact Assessment guidance (will be available on our [Supplementary planning guidance](#) webpage when the advice is adopted by the council).

12. Heritage statement or heritage impact assessment

12.1 What is it?

A heritage statement, also known as a heritage impact assessment, is a document that assesses the significance of a heritage asset and the impact of a proposed development on that asset, including its setting. It is a required part of the planning process for developments that could affect historic buildings, conservation areas, or other heritage sites. A Heritage Statement should aim to understand the asset's importance and justify the proposed changes, ensuring that any potential harm to the asset's significance is avoided or minimised.

A heritage statement should include:

- a description of the significance of any heritage assets affected, including any contribution made by their setting (the relevant historic environment record should be consulted and used to inform the description).
- an assessment of the affected heritage asset(s) using appropriate expertise where necessary to describe the significance of the heritage asset
- an assessment of the impact of the proposal on the significance of the heritage asset and any reasoned justification for the proposal
- where an application site includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest, or where a site has the potential to include heritage assets with archaeological interest, a desk-based archaeological assessment (and where necessary an appropriate level of field evaluation) should be compiled in accordance with paragraph 128 of the NPPF.

12.2 When is it required?

All applications where the development is likely to have an impact on designated or non-designated heritage assets, and/or their setting (identified at pre or post application submission stage) will require a heritage statement. For Householder applications this is likely to be required for:

- works to, or within the curtilage of, a listed building
- works in a conservation area.

Annex 2 (Glossary) of the National Planning Policy Framework (NPPF) defines a heritage asset as 'A building, monument, site, place, area or landscape identified as have a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage assets include designated heritage assets and assets identified by the local planning authority (including local listing).

12.3 More information

- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#)
- [Suffolk County Council – Suffolk Archaeological Service](#)
- [Historic England](#)
- [Find my nearest](#)

13 Horse racing industry impact assessment

13.1 What is it?

It is an assessment of the potential impact of development upon the operation and both private and public infrastructure of the Horse Racing Industry, which based in and around (and outside) of the town of Newmarket.

It should assess the potential impact of the proposed development upon the Horse Racing Industry (whether as a whole or an individual component – for example a horse walk or a stable yard).

Qualifying sites for development might include those not linked to the horse racing industry, but also redevelopment of sites that are linked (or last used in relation to) to the horse racing industry.

An assessment should include mitigation measures to minimise harm (whether direct or indirect, including construction activities) that might arise from the development.

13.2 When is it required?

This is required for all applications where development relates to or is likely to affect the horse racing industry, including sites adjacent to training yards, stud land, horse walks, training grounds and so on and developments that would lead to the loss or significant curtailment of such sites. The requirement for impact assessment includes sites within Newmarket and the surrounding area.

13.3 More information

- [The West Suffolk Local Plan](#) – Please refer to chapter 4.6 in particular.

14 Housing mix and dwelling size and tenure information

14.1 What is it?

It is a statement which demonstrates that all new homes are of the appropriate type and size to meet the current and predicted future housing requirements of the communities in West Suffolk.

14.2 When is it required?

It is required to accompany all planning applications that provide 10 or more new dwellings, including building conversions and subdivision of existing dwellings, as appropriate.

14.3 More information

- [West Suffolk Local Plan](#) Policy SP17 and supporting text
- [Technical Advice Note: Space Standards for Residential Development](#)

15 Joinery, window and door details

15.1 What is it?

Elevational drawings showing proposed windows, doors and their surroundings at a scale of 1:10 and continuous horizontal and vertical cross-section drawings at a scale of 1:2 showing the details of the glazing bars, sills, heads, methods of opening and glazing.

For conservatories, the elevational and cross-sectional drawings (to the scales identified above) must include a continuous horizontal cross-section through windows and doors, and details of the glazing bars, sills, heads, cornice and methods of glazing and opening.

For shopfronts, the elevational and cross-sectional drawings (to the scales identified above) must include details of the glazing bars, sills, heads, fascia, pilasters, stallriser, cornice, method of glazing, shopfront lettering and colour scheme.

Where proposals involve the replacement of existing joinery which contributes towards the significance of an asset, detailed drawings of the existing joinery will also be required together with justification to demonstrate the need for their replacement. This will typically involve a condition survey of the existing joinery to demonstrate they are beyond repair. It is strongly recommended that such proposals are discussed with the council prior to application submission.

It may be possible to agree these details by condition in some instances.

15.2 When is it required?

This is required for all applications which include the replacement of existing, or the provision of new, windows, doors and surrounds, conservatories or shop fronts, within or to heritage assets. The requirement is relevant to applications for planning permission and listed building consent, but a single statement can be submitted where both permission types are required for the works.

15.3 More information

- [Historic England - Modifying Windows and Doors in Historic Buildings](#)
- [Historic England - Traditional Windows: their care, repair and upgrading](#)
- [Historic England - Draught-proofing Windows and Doors](#)

- [Historic England - Energy Efficiency and Retrofit in Historic Buildings](#)
- [Historic England - Repair or Change Windows in an Older Home](#)

16. Land contamination assessment

16.1 What is it?

A land contamination assessment is a report that evaluates the potential for, and impact of, any contamination or potential contamination on a site where development is proposed. It is required to ensure the land is suitable for the intended use and to protect human health and the environment. The assessment typically involves a desk study, site visit, and potentially intrusive investigations to identify potential sources, pathways, and receptors of contamination. If contamination is found or suspected the report should consider the need for site remediation works.

The assessment must be up to date and will typically be considered out of date if more than two years old.

16.2 When is it required?

This is required for all applications resulting in a sensitive end use (for example, new dwellings, schools, playgrounds, playing fields, nurseries, hospitals, allotments) and all applications that involve development on land that is likely to be contaminated as a result of previous or historic uses. For applications of one or two dwellings on existing residential or greenfield sites an environmental search report and West Suffolk Land Contamination Questionnaire are required. Where the proposal is for more than two dwellings, is on a brownfield site or involves the conversion of an agricultural barn then a Phase 1 land contamination report will be required.

16.3 More information

- [GOV.UK - Land affected by contamination](#)
- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#)

17. Landscape and visual impact assessment

17.1 What is it?

A landscape and visual impact assessment (LVIA) is a process used to evaluate the potential effects of a proposed development on the landscape and on views. It helps to identify both positive and negative impacts and informs the design process to mitigate any adverse effects. Essentially, it assesses how a new development might change the landscape and how people will experience those changes visually.

A landscape and visual impact assessment should include:

- a description of the site the landscape context and any relevant planning designations and policies

- evaluation of the landscape sensitivity and the capacity to incorporate the development
- identification and assessment of effect on landscape character and quality
- identification and assessment of visual impact
- measures that would avoid or minimise adverse effects
- where significant adverse effects are unavoidable, consideration of alternatives and why they have been rejected
- methodology of LVIA with reference to best practice guidance.

17.2 When is it required?

Any proposal that, due to its scale or location, is likely to have a significant visual impact will require a landscape and visual impact assessment. This may form part of an environmental statement where a proposal would fall within the guidelines of an environmental impact assessment (EIA) development.

17.3 More information

- [West Suffolk Local Plan](#) Policy SP6 and supporting text
- [Landscapes Character Assessment](#)
- [Landscape Institute - Guidelines for Landscape and Visual Impact Assessment](#) and [Landscape Institute - Technical Guidance Note LITGN-2024-01](#) (both documents available for purchase only)
- [GOV.UK – Guidance: Natural environment](#)
- [Suffolk County Council – Suffolk Landscape Character Assessment](#)
- [West Suffolk Council planning consultation system - Review of local landscape designations](#)

18. Landscaping details

18.1 What is it?

For a planning application, landscaping details generally include proposed planting (trees, shrubs, hedges), surface materials for hard landscaping, any existing trees and other vegetation to be retained, proposed changes in ground levels, and a timeline for implementation and long-term maintenance. These details should be clearly shown on a landscape plan (or plans), often alongside a site or block plan and potentially discussed in more depth as part of a design and access statement.

Details should include:

- proposed planting of trees and shrubs (including locations, species, densities and so on)
- any existing trees and vegetation to be retained

- surface materials for hard landscaping
- any excavations or other changes in ground level
- the timescale for implementation
- proposals for long-term maintenance and landscape management.

18.2 When is it required?

This is required for all applications for development where landscaping is to be undertaken. Applications for outline planning permission, where landscaping is reserved, should include details of a landscape strategy or illustrative details.

18.3 More information

- [GOV.UK – Guidance: Natural environment](#)
- [British Association of Landscape Industries](#)
- [Royal Horticultural Society](#)
- [Landscape Institute](#)

19. Lighting assessment

19.1 What is it?

A lighting assessment evaluates the potential impact of artificial light from a proposed development on the surrounding environment and specific (site specific) sensitive receptors. It ensures that lighting is designed responsibly, minimizing light spillage and pollution and adverse effects on local communities, ecosystems, and/or the night sky.

19.2 When is it required?

A lighting assessment will be required for all applications where the development is likely to result in a material increase in levels of light pollution (for example outside lighting at commercial premises (including residential homes) floodlighting or illumination in the countryside).

19.3 More information

- [GOV.UK – Guidance: Light pollution](#)
- [GOV.UK - Artificial light in the environment](#)
- [Institute of Lighting Professionals - Guidance note: GN01 For the reduction of obtrusive light 2021](#)
- [Bat Conservation Trust - Artificial Lighting Guidance](#)
- [Chartered Institution of Building Services Engineers – Society of Light and Lighting: SLL Code for Lighting \(2022\)](#) (available for purchase only)

- [Chartered Institution of Building Services Engineers – Society of Light and Lighting: LG06 The exterior environment \(2016\)](#) (available for purchase only)
- [Chartered Institution of Building Services Engineers – Society of Light and Lighting: G15 Transport buildings \(2017\)](#) (available for purchase only).

20. Marketing assessment

20.1 What is it?

A marketing assessment, in the context of a planning application, is a report that demonstrates a thorough attempt to sell or lease a site or premises before seeking planning permission for a change of use or redevelopment. It is a crucial part of the planning application process, particularly where a planning proposal would involve the loss of an employment site or building used for business, community, social or recreational purposes.

The council, as a minimum, will expect the applicant to meet the following requirements (as set out at appendix J to the West Suffolk Local Plan):

- The use of a reputable local or national agent, with a track record of selling or letting employment or community land for its respective use.
- Evidence of a visible letting and/or sale advertising board on the property or site throughout the entire marketing period.
- Marketing materials being published on an agreed online property database, which advertises land and properties for letting or sale.
- Evidence of a minimum of 12-months of marketing must be demonstrated, showing the marketing has been continuous and began when the letting board has been placed on the property as described above and has been advertised online.
- The marketing materials must only be advertised for the existing lawful use and should not include reference to potential other uses that are unrelated to the existing lawful use unless they are for a use which accords with policies in the development plan and have been agreed with the local planning authority in advance of the marketing commencing.
- The advertised rental or sale price should be reasonable, evidenced with market rents within the local area and condition of the property. This price should not include any possible uplift in value from potential alternative uses that would require planning permission. The advertisement may be subject to an independent review to ensure the rental or sale price is reasonable.
- The lease terms should be attractive to the market. Flexible terms should also be considered that would accommodate the needs of potential occupiers.
- A commentary on the number of enquiries made on the property or land, including details on the number of viewings, the advertised rent at the time of enquiry, details of the enquirer and the reasons given for why interest was not pursued to buy or let the property must be provided.

- In the case the property is in use, evidence would be required to demonstrate the tenant's intent to vacate the property. Marketing can commence from notice of tenant's intention to vacate the property

20.2 When is it required?

This is required for those applications that involve:

- development resulting in the loss or change of use of land designated as a general employment area, rural employment area mixed use allocation to a use not permitted within the allocation
- development resulting in the loss of an existing business or employment use which is not designated on the policies map
- the loss or change of use of a community facility or services which support a local community (or building last used for such purposes)
- the conversion of a redundant (non-residential) building at a countryside location to a residential use (one or more dwellings)
- any application that involves or consists of the loss of a designated or non-designated heritage asset, on the grounds of redundancy. It is strongly advised that these types of proposals are discussed with officers at pre-application stage where More advice relating to marketing requirements can be discussed.

20.3 More information

- [West Suffolk Local Plan](#) Including Appendix J

21. Noise impact assessment

21.1 What is it?

A noise impact assessment (NIA) is a report that evaluates the potential noise-related effects of a proposed development on the surrounding environment and/or potential noise impacts to a proposed development. It assesses both the noise generated by the development itself and the noise levels that future end users might be exposed to, particularly in areas near existing noise sources like roads or industrial sites. The assessment is typically required by local planning authorities to ensure the development doesn't negatively impact nearby residents or businesses during both construction and operational phases and that it meets relevant noise standards.

21.2 When is it required?

This is required for all new development which may involve a noise generating activity to surrounding areas or be sensitive to existing sources of noise in the area. This is particularly the case where a proposal would be close to existing sites or uses that may be particularly impacted by the proposed development and for any development for sensitive use (such as new dwellings) situated close to an existing noise generating activity (such as air bases, industrial estates or sites, retail parks and trunk roads or other busy roads).

Applicants are advised to contact the Public Health and Housing Team to discuss the scope of any noise report submitted.

21.3 More information

- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#) (noise)
- [GOV.UK - Noise Policy Statement for England](#)
- [Institute of Acoustics - Professional Practice Guidance on Planning and Noise – New Residential Development- May 2017](#)
- British Standard - BS 4142:2014+A1:2019 - Methods for rating and assessing industrial and commercial sound (available for purchase only).
- British Standard - BS 8233:2014 - Guidance on sound insulation and noise reduction for buildings (available for purchase only).
- British Standard - BS 5228-1:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites - Part 1: Noise (available for purchase only).
- British Standard - BS 5228-2:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites - Part 2: Vibration (available for purchase only).

22. Odour impact assessment

22.1 What is it?

An odour impact assessment (OIA) is a report that evaluates the potential impact of odorous emissions from a proposed development on surrounding areas, or conversely, the potential impact of existing odorous sources on a proposed development.

22.2 When is it required?

An odour assessment will be required when a new development is proposed that may produce odorous emissions, for example a commercial kitchen, hot food takeaway shop or waste treatment facility. An assessment will also be required where sensitive new development is proposed near an existing odorous site, like a residential area near to a farm, industrial estate or foul water recycling centre.

22.3 More information

- [Environment Agency - H4 Odour Management](#) guidance
- [Institute of Air Quality Management - Guidance on the assessment of odour for planning](#) – July 2018

23. Open space assessment

23.1 What is it?

An open space assessment for a planning application evaluates the impact of a proposed development on existing or planned open spaces within a local area, ensuring the project aligns with local and national open space policies. It assesses the quantity, quality, and accessibility of open spaces, considering their contribution to the environment, recreation, and public wellbeing.

Where new residential development is proposed, the assessment should provide details of the open space to be provided in relation to the number and type of dwellings proposed with reference to relevant planning policies and other relevant guidance.

Where development is proposed on existing open space, the assessment should demonstrate that the land or buildings are no longer required for that purpose, are not economically viable and there is no local demand for the land or buildings, or that the facilities have been replaced in the vicinity and would still serve the needs of the existing users and/or catchment.

23.2 When is it required?

Proposals which include a requirement to provide accessible open space including play areas, formal sport and/or recreation areas, allotments, amenity areas and (where appropriate) indoor sports facilities

Development which will result in the loss of existing amenity, sport or recreation open space or facilities

23.3 More information

- [GOV.UK National Planning Policy Framework](#) – Chapter 8
- [GOV.UK - Planning practice guidance](#) (Open space, sports and recreation facilities, public rights of way and local green space)
- [West Suffolk Local Plan](#) – Policy LP21
- [West Suffolk Open Space Assessment Report December 2021](#)
- [West Suffolk Council Sports Facilities Assessment March 2022](#)
- [West Suffolk Council Playing Pitch and Outdoor Sports Facilities Assessment February 2022](#)

24. Parking statement

24.1 What is it?

A parking statement is a document that explains the parking provision for a proposed development and demonstrates how it complies with local parking policies and provides justification for the proposed parking arrangements. In certain circumstances (for example where parking provision within a proposal varies significantly from the

local parking standards) the parking statement will assess the impact of the development on parking in the surrounding area.

24.2 When is it required?

This is required for all development where there is an increase in number of dwellings or bedrooms or for new commercial units requiring parking areas. It should clearly indicate the proposed parking spaces. For smaller developments (including householder developments that provide additional bedrooms or loss of parking spaces) or where proposals comply with local parking standards, the parking information may be included on the existing and/or proposed block plan without the need for an accompanying written statement.

24.3 More information

- [Suffolk County Council – Parking guidance](#)
- [West Suffolk Local Plan](#) – Policy LP44

25. Planning statement

25.1 What is it?

A planning statement is a document submitted with a planning application that explains the rationale and justification for a proposed development, demonstrating how it complies with planning policies and contributes positively to the area. It essentially sets the context and need for the development, aligning it with relevant national, regional, and local planning policies.

If a planning application proposes development that departs from the development plan or is contrary to certain policies of the plan, the planning statement is also an opportunity for the applicant to explain their rationale for their proposals and to set out the reasons why they believe the proposals should be considered favourably.

A planning statement should:

- detail how the proposal has taken account of national and local planning policy
- identify the context for the development and why the site has been chosen
- detail the intensity and type of use and who the users would be
- detail any consultation that has taken place with the local authority, statutory consultees or wider public and the feedback from that consultation (where this has not been incorporated as a separate statement of community involvement)

It may also include details of consultations with the local planning authority, the wider community and the statutory consultees that have been undertaken prior to submission of an application (a statement of community involvement may be incorporated into the planning statement where appropriate).

Various other local validation information requirements set out in this document could be incorporated into a planning statement. If this is the case, the document should be titled and written in a way that it is clear what information is included within it. For

example, if a heritage statement is to be incorporated into the planning statement, it would be helpful if the document is titled 'Planning and Heritage Statement'.

25.2 When is it required?

This is required for all applications where the context and justification for a proposed development needs to be demonstrated. This will include applications for major development (including allocated sites within the West Suffolk Local Plan), proposals for change of use, developments which are complex or engage several development plan policies. Proposals which do not accord with the development plan should also be accompanied by a planning statement.

25.3 More information

- [West Suffolk Local Plan](#)
- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#)

26. Plant and equipment details and assessment

26.1 What is it?

This is a statement which sets out the details of any plant and/or equipment that is required for the operation of a development. The information will include an assessment of the impacts of the plant or equipment in relation to noise, odour, vibration and other amenity considerations.

26.2 When is it required?

Proposals which include commercial kitchens, including hot food takeaway establishments where kitchen extraction equipment is required. Proposals that require external plant for heating or cooling. Proposals for commercial development (including change of use proposals) where equipment will be operated within or outside of a building. Proposals which include the use or operation of generators.

27. Refuse storage and collection strategy statement

27.1 What is it?

A refuse statement for a planning application details how a development will manage waste storage and collection. It is a crucial document for planning applications that propose new dwellings or major commercial developments, ensuring that refuse vehicles can access and manoeuvre safely within the site.

The statement should include:

- clear diagrams and plans, indicating bin storage areas and collection points (with drag distances annotated), Kerbside collections should be indicated where possible

- where private roads or private drives are included a demonstration that a collection vehicle can access the bin collection points from the adopted (or adoptable) highway
- full details of bin housing or stores which must be to be built for capacity to allow food waste, domestic and recycling bins collections. Bin sizes should also be stated.
- the location of bins within public open spaces and/or communal play spaces, including proposals for management (emptying) and maintenance of the bins.

27.2 When is it required?

All applications for new dwellings or new commercial development (including change of use) should provide details of bin storage, collections points and drag distances. This may be included on a block or layout plan where appropriate.

27.3 More information

- [GOV.UK - Guidance on the control of odour and noise from commercial kitchen exhaust](#)

28. Reserved matters statement

28.1 What is it?

A reserved matters statement, in the context of planning applications, details the specific aspects of a development that were not addressed in an outline planning permission. These details, often include the appearance, landscaping, layout, scale, and access of a development and/or site where these have been 'reserved' for later determination following the grant of an outline planning permission.

The reserved matters statement should explain which reserved matters are included in the submission and how that relate to the details included as part of the related outline planning permission. The reserved matters statement should, where relevant, also explain how the requirements of planning conditions attached to the outline planning permission have been incorporated into the reserved matters details.

28.2 When is it required?

A reserved matters statement should accompany all applications for approval of reserved matters following the granting of an outline planning permission.

29. Retail or leisure impact assessment

29.1 What is it?

A retail or leisure impact assessment is a report that evaluates the potential effects of a proposed retail and/or leisure development on existing town centres. It assesses how the proposed development is predicted to impact upon the vitality and viability of nearby town centre areas. This assessment is crucial to understand the potential consequences of development and ensure it aligns with local and national planning policies.

Any assessment should include:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

29.2 When is it required?

An assessment is required for developments that include the creation of retail or leisure floor space greater than **280 square metres** outside a defined town or local centre.

An up-to-date sequential test should consider whether there are any sequentially preferable sites that exist and should assess such sites in terms of availability, suitability and viability.

29.3 More information

- [West Suffolk Local Plan](#)
- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#) – Town centres and retail
- [West Suffolk Retail and Main Town Centre Uses Study](#) (May 2022)

30. Relevant plans

30.1 What is it?

Relevant Plans are plans and drawings, in addition to the plans required by national validation requirements that illustrate and explain the proposed development, the redeeming features of the site, its connections and other existing or proposed development and other key features in the vicinity.

The following plans and drawings are relevant:

- Site location plan (a national requirement) - Ordnance Survey based at a scale of 1:1250 or 1:2500. The application site must be outlined in red and all other land controlled by the applicant outlined in blue.
- Existing site plan (sometimes termed a block plan or layout plan) - drawn to a recognised scale of 1:100 – 1:200 or 1:500, as appropriate.
- Proposed site plan (sometimes termed block plan or layout plan) - drawn to a recognised scale of 1:100 – 1:200 or 1:500, as appropriate.
- Existing and proposed cross section and site levels

- Existing and proposed floor plans – drawn to an appropriate scale (usually 1:50 or 1:100) with annotations.
- Existing elevations - drawn to an appropriate scale (usually 1:50 or 1:100). These are required where an existing building is to be extended altered or demolished.
- Proposed elevations - drawn to an appropriate scale (usually 1:50 or 1:100).
- Proposed roof plans - The roof plan should show the shape of the roof at an appropriate scale, usually 1:50 or 1:100.

Plans should show a north direction (site or layout plans) and a scale bar or metric measurements. The site location plan and existing/proposed site plans (block plans) should show all site boundaries and any adjacent properties, roads and footpaths.

The drawings required to accompany the planning application will be dependent upon the scale and nature of the proposals included in the submission.

30.2 When is it required?

The need for the different types of plans listed above will vary depending upon the nature and scale of the development proposed. The requirement for plans should be discussed with the case officer as part of the pre-application advice service.

30.3 More information

- [GOV.UK - Planning practice guidance](#) – Making an application (then Plans and drawings)

31. Statement of community involvement

31.1 What is it?

A statement of community involvement (SCI) is a document that outlines how the applicant engaged with the local community during the development of their proposals. It details the methods and procedures used to involve the public in the development of the planning application, ensuring transparency and allowing for community input. This involvement can range from informing the community about the proposal to actively seeking their feedback and addressing their concerns.

31.2 When is it required?

Large Scale Major applications should be accompanied by a statement of community engagement demonstrating that a community involvement exercise has been undertaken and that the views of the local community have been taken into account in the formulation of the development proposal.

32. Structural survey

32.1 What is it?

A structural survey, when required for a planning application or an application for listed building consent, is a report assessing the structural integrity of a building. It is

usually prepared by a structural engineer or a building surveyor. The survey identifies any defects, potential problems, or necessary repairs related to the building's structure, such as cracks in walls, foundation issues, or roof problems.

A structural survey submitted in relation to a heritage asset (designated or otherwise) must include an extensive photographic survey detailing the current structural condition, and, where applicable, a schedule of repairs necessary to make the building structurally sound.

32.2 When is it required?

A structural survey is required for applications that affect the structural integrity of the building and involve;

- the substantial conversion, demolition, extension or alteration of a listed building
- the conversion of a former agricultural building to a new use
- the demolition (including any part demolition) of a non-designated heritage asset.

32.3 More information

- [Royal Institution of Chartered Surveyors - Building Surveying Standards and Guidance](#)
- [Institution of Structural Engineers](#)

33. Sustainability statement

33.1 What is it?

A sustainability statement is a document which demonstrates how the development included in the application will prevent and minimise any adverse effects on the climate caused by the construction and ongoing operation of the development.

There are several policies in the adopted West Suffolk Local Plan which seek to address the causes and symptoms of climate change. The sustainability statement should address and respond to these policies.

The council's climate change guidance note should be used to influence the development and to prepare the sustainability statement. The guidance note includes several checklists relating to different scales and types of development. It is recommended that the checklists are used to guide the content of sustainability statements or for smaller developments (householder development for example) these could be completed and submitted with planning applications.

33.2 When is it required?

A Climate Change Statement should accompany all planning application proposals which include new development and/or change of use.

33.3 More information

- [West Suffolk Local Plan](#) - Chapter 1 Policies SP1, LP1, LP2, LP5 and LP6
- [Climate Change and Sustainable Building Planning Advice Note](#)
- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#) – Climate Change

34. Sustainable drainage strategy

34.1 What is it?

A sustainable drainage strategy (SuDs) outlines how to manage surface water runoff from a development site to minimize flood risk and improve water quality. It is a crucial component of many planning applications, particularly for new buildings, extensions, and developments impacting larger areas of hard surfacing. The strategy should demonstrate how the development will manage water in a way that mimics natural drainage processes.

SuDs measures must be shown on all 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 for example, those which enhance biodiversity or improve water quality. Details should be submitted that include any soakage test results and calculations, drainage, design layout and calculations, proposals for protection of SuDs and watercourses during construction, details of adoption and maintenance.

Suffolk County Council are a key consultee of any planning application which requires a bespoke surface water drainage system. Their requirements for planning applications are set out at Appendix A to the Suffolk Flood Risk Management Strategy.

34.2 When is it required?

The sustainable drainage systems (SuDs) proforma is required for all applications for major development (defined as development of ten or more dwellings (or 0.5 hectares for residential development where the number of dwellings is unknown) for the creation of more than a 1,000 square metres of floor space and where the site is greater than one hectare).

34.3 More information

- [Suffolk County Council - Guidance on development and flood risk](#)
- [Suffolk Flood Risk Management Partnership - Suffolk Flood Risk Management Strategy](#)
- [Suffolk County Council - Flood management in Suffolk](#)

35. Telecommunications report

35.1 What is it?

A telecommunications statement is a document that outlines the details of proposed telecommunications infrastructure, explaining its purpose, design, and potential impact on the surrounding area. It also considers potential to share infrastructure with other telecommunications providers and sets out the alternatives considered to the site/infrastructure proposed in the applications. The statement will help to ensure that telecommunications related developments meet necessary standards and minimize any negative effects on the environment and community.

35.2 When is it required?

A telecommunications statement should accompany planning application proposals for (or which include) telecommunications equipment or infrastructure.

36. Transport statement or transport assessment

36.1 What is it?

A transport assessment (TA) and a transport statement (TS) are documents submitted with planning applications to assess the potential impact of a proposed development on the transportation network. A TA is a comprehensive evaluation, while a TS is a concise assessment for developments with less significant transport implications. Both aim to ensure developments integrate well with existing transport infrastructure identify necessary mitigation measures and promote sustainable travel options.

It should include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangement for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

For larger scale development proposals, the assessment should illustrate accessibility to the site by all modes of transport, and the likely split of journeys to and from the site across such forms of transport.

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.

36.2 When is it required?

This is required for all developments that are likely to generate significant amounts of pedestrian and vehicular movement. If you are not sure, you should discuss your proposals, including the need or otherwise for a Transport Assessment, with the Council prior to submitting a planning application.

Assistance for considering when transport assessments are required can be found in [GOV.UK - Planning practice guidance](#) – Travel Plans, Transport Assessments and Statements - (Paragraph: 013 Reference ID: 42-013-20140306 in particular).

36.3 More information

- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#) – Travel Plans, Transport Assessments and Statements

37. Travel plan

37.1 What is it?

A travel plan for a planning application is a document that outlines how a new development will manage and encourage long-term sustainable transportation, aiming to reduce reliance on single-occupancy vehicles and mitigate the development's impact on traffic and the environment.

37.2 When is it required?

This is required for all applications where the proposed development is likely to generate significant traffic movements and have significant transport implications.

37.3 More information

- [GOV.UK - National Planning Policy Framework](#)
- [GOV.UK - Planning practice guidance](#) – Travel Plans, Transport Assessments and Statements
- [Suffolk County Council - Residential Travel Plan Guidance \(2025\)](#)
- [Suffolk County Council - Work place travel plans](#)
- [Suffolk County Council – Suffolk Travel Plan Monitoring Framework for Workplace and Residential Developments](#)

38. Tree survey or arboricultural impact assessment

38.1 What is it?

An arboricultural impact assessment (AIA) is a report that evaluates the potential impact of a proposed development on trees, and vice versa. It helps determine if a development can co-exist with existing trees and if any modifications are needed to protect trees during and after construction.

A tree survey accurately plots the stem, canopy spread and root protection area of all trees within and overhanging or close to the site.

38.2 When is it required?

This information is required where trees are on or adjacent to the proposed development site including unprotected trees, trees protected by tree preservation orders and trees located in designated conservation areas.

38.3 More information

- British Standard 3998:2010 – Tree work – recommendations a concise guide (purchase only)
- British Standard 5837:2012 - Trees in relation to design, demolition and construction (purchase only)
- [GOV.UK - Planning applications affecting trees and woodland](#)