

NORWICH CITY COUNCIL VALIDATION REQUIREMENTS

Introduction

Supporting information is required to be submitted with all planning applications. The following lists show national and local validation requirements for information required to be submitted with planning and other applications. Further general guidance on application validation can be found within the [National Planning Practice Guidance](#).

For environmental impact assessment (EIA) development an environmental statement (ES) may be required and some of the documents may become part of the ES. Where development exceeds the thresholds within schedules 1 or 2 of the [EIA Regulations](#) further advice should be taken from council officers.

The information submitted should be in line with the type, scale and size of the proposal. The council will not seek information unreasonably if it is not essential for the determination of the application, but it cannot validate applications when key information is missing. If it becomes apparent after registration that an application is invalid and further information is required to determine it, the authority will invalidate the application until the relevant information is submitted.

The validation requirements deal with each type of application separately. Initially please select the type of application you wish to submit below. Further information and links for each type of document are available by selecting the document heading.

Please select the type of application you wish to submit:

HOUSEHOLDER DEVELOPMENT (alterations and extensions to residential dwellings)	CHANGE OF USE (where no physical/operational development is proposed)
FULL PLANNING APPLICATION	OUTLINE PLANNING APPLICATION
RESERVED MATTERS APPLICATION	ADVERTISEMENT APPLICATION
LISTED BUILDING APPLICATION	CERTIFICATE OF LAWFUL USE OR DEVELOPMENT (existing or proposed)
VARIATION OF CONDITION AND MINOR-MATERIAL AMENDMENTS	NON-MATERIAL AMENDMENT
PRIOR NOTIFICATION TELECOMMUNICATIONS	PRIOR NOTIFICATION PROPOSED DEMOLITION
PRIOR NOTIFICATION LARGE EXTENSIONS TO DWELLINGS	PRIOR NOTIFICATION CHANGE FROM OFFICES TO RESIDENTIAL
PRIOR NOTIFICATION CHANGE OF USE TO A SCHOOL	DISCHARGE OF CONDITION DETAILS OR CONFIRMATION OF COMPLIANCE WITH CONDITIONS

Latest update

Last updated February 2024 with additional requirement for applications for all development resulting in overnight accommodation to provide a completed Norfolk Nutrient Budget Calculator, and for relevant applicants to be submitted with Biodiversity Net Gain information amongst other minor amendments.

General guidance on the submission of planning applications

In order to promote the timely and accurate registration of planning applications, applications should be submitted in either electronic or hard copy format and not a mix of the two. For applications submitted in paper, the council only requires one copy of each document to be submitted. Electronic applications can be submitted online via the planning portal at <https://www.planningportal.co.uk/> (with the exception of certain application types not currently available for online submission via the planning portal). Applications can be submitted directly to the council via email to planning@norwich.gov.uk but please keep file and email size to a minimum. We encourage use of online file transfer sites such as Dropbox and, for larger projects, Microsoft Teams. Please contact us on 01603 989342 to discuss larger applications.

The following guidance should be followed when submitting electronic applications:

- The following file types are acceptable: Images in JPG, TIF, GIF, BMP or PNG file formats; Plans in PDF, TIF or PLT file formats; Text documents in DOC, PDF, TXT and XLS file formats.
- Individual file sizes must be 10Mb or less. Please try to reduce file sizes as much as possible but please do not submit zipped/condensed files. Please contact us on 01603 989342 to discuss arrangements for the submission of applications containing files exceeding 10Mb after attempted reductions. Further guidance from the Planning Portal is available [here](#).
- Please ensure that file names reflect the drawing/document reference number/title and paper size.
- All plans and drawings must be drawn to an identified scale and configured correctly to enable online measuring.
- All plans and drawings must clearly contain a scale bar, the paper size and scale (E.G 1:200 at A3).
- Scanned plans must preserve the scale of the original. Photographs of plans are not acceptable.
- Revised drawings or documents must be given a new plan reference number/title to clearly highlight an amended version.

VALIDATION REQUIREMENTS

HOUSEHOLDER DEVELOPMENT

(alterations and extensions to residential dwellings)

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **Location plan** (usually to a scale 1:1250 or 1:2500) based on an up to date map with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership and a north point. The red line should include all land necessary to carry out the development including land necessary to access the site, servicing and parking areas.
- **Completed ownership certificate** covering all land outlined in red on the location plan (certificate A, B, C or D as applicable located at the end of the application form. A form for serving notice under certificates B and C is available [here](#)). Where development is proposed on the boundary of a property, notice should be served on the adjacent property.
- **The correct fee.**
- **A site plan** at an identified standard metric scale (usually to a scale 1:500 or 1:200) including a north point, the proposed development (including any new boundary treatments or hard surfacing) in relation to the site boundaries and other existing buildings on the site, any affected public rights of way and the position of any existing trees on site.
- **A full set of accurate existing and proposed plans** illustrating the proposals to a standard scale and clearly showing the site in context. Depending on the type and scale of the proposals these are likely to include site and block plans, elevations, sections and roof plans.

LOCAL REQUIREMENTS

The following documents may be required:

- **Flood Risk Assessment** required for:
 - householder developments located within flood zone 2 and/or flood zone 3.
- **Arboricultural (tree) assessment** required for all development proposals which would involve operational development adjacent to existing trees, or include the felling or pruning of trees.
- **Preliminary ecological appraisal** (PEA) required for any householder application which:
 - involves the conversion, removal or replacement of a roof (except where the roof is a flat roof or where the roof already provides usable floorspace)
 - involves the removal of trees or significant vegetation;
 - includes extensions to the property and abuts or is adjacent to a woodland, watercourse or designated wildlife site;
Please note that if the PEA indicates that protected species may be impacted by the proposals, further surveys may be requested prior to determination.
- **Community Infrastructure Levy (CIL) Additional Information Requirement Form** required for all householder development involving an increase in floor space of 100sqm or more.

VALIDATION REQUIREMENTS

CHANGE OF USE

(where no physical/operational development is proposed)

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **Location plan** (usually to a scale 1:1250 or 1:2500) based on an up to date map with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership and a north point. The red line should include all land necessary to carry out the development including land necessary to access the site, servicing and parking areas.
- **Completed ownership certificate** covering all land outlined in red on the location plan (certificate A, B, C or D as applicable located at the end of the application form. A form for serving notice under certificates B and C is available [here](#)).
- **The correct fee.**
- **A site plan** at an identified standard metric scale (usually to a scale 1:500 or 1:200) including a north point, the proposed development (including any new boundary treatments or hard surfacing) in relation to the site boundaries and other existing buildings on the site, any affected public rights of way and the position of any existing trees on site. The plan should include any external areas associated with the property and any changes proposed to the external spaces.
- **A full set of accurate existing and proposed plans** illustrating the proposals to a standard scale and clearly showing the site in context. For the purposes of a change of use these should include existing and proposed floor plans and site plans.

LOCAL REQUIREMENTS

The following documents may be required:

- Completed **nutrient budget calculator** (either the Norfolk Nutrient Budget Calculator or the Natural England nutrient budget calculator) required for any application which creates overnight accommodation. Such development includes, but is not limited to:
 - new homes
 - student accommodation
 - care homes
 - tourism attractions
 - tourist accommodation
 - permitted development which gives rise to new overnight accommodation under the Town and Country Planning (General Permitted Development) (England) Order 2015
 - any development not involving overnight accommodation, but which may have non-sewerage water quality implications.
- **Fire Statement** required for any application which involves:
 - the provision of one or more relevant buildings, or
 - development of an existing relevant building
 - or development within the curtilage of a relevant buildingA “relevant building” is any building which contains two or more dwellings or educational accommodation; and meets the height condition of 18m or more in storey height, or 7 or more storeys. More information can be found [here](#).
- **GIRAMS payment** required for:
 - proposals resulting in a net increase in dwellings (including student accommodation and tourist accommodation) will be required to secure mitigation in the form of a contribution per dwelling. Where a planning obligations statement is not required, this contribution will be secured via a unilateral undertaking. The completed unilateral undertaking is required to validate applicable applications and the amount becomes payable on commencement of an approved development. [Click here](#) to download the unilateral undertaking template to complete and submit with your application. Please refer to [our website](#) for further details of payments for applications for student and tourist accommodation.

- **Main town centre uses sequential assessment** required for:
 - proposals for new main town centre uses (retail, leisure, fitness/sport, office, arts, culture and tourism uses) outside an existing local, district or town centre;
- **Retail or leisure impact assessment** required for:
 - proposals for retail or leisure developments located outside an existing local, district or town centre and which exceed 1,000sq.m.
- **Flood Risk Assessment** required for:
 - developments located within flood zone 2 and/or flood zone 3
- **Preliminary ecological appraisal** (PEA) required for any application which:
 - involves the conversion, removal or replacement of a roof (except where the roof is a flat roof or where the roof already provides usable floorspace)
 - involves the removal of trees or significant vegetation;
 - includes extensions to the property and abuts or is adjacent to a woodland, watercourse or designated wildlife site;

Please note that if the PEA indicates that protected species may be impacted by the proposals, further surveys may be requested prior to determination.
- **Noise impact assessment** required for:
 - any application proposing noise sensitive uses within close proximity to noise generating uses or the late night activity zone;
 - any application proposing noise generating development (this includes uses, plant, machinery or equipment) within close proximity to noise sensitive uses.
- **Air quality assessment** required for:
 - development proposals which would give rise to air-borne emissions including harmful substances, smoke, grit and dust;
 - developments 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.
- **Energy, water and construction statement** required for applications involving the creation of 10 or more new residential dwellings or ≥ 1000 sq.m gross non-residential floorspace.
 - This shall include:
 - a. details of water efficiency measures to be incorporated within the proposals which in the case of residential developments shall detail measures to meet code for sustainable homes level 4 for water efficiency;
 - b. details of how 10% of the sites expected energy requirements will be provided by decentralised renewable or low carbon sources. This shall include:
 - i. details of the renewable or low carbon technologies investigated, those discounted and those selected;
 - ii. details of the estimated annual energy usage of the development (in kWh);
 - iii. details of estimated energy which can be provided from the selected technologies (in kWh).
 - iv. 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 areas should be clearly indicated on the relevant plans);
 - v. an assessment of whether or not there is viable and practical scope for exceeding the minimum percentage of 10%.
 - c. details of the proposed construction including details of how all practical and viable steps have been taken to maximise opportunities for sustainable construction.
- **Transport statements, assessments and interim travel plans** required for all applications which meet one of the thresholds in the table below:

Proposed Use	Transport statement required (figures in gross floor area)	Transport assessment and interim travel plan required (figures in gross floor area)
Retail shops (Class E(a)); financial and professional services (Class E(c)); cafés & restaurants (Class E(b)); Drinking establishments (sui generis); Takeaways (sui generis).	≥ 1000 sq.m if within the City Centre ≥ 500 <1000 sq.m if within or adjacent to an existing distinct or local centre ≥ 250 <800 sq.m if outside a defined centre.	≥ 1000 sq.m if within or adjacent to an existing distinct or local centre ≥ 800 sq.m if outside a defined centre.
Offices or research and development (Class E(g))	≥ 1500 <2500sq.m	≥2500sq.m
Light industrial (Class E(g)); General industrial (B2); Storage and distribution (B8)	≥ 2500 <4000sq.m	≥4000sq.m
Hotels (C1) Residential institutions (C2 and C2A)	≥ 75 <100 bedrooms	≥100 bedrooms
Residential dwellings (C3) Houses in multiple occupation (C4)	≥ 50 <80 units	≥80 units
Hostels not providing significant levels of care	≥ 75 residents	N/A
Health centres and surgeries (Class E(e))	≥ 1000sq.m if within the primary retail area ≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Children's nurseries, day-care centres and educational establishments (Class E(f) or Class F.1(a))	≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Assembly and leisure (Class F.1(b), (c), (d), (e), (f)), other congregational uses	≥ 1000sq.m if within the primary retail area ≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Playing fields, sports pitches, outdoor courts	≥ 3 <5 pitches	≥ 5 pitches
Petrol Filling Stations	N/A	Transport Assessment of movements onto the site is likely to be required.
Other uses not listed above	≥ 1000sq.m	≥ 1500sq.m

- **Statement of community involvement** required for all applications ≥10 dwellings or ≥1000sq.m gross non-residential floorspace.
- **Planning obligations statement** required for all applications involving:
 - >10 dwellings or ≥1,000sqm of residential floorspace
 - This shall include:
 - a. **Draft/Completed S106 agreement or undertaking;** or
 - b. **A statement detailing the obligations to be included in a S106 agreement**

- i. Which shall include at least a GIRAMS payment per dwelling as well as provision for affordable housing unless covered by (c) and;
- c. **A viability assessment** - where a case is made that the full policy compliant percentage of affordable housing is not viable.

VALIDATION REQUIREMENTS

FULL PLANNING APPLICATION

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **Location plan** (usually to a scale 1:1250 or 1:2500) based on an up to date map with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership and a north point. The red line should include all land necessary to carry out the development including land necessary to access the site, servicing and parking areas.
- **Completed ownership certificate** covering all land outlined in red on the location plan (certificate A, B, C or D as applicable located at the end of the application form. A form for serving notice under certificates B and C is available [here](#)).
- **The correct fee.**
- **A site plan** at an identified standard metric scale (usually to a scale 1:500 or 1:200) including a north point, the proposed development (including any new boundary treatments or hard surfacing) in relation to the site boundaries and other existing buildings on the site, any affected public rights of way and the position of any existing trees on site.
- **A full set of accurate existing and proposed plans** illustrating the proposals to a standard scale and clearly showing the site in context. Depending on the type and scale of the proposals these are likely to include site and block plans, elevations, sections and roof plans.
- **Design and access statement, including an assessment of heritage assets, will be** required for:
 - Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1000sqm or more floorspace, or development on a site having an area of 1 hectare or more); or
 - Developments within a conservation area and comprising 1 or more dwellings or the provision of building/s creating 100sqm or more floorspace.
- The following information is required in relation to **biodiversity net gain** for major¹ applications valid from 12th February 2024 onwards:
 - A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, why not (space for this statement can be found on the application form and valid exemptions can be viewed [here](#)); and where development is subject to the biodiversity gain condition;
 - A completed [statutory metric calculation tool](#) which has been filled out in accordance with the [national requirements](#); and
 - A plan drawn to an identified scale showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.
- The following information is required in relation to **biodiversity net gain** for minor² applications submitted from 2nd April 2024 onwards:

¹ For this purpose, major is defined as:

- The erection of 10 or more dwellings, or housing on a site of 0.5 ha or more;
- The erection of a building(s) where the floor spaces is 1,000m² or more; or
- Development on a site of 1 ha or more.

² For this purpose, minor is defined as:

- residential development where the number of dwellings is between 1 and 9, or if this is unknown, the site area is less than 0.5 hectares; or
- commercial development where floor space created is less than 1,000m² or total site area is less than 1 hectare; and
- development that is not the winning and working of minerals or the use of land for mineral-working deposits; and
- development that is not waste development.

- A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, why not (space for this statement can be found on the application form and valid exemptions can be viewed [here](#)); and where development is subject to the biodiversity gain condition;
 - A completed [small sites metric calculation tool](#) which has been filled out in accordance with the [national requirements](#); and
 - A plan drawn to an identified scale showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

LOCAL REQUIREMENTS

The following documents may be required:

- Where development is subject to the biodiversity gain condition a statement should be submitted demonstrating how the person who has completed the metric meets the test of being a competent person. A competent person has the knowledge and skills to perform specified tasks to complete and review biodiversity metric calculations (in the case of a statutory metric) or to complete and review small sites metric calculations (in the case of a small sites metric). The person may have obtained this through training, qualifications, experience, or a combination of them.
- Completed [nutrient budget calculator](#) (either the Norfolk Nutrient Budget Calculator or the Natural England nutrient budget calculator) required for any application which creates overnight accommodation. Such development includes, but is not limited to:
 - new homes
 - student accommodation
 - care homes
 - tourism attractions
 - tourist accommodation
 - permitted development which gives rise to new overnight accommodation under the Town and Country Planning (General Permitted Development) (England) Order 2015
 - any development not involving overnight accommodation, but which may have non-sewerage water quality implications.
- **Fire Statement** required for any application which involves:
 - the provision of one or more relevant buildings, or
 - development of an existing relevant building
 - or development within the curtilage of a relevant building

A “relevant building” is any building which contains two or more dwellings or educational accommodation; and meets the height condition of 18m or more in storey height, or 7 or more storeys. More information can be found [here](#).
- **GIRAMS payment** required for:
 - proposals resulting in a net increase in dwellings (including student accommodation and tourist accommodation) will be required to secure mitigation in the form of a contribution per dwelling. Where a planning obligations statement is not required, this contribution will be secured via a unilateral undertaking. The completed unilateral undertaking is required to validate applicable applications and the amount becomes payable on commencement of an approved development. [Click here](#) to download the unilateral undertaking template to complete and submit with your application. Please refer to [our website](#) for further details of payments for applications for student and tourist accommodation.
- **Archaeological Field Evaluation** required on:
 - sites which are located within the Area of Main Archaeological Interest and are not predominantly occupied by existing buildings (where trial trenching is feasible on areas not covered by buildings i.e. car parks this should take place and be covered by the evaluation);
 - any other sites which have been identified at pre-application stage as having, or having the potential to include, heritage assets with archaeological interest which are not predominantly occupied by existing buildings (where trial trenching is feasible on areas not covered by buildings i.e. car parks this should take place and be covered by the evaluation);

- Sites of 1 hectare or more.
- **Main town centre uses sequential assessment** required for:
 - proposals for new main town centre uses (retail, leisure, fitness/sport, office, arts, culture and tourism uses) outside an existing local, district or town centre;
 - proposals for the extension of a retail or leisure use which exceeds 200sq.m and is outside an existing local, district or town centre.
- **Retail or leisure impact assessment** required for:
 - proposals for retail or leisure developments located outside an existing local, district or town centre and which exceed 1,000sq.m.
- **Energy, water and construction statement** required for applications involving the creation of 10 or more new residential dwellings or ≥1000sq.m gross non-residential floorspace.
 - This shall include:
 - a. details of water efficiency measures to be incorporated within the proposals which in the case of residential developments shall detail measures to meet code for sustainable homes level 4 for water efficiency;
 - b. details of how 10% of the sites expected energy requirements will be provided by decentralised renewable or low carbon sources. This shall include:
 - i. details of the renewable or low carbon technologies investigated, those discounted and those selected;
 - ii. details of the estimated annual energy usage of the development (in kWh);
 - iii. details of estimated energy which can be provided from the selected technologies (in kWh).
 - iv. 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 areas should be clearly indicated on the relevant plans);
 - v. an assessment of whether or not there is viable and practical scope for exceeding the minimum percentage of 10%.
 - c. details of the proposed construction including details of how all practical and viable steps have been taken to maximise opportunities for sustainable construction.
- **Flood Risk Assessment** required for:
 - developments located within flood zone 2 and/or flood zone 3;
- **Landscape assessment and design statement** required for all applications ≥10 dwellings or ≥1000sq.m gross non-residential floorspace and shall include:
 - a topographical and site context plan;
 - details of the approach to soft and hard landscape design of the areas external to buildings including detail of any features to be retained.
- **Arboricultural (tree) assessment** required for all development proposals which would involve operational development adjacent to existing trees, or include the felling or pruning of trees.
- **Ecological assessment** (including protected species surveys) required for:
 - Any application site which is within or abuts:
 - a Site of Special Scientific Interest;
 - a Special Area of Conservation; or
 - any other site of nature conservation interest (including a County Wildlife Site).
 - Any application which:
 - involves the conversion, removal or replacement of a roof (except where the roof is a flat roof or where the roof already provides usable floorspace); or
 - 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:
 - is within or abuts a designated urban green space;
 - is within or abuts a publicly accessible recreational open space;
 - abuts a watercourse;
 - abuts a woodland;
 - is derelict/vacant or overgrown.

- **Open space assessment** required for all development proposals resulting in loss or reduction of publicly accessible recreational open space or urban greenspace, as defined in the Local Plan.
- **Transport statements, assessments and interim travel plans** required for all applications which meet one of the thresholds in the table below:

Proposed Use	Transport statement required (figures in gross floor area)	Transport assessment and interim travel plan required (figures in gross floor area)
Retail shops (Class E(a)); financial and professional services (Class E(c)); cafés & restaurants (Class E(b)); Drinking establishments (sui generis); Takeaways (sui generis).	≥ 1000 sq.m if within the City Centre ≥ 500 <1000 sq.m if within or adjacent to an existing distinct or local centre ≥ 250 <800 sq.m if outside a defined centre.	≥ 1000 sq.m if within or adjacent to an existing distinct or local centre ≥ 800 sq.m if outside a defined centre.
Offices or research and development (Class E(g))	≥ 1500 <2500sq.m	≥2500sq.m
Light industrial (Class E(g)); General industrial (B2); Storage and distribution (B8)	≥ 2500 <4000sq.m	≥4000sq.m
Hotels (C1) Residential institutions (C2 and C2A)	≥ 75 <100 bedrooms	≥100 bedrooms
Residential dwellings (C3) Houses in multiple occupation (C4)	≥ 50 <80 units	≥80 units
Hostels not providing significant levels of care	≥ 75 residents	N/A
Health centres and surgeries (Class E(e))	≥ 1000sq.m if within the primary retail area ≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Children's nurseries, day-care centres and educational establishments (Class E(f) or Class F.1(a))	≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Assembly and leisure (Class F.1(b), (c), (d), (e), (f)), other congregational uses	≥ 1000sq.m if within the primary retail area ≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Playing fields, sports pitches, outdoor courts	≥ 3 <5 pitches	≥ 5 pitches
Petrol Filling Stations	N/A	Transport Assessment of movements onto the site is likely to be required.
Other uses not listed above	≥ 1000sq.m	≥ 1500sq.m

- **Land contamination desk top studies and intrusive investigations** required as follows:
 - **desk top study** – required for all operational development where there is a record of potentially polluting uses or there is a potential for contamination to be present.

- **preliminary intrusive investigation, risk assessment and options appraisal** – required where the desk top study confirms the potential for contamination, further intrusive studies to assess the risks and identify and appraise the options for remediation would be required.
- **Noise impact assessment** required for:
 - any application proposing noise sensitive uses within close proximity to noise generating uses or the late night activity zone;
 - any application proposing noise generating development (this includes uses, plant, machinery or equipment) within close proximity to noise sensitive uses.
- **Air quality assessment** required for:
 - development proposals which would give rise to air-borne emissions including harmful substances, smoke, grit and dust;
 - developments 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.
- **Statement of community involvement** required for all applications ≥ 10 dwellings or ≥ 1000 sq.m gross non-residential floorspace.
- **Planning obligations statement** required for all applications involving:
 - >10 dwellings or $\geq 1,000$ sqm of residential floorspace
 - This shall include:
 - a. **Draft/Completed S106 agreement or undertaking**; or
 - b. **A statement detailing the obligations to be included in a S106 agreement**
 - i. Which shall include at least a GIRAMS payment of £185.93 per dwelling as well as provision for affordable housing unless covered by (c) and;
 - c. **A viability assessment** - where a case is made that the full policy compliant percentage of affordable housing is not viable.
- **Community Infrastructure Levy (CIL) Additional Information Requirement Form** required for all development involving:
 - ≥ 1 dwelling;
 - Any increase in the gross internal area of non-residential premises (including extensions).
- **Telecommunications Statement** required for all telecommunications development by a telecommunications code system operator.

VALIDATION REQUIREMENTS

OUTLINE PLANNING APPLICATION

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **Location plan** (usually to a scale 1:1250 or 1:2500) based on an up to date map with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership and a north point. The red line should include all land necessary to carry out the development including land necessary to access the site, servicing and parking areas.
- **Completed ownership certificate** covering all land outlined in red on the location plan (certificate A, B, C or D as applicable located at the end of the application form. A form for serving notice under certificates B and C is available [here](#)).
- **The correct fee.**
- **A site plan** at an identified standard metric scale (usually to a scale 1:500 or 1:200) including a north point, the proposed development (including any new boundary treatments or hard surfacing) in relation to the site boundaries and other existing buildings on the site, any affected public rights of way and the position of any existing trees on site.
- **A full set of accurate existing and proposed plans** illustrating the proposals to a standard scale and clearly showing the site in context. Depending on the type, scale and matters included with the application these are likely to include site and block plans, elevations, sections and roof plans.
- The following information is required in relation to **biodiversity net gain** for major³ applications valid from 12th February 2024 onwards:
 - A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, why not (space for this statement can be found on the application form and valid exemptions can be viewed [here](#)); and where development is subject to the biodiversity gain condition;
 - A completed [statutory metric calculation tool](#) which has been filled out in accordance with the [national requirements](#); and
 - A plan drawn to an identified scale showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.
- The following information is required in relation to **biodiversity net gain** for minor⁴ applications submitted from 2nd April 2024 onwards:
 - A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, why not (space for this statement can be found on the application form and valid exemptions can be viewed [here](#)); and where development is subject to the biodiversity gain condition;
 - A completed [small sites metric calculation tool](#) which has been filled out in accordance with the [national requirements](#); and
 - A plan drawn to an identified scale showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

³ For this purpose, major is defined as:

- The erection of 10 or more dwellings, or housing on a site of 0.5 ha or more;
- The erection of a building(s) where the floor spaces is 1,000m² or more; or
- Development on a site of 1 ha or more.

⁴ For this purpose, minor is defined as:

- residential development where the number of dwellings is between 1 and 9, or if this is unknown, the site area is less than 0.5 hectares; or
- commercial development where floor space created is less than 1,000m² or total site area is less than 1 hectare; and
- development that is not the winning and working of minerals or the use of land for mineral-working deposits; and
- development that is not waste development.

The above information should meet the requirements of Article 5 of the Town and Country Planning (Development Management Procedure) Order 2015. This states:

- Where the authority who are to determine an application for outline planning permission are of the opinion that, in the circumstances of the case, the application ought not to be considered separately from all or any of the reserved matters, they shall within the period of 1 month beginning with the receipt of the application notify the applicant that they are unable to determine it unless further details are submitted, specifying the further details they require.
- Where access is a reserved matter, the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated.

The following document may be required:

- **Design and access statement, including an assessment of heritage assets**, required for:
 - Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1000sqm or more floorspace, or development on a site having an area of 1 hectare or more);
 - Developments within a conservation area and comprising 1 or more dwellings or the provision of building/s creating 100sqm or more floorspace.

LOCAL REQUIREMENTS

The following documents may be required:

- Where development is subject to the biodiversity gain condition a statement should be submitted demonstrating how the person who has completed the metric meets the test of being a competent person. A competent person has the knowledge and skills to perform specified tasks to complete and review biodiversity metric calculations (in the case of a statutory metric) or to complete and review small sites metric calculations (in the case of a small sites metric). The person may have obtained this through training, qualifications, experience, or a combination of them.
- Completed **nutrient budget calculator** (either the Norfolk Nutrient Budget Calculator or the Natural England nutrient budget calculator) required for any application which creates overnight accommodation. Such development includes, but is not limited to:
 - new homes
 - student accommodation
 - care homes
 - tourism attractions
 - tourist accommodation
 - permitted development which gives rise to new overnight accommodation under the Town and Country Planning (General Permitted Development) (England) Order 2015
 - any development not involving overnight accommodation, but which may have non-sewerage water quality implications.
- **GIRAMS payment** required for:
 - proposals resulting in a net increase in dwellings (including student accommodation and tourist accommodation) will be required to secure mitigation in the form of a contribution per dwelling. Where a planning obligations statement is not required, this contribution will be secured via a unilateral undertaking. The completed unilateral undertaking is required to validate applicable applications and the amount becomes payable on commencement of an approved development. [Click here](#) to download the unilateral undertaking template to complete and submit with your application. Please refer to [our website](#) for further details of payments for applications for student and tourist accommodation.
- **Archaeological Field Evaluation** required on:
 - sites which are located within the Area of Main Archaeological Interest and are not predominantly occupied by existing buildings (where trial trenching is feasible on areas

- not covered by buildings i.e. car parks this should take place and be covered by the evaluation);
 - any other sites which have been identified at a pre-application stage as having, or having the potential to include, heritage assets with archaeological interest which are not predominantly occupied by existing buildings (where trial trenching is feasible on areas not covered by buildings i.e. car parks this should take place and be covered by the evaluation);
 - Sites of 1 hectare or more.
- **Main town centre uses sequential assessment** required for:
 - proposals for new main town centre uses (retail, leisure, fitness/sport, office, arts, culture and tourism uses) outside an existing local, district or town centre;
 - proposals for the extension of a retail or leisure use which exceeds 200sq.m and is outside an existing local, district or town centre.
- **Retail or leisure impact assessment** required for:
 - proposals for retail or leisure developments located outside an existing local, district or town centre and which exceed 1,000sq.m.
- **Energy, water and construction statement** required for applications involving the creation of 10 or more new residential dwellings or ≥1000sq.m gross non-residential floorspace.
 - This shall include:
 - d. details of water efficiency measures to be incorporated within the proposals which in the case of residential developments shall detail measures to meet code for sustainable homes level 4 for water efficiency;
 - e. details of how 10% of the sites expected energy requirements will be provided by decentralised renewable or low carbon sources. This shall include:
 - i. details of the renewable or low carbon technologies investigated, those discounted and those selected;
 - ii. details of the estimated annual energy usage of the development (in kWh);
 - iii. details of estimated energy which can be provided from the selected technologies (in kWh).
 - iv. 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 areas should be clearly indicated on the relevant plans);
 - v. an assessment of whether or not there is viable and practical scope for exceeding the minimum percentage of 10%.
 - f. details of the proposed construction including details of how all practical and viable steps have been taken to maximise opportunities for sustainable construction.
- **Flood Risk Assessment** required for:
 - developments located within flood zone 2 and/or flood zone 3;
- **Landscape assessment and design statement** required for all applications ≥10 dwelling or ≥1000sq.m gross non-residential floorspace where landscape is a matter for consideration. The statement shall include:
 - a topographical and site context plan;
 - details of the approach to soft and hard landscape design of the areas external to buildings including detail of any features to be retained.
- **Arboricultural assessment** required for all development proposals which would involve operational development adjacent to existing trees, or include the felling or pruning of trees.
- **Ecological assessment** (including protected species surveys) required for:
 - Any application site which is within or abuts:
 - a Site of Special Scientific Interest;
 - a Special Area of Conservation; or
 - any other site of nature conservation interest (including a County Wildlife Site).
 - Any application which:
 - involves the conversion, removal or replacement of a roof (except where the roof is a flat roof or where the roof already provides usable floorspace); or

- 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:
 - is within or abuts a designated urban green space;
 - is within or abuts a publicly accessible recreational open space;
 - abuts a watercourse;
 - abuts a woodland;
 - is derelict/vacant or overgrown.
- **Open space assessment** required for all development proposals resulting in loss or reduction of publicly accessible recreational open space or urban greenspace, as defined in the Local Plan.
- **Transport statements, assessments and interim travel plans** required for all applications which meet one of the thresholds in the table below:

Proposed Use	Transport statement required (figures in gross floor area)	Transport assessment and interim travel plan required (figures in gross floor area)
Retail shops (Class E(a)); financial and professional services (Class E(c)); cafés & restaurants (Class E(b)); Drinking establishments (sui generis); Takeaways (sui generis).	≥ 1000 sq.m if within the City Centre ≥ 500 <1000 sq.m if within or adjacent to an existing distinct or local centre ≥ 250 <800 sq.m if outside a defined centre.	≥ 1000 sq.m if within or adjacent to an existing distinct or local centre ≥ 800 sq.m if outside a defined centre.
Offices or research and development (Class E(g))	≥ 1500 <2500sq.m	≥2500sq.m
Light industrial (Class E(g)); General industrial (B2); Storage and distribution (B8)	≥ 2500 <4000sq.m	≥4000sq.m
Hotels (C1) Residential institutions (C2 and C2A)	≥ 75 <100 bedrooms	≥100 bedrooms
Residential dwellings (C3) Houses in multiple occupation (C4)	≥ 50 <80 units	≥80 units
Hostels not providing significant levels of care	≥ 75 residents	N/A
Health centres and surgeries (Class E(e))	≥ 1000sq.m if within the primary retail area ≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Children’s nurseries, day-care centres and educational establishments (Class E(f) or Class F.1(a))	≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Assembly and leisure (Class F.1(b), (c), (d), (e), (f)), other congregational uses	≥ 1000sq.m if within the primary retail area ≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Playing fields, sports pitches, outdoor courts	≥ 3 <5 pitches	≥ 5 pitches

Petrol Filling Stations	N/A	Transport Assessment of movements onto the site is likely to be required.
Other uses not listed above	≥ 1000sq.m	≥ 1500sq.m

- **Land contamination desk top studies and intrusive investigations** required as follows:
 - **desk top study** – required for all operational development where there is a record of potentially polluting uses or there is a potential for contamination to be present.
 - **preliminary intrusive investigation, risk assessment and options appraisal** – required where the desk top study confirms the potential for contamination, further intrusive studies to assess the risks and identify and appraise the options for remediation would be required.
- **Noise impact assessment** required for:
 - any application proposing noise sensitive uses within close proximity to noise generating uses or the late night activity zone;
 - any application proposing noise generating development (this includes uses, plant, machinery or equipment) within close proximity to noise sensitive uses.
- **Air quality assessment** required for:
 - development proposals which would give rise to air-borne emissions including harmful substances, smoke, grit and dust;
 - developments 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.
- **Statement of community involvement** required for all applications ≥10 dwellings or ≥1000sq.m gross non-residential floorspace.
- **Planning obligations statement** required for all applications involving:
 - >10 dwellings or ≥1,000sqm of residential floorspace
 - This shall include:
 - a. **Draft/Completed S106 agreement or undertaking**; or
 - b. **A statement detailing the obligations to be included in a S106 agreement**
 - i. Which shall include at least a GIRAMS payment of £185.93 per dwelling as well as provision for affordable housing unless covered by (c) and;
 - c. **A viability assessment** - where a case is made that the full policy compliant percentage of affordable housing is not viable.
- **Community Infrastructure Levy (CIL) Additional Information Requirement Form** required for all development involving:
 - ≥1 dwelling;
 - Any increase in the gross internal area of non-residential premises (including extensions).
- **Telecommunications Statement** required for all telecommunications development by a telecommunications code system operator.

VALIDATION REQUIREMENTS

RESERVED MATTERS APPLICATION

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **The correct fee.**
- **A full set of accurate existing and proposed plans** illustrating the proposals to a standard scale and clearly showing the site in context. Depending on the type, scale and matters included with the application these are likely to include site and block plans, elevations, sections and roof plans.
- The following information is required in relation to **biodiversity net gain** for major⁵ applications valid from 12th February 2024 onwards:
 - A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, why not (space for this statement can be found on the application form and valid exemptions can be viewed [here](#)); and where development is subject to the biodiversity gain condition;
 - A completed [statutory metric calculation tool](#) which has been filled out in accordance with the [national requirements](#); and
 - A plan drawn to an identified scale showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.
- The following information is required in relation to **biodiversity net gain** for minor⁶ applications submitted from 2nd April 2024 onwards:
 - A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, why not (space for this statement can be found on the application form and valid exemptions can be viewed [here](#)); and where development is subject to the biodiversity gain condition;
 - A completed [small sites metric calculation tool](#) which has been filled out in accordance with the [national requirements](#); and
 - A plan drawn to an identified scale showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

Please note that it is not possible to make material changes to matters which have been approved at outline stage under a reserved matters proposal. The reserved matters proposals should relate solely to those matters reserved and be within the parameters of the outline approval.

⁵ For this purpose, major is defined as:

- The erection of 10 or more dwellings, or housing on a site of 0.5 ha or more;
- The erection of a building(s) where the floor spaces is 1,000m² or more; or
- Development on a site of 1 ha or more.

⁶ For this purpose, minor is defined as:

- residential development where the number of dwellings is between 1 and 9, or if this is unknown, the site area is less than 0.5 hectares; or
- commercial development where floor space created is less than 1,000m² or total site area is less than 1 hectare; and
- development that is not the winning and working of minerals or the use of land for mineral-working deposits; and
- development that is not waste development.

LOCAL REQUIREMENTS

The following documents are required:

- **Location plan** (usually to a scale 1:1250 or 1:2500) based on an up to date map with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership and a north point. These should match those detailed in the outline consent.

The following documents may be required:

- Where development is subject to the biodiversity gain condition a statement should be submitted demonstrating how the person who has completed the metric meets the test of being a competent person. A competent person has the knowledge and skills to perform specified tasks to complete and review biodiversity metric calculations (in the case of a statutory metric) or to complete and review small sites metric calculations (in the case of a small sites metric). The person may have obtained this through training, qualifications, experience, or a combination of them.
- **Design and access statement, including an assessment of heritage assets**, required for:
 - Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1000sqm or more floorspace, or development on a site having an area of 1 hectare or more);
 - Developments within a conservation area and comprising 1 or more dwellings or the provision of building/s creating 100sqm or more floorspace.
- Completed **nutrient budget calculator** (either the Norfolk Nutrient Budget Calculator or the Natural England nutrient budget calculator) required for any application which creates overnight accommodation. Such development includes, but is not limited to:
 - new homes
 - student accommodation
 - care homes
 - tourism attractions
 - tourist accommodation
 - permitted development which gives rise to new overnight accommodation under the Town and Country Planning (General Permitted Development) (England) Order 2015
 - any development not involving overnight accommodation, but which may have non-sewerage water quality implications.
- **Fire Statement** required for any application which involves:
 - the provision of one or more relevant buildings, or
 - development of an existing relevant building
 - or development within the curtilage of a relevant building

A “relevant building” is any building which contains two or more dwellings or educational accommodation; and meets the height condition of 18m or more in storey height, or 7 or more storeys. More information can be found [here](#).
- **Archaeological Field Evaluation** required on:
 - sites which are located within the Area of Main Archaeological Interest and are not predominantly occupied by existing buildings (where trial trenching is feasible on areas not covered by buildings i.e. car parks this should take place and be covered by the evaluation);
 - any other sites which have been identified in a heritage impact assessment as having, or having the potential to include, heritage assets with archaeological interest which are not predominantly occupied by existing buildings (where trial trenching is feasible on areas not covered by buildings i.e. car parks this should take place and be covered by the evaluation);
 - Sites of 1 hectare or more.

Where one was submitted at outline stage, this should be updated appropriately to cover the relevant reserved matters.

- **Energy, water and construction statement** required for applications involving the creation of 10 or more new residential dwellings or ≥1000sq.m gross non-residential floorspace.

- This shall include:
 - g. details of water efficiency measures to be incorporated within the proposals which in the case of residential developments shall detail measures to meet code for sustainable homes level 4 for water efficiency;
 - h. details of how 10% of the sites expected energy requirements will be provided by decentralised renewable or low carbon sources. This shall include:
 - i. details of the renewable or low carbon technologies investigated, those discounted and those selected;
 - ii. details of the estimated annual energy usage of the development (in kWh);
 - iii. details of estimated energy which can be provided from the selected technologies (in kWh).
 - iv. 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 areas should be clearly indicated on the relevant plans);
 - v. an assessment of whether or not there is viable and practical scope for exceeding the minimum percentage of 10%.
 - i. details of the proposed construction including details of how all practical and viable steps have been taken to maximise opportunities for sustainable construction.
- **Flood Risk Assessment** required for:
 - developments located within flood zone 2 and/or flood zone 3.
- **Landscape assessment and design statement** required for all applications where landscape is the matter to be considered and ≥ 10 dwelling/s or ≥ 1000 sq.m gross non-residential floorspace and shall include:
 - a topographical and site context plan;
 - details of the approach to soft and hard landscape design of the areas external to buildings including detail of any features to be retained.
- **Transport statements, assessments and interim travel plans** required for all applications which meet one of the thresholds in the table below:

Proposed Use	Transport statement required (figures in gross floor area)	Transport assessment and interim travel plan required (figures in gross floor area)
Retail shops (Class E(a)); financial and professional services (Class E(c)); cafés & restaurants (Class E(b)); Drinking establishments (sui generis); Takeaways (sui generis).	≥ 1000 sq.m if within the City Centre $\geq 500 < 1000$ sq.m if within or adjacent to an existing distinct or local centre $\geq 250 < 800$ sq.m if outside a defined centre.	≥ 1000 sq.m if within or adjacent to an existing distinct or local centre ≥ 800 sq.m if outside a defined centre.
Offices or research and development (Class E(g))	$\geq 1500 < 2500$ sq.m	≥ 2500 sq.m
Light industrial (Class E(g)); General industrial (B2); Storage and distribution (B8)	$\geq 2500 < 4000$ sq.m	≥ 4000 sq.m
Hotels (C1) Residential institutions (C2 and C2A)	$\geq 75 < 100$ bedrooms	≥ 100 bedrooms
Residential dwellings (C3) Houses in multiple occupation (C4)	$\geq 50 < 80$ units	≥ 80 units
Hostels not providing significant levels of care	≥ 75 residents	N/A

Health centres and surgeries (Class E(e))	≥ 1000sq.m if within the primary retail area ≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Children's nurseries, day-care centres and educational establishments (Class E(f) or Class F.1(a))	≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Assembly and leisure (Class F.1(b), (c), (d), (e), (f)), other congregational uses	≥ 1000sq.m if within the primary retail area ≥ 500 <1000 sq.m if outside the primary retail area	≥ 1000 sq.m if outside the primary retail area
Playing fields, sports pitches, outdoor courts	≥ 3 <5 pitches	≥ 5 pitches
Petrol Filling Stations	N/A	Transport Assessment of movements onto the site is likely to be required.
Other uses not listed above	≥ 1000sq.m	≥ 1500sq.m

- **Statement of community involvement** required for all applications ≥10 dwellings or ≥1000sq.m gross non-residential floorspace.
- **Community Infrastructure Levy (CIL) Additional Information Requirement Form** required for all development involving:
 - ≥1 dwelling;
 - Any increase in the gross internal area of non-residential premises (including extensions).

VALIDATION REQUIREMENTS

ADVERTISEMENT CONSENT

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **Location plan** (usually to a scale 1:1250 or 1:2500) based on an up to date map with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership and a north point.
- **The correct fee.**
- **A full set of accurate existing and proposed plans, including:**
 - **Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100);
 - **Advertisement drawings** (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]);

VALIDATION REQUIREMENTS

LISTED BUILDING CONSENT

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **Location plan** (usually to a scale 1:1250 or 1:2500) based on an up to date map with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership and a north point.
- **Completed ownership certificate** covering all land outlined in red on the location plan (certificate A, B, C or D as applicable located at the end of the application form. A form for serving notice under certificates B and C is available [here](#)).
- **The correct fee.**
- **A full set of accurate existing and proposed plans** illustrating the proposals to a standard scale and clearly showing the site in context. Depending on the type and scale of the proposals these are likely to include site and block plans, elevations, sections and roof plans.
- **A design and access statement (or heritage impact assessment)**, including a description of the significance of any heritage asset affected, the contribution to significance made by the asset's setting, and an explanation of the impact of the proposals on the asset's significance, as required by section 16, paragraph 207 of the National Planning Policy Framework 2024.

LOCAL REQUIREMENTS

The following documents may be required:

- **Preliminary ecological appraisal (PEA)** required for any application which involves the conversion, removal or replacement of a roof (except where the roof is a flat roof or where the roof already provides usable floorspace). Please note that if the PEA indicates that protected species may be impacted by the proposals, further surveys may be requested prior to determination.

VALIDATION REQUIREMENTS

CERTIFICATE OF LAWFUL USE OR DEVELOPMENT

(Existing or proposed)

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **Location plan** (usually to a scale 1:1250 or 1:2500) based on an up to date map with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership and a north point. The red line should include all land to which the application for a certificate of lawful use relates. Where the certificate relates to a particular part of a building the red line plan should clearly indicate the areas to which the application relates in red on floor plans. Where the application specifies two or more uses, operations or other matters, the plan which accompanies the application shall indicate to which part of the land or building each such use, operation or matter relates.
- **The correct fee.**
- **Evidence** – Such evidence verifying the information in the application as can be provided and such other information as is considered to be relevant to the application.
- A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application.

LOCAL REQUIREMENTS

- **Community Infrastructure Levy (CIL) Additional Information Requirement Form** required for all applications for a proposed certificate involving any increase in the gross internal area of non-residential premises (including extensions).

Applicants should be aware that it is up to the applicant to produce the evidence in support of the application. If the applicant has evidence that might tend to disprove the case, the applicant risks prosecution, and revocation of any lawful development certificate granted, if they withhold it.

VALIDATION REQUIREMENTS

VARIATION OF CONDITION

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **Completed ownership certificate** covering all land outlined in red on the location plan (certificate A, B, C or D as applicable located at the end of the application form. A form for serving notice under certificates B and C is available [here](#)).
- **The correct fee.**
- The following information is required in relation to **biodiversity net gain** for major⁷ applications valid from 12th February 2024 onwards:
 - A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, why not (space for this statement can be found on the application form and valid exemptions can be viewed [here](#)); and where development is subject to the biodiversity gain condition;
 - A completed [statutory metric calculation tool](#) which has been filled out in accordance with the [national requirements](#); and
 - A plan drawn to an identified scale showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.
- The following information is required in relation to **biodiversity net gain** for minor⁸ applications submitted from 2nd April 2024 onwards:
 - A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, why not (space for this statement can be found on the application form and valid exemptions can be viewed [here](#)); and where development is subject to the biodiversity gain condition;
 - A completed [small sites metric calculation tool](#) which has been filled out in accordance with the [national requirements](#); and
 - A plan drawn to an identified scale showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

LOCAL REQUIREMENTS

The following documents may be required:

- Where development is subject to the biodiversity gain condition a statement should be submitted demonstrating how the person who has completed the metric meets the test of being a competent person. A competent person has the knowledge and skills to perform specified tasks to complete and review biodiversity metric calculations (in the case of a statutory metric) or to complete and

⁷ For this purpose, major is defined as:

- The erection of 10 or more dwellings, or housing on a site of 0.5 ha or more;
- The erection of a building(s) where the floor spaces is 1,000m² or more; or
- Development on a site of 1 ha or more.

⁸ For this purpose, minor is defined as:

- residential development where the number of dwellings is between 1 and 9, or if this is unknown, the site area is less than 0.5 hectares; or
- commercial development where floor space created is less than 1,000m² or total site area is less than 1 hectare; and
- development that is not the winning and working of minerals or the use of land for mineral-working deposits; and
- development that is not waste development.

review small sites metric calculations (in the case of a small sites metric). The person may have obtained this through training, qualifications, experience, or a combination of them.

- **A full set of accurate proposed plans.** Required where the variation involves amendment to any of the approved plans.
- Completed **nutrient budget calculator** (either the Norfolk Nutrient Budget Calculator or the Natural England nutrient budget calculator) required for any application which creates overnight accommodation (unless it can be demonstrated that there is a reasonable likelihood that the extant development would be completed. The local planning authority reserves the right to disagree on this point and to request a nutrient budget calculator and secure nutrient mitigation.). Such development includes, but is not limited to:
 - new homes
 - student accommodation
 - care homes
 - tourism attractions
 - tourist accommodation
 - permitted development which gives rise to new overnight accommodation under the Town and Country Planning (General Permitted Development) (England) Order 2015
 - any development not involving overnight accommodation, but which may have non-sewerage water quality implications
- **GIRAMS payment** required for:
 - proposals resulting in a net increase in dwellings (including student accommodation and tourist accommodation) will be required to secure mitigation in the form of a contribution per dwelling. Where a planning obligations statement is not required, this contribution will be secured via a unilateral undertaking. The completed unilateral undertaking is required to validate applicable applications and the amount becomes payable on commencement of an approved development. [Click here](#) to download the unilateral undertaking template to complete and submit with your application. Please refer to [our website](#) for further details of payments for applications for student and tourist accommodation.
- **Main town centre uses sequential assessment.** Required where the condition in question relates to the use/operation of a main town centre use.
- **Retail or leisure impact assessment.** Required where the condition in question relates to the use/operation of a retail or leisure use.
- **Energy, water and construction statement.** Required where the condition in question relates to energy efficiency.
- **Flood Risk Assessment.** Required where the condition in question relates to flood risk.
- **Landscape assessment and design proposals.** Required where the condition in question relates to landscaping.
- **Arboricultural assessment.** Required where the condition in question relates to arboriculture.
- **Ecological assessment.** Required where the condition in question relates to ecology, biodiversity or protected species.
- **Open space assessment.** Required where the condition in question relates to the provision, retention or improvement of open space.
- **Transport statements/assessments.** Required where the condition in question relates to highways, access or other transport matters.
- **Land contamination desk top studies and intrusive investigations.** Required where the condition in question relate to land contamination.
- **Noise impact assessment.** Required where the condition in question relates to noise impact.

- **Air quality assessment.** Required where the condition in question relates to air quality.
- **Deed of Variation.** Required where the original permission was subject to a S106 agreement or unilateral undertaking. A deed of variation will need to link the planning obligation to the new permission. Either a draft deed of variation should be submitted with the application, or solicitors undertaking to allow the councils solicitors to draft such an undertaking.
- **Community Infrastructure Levy (CIL) Additional Information Requirement Form** required for all development involving:
 - ≥ 1 dwelling;
 - Any increase in the gross internal area of non-residential premises (including extensions).

VALIDATION REQUIREMENTS

NON-MATERIAL AMENDMENT

NATIONAL REQUIREMENTS

All applications will require the following:

- **Completed application form.**
- **The correct fee.**

LOCAL REQUIREMENTS

The following documents are required:

- **A full set of accurate proposed plans** clearly detailing the proposed amendments and illustrating them to a standard scale.

VALIDATION REQUIREMENTS

PRIOR NOTIFICATION TELECOMMUNICATIONS

NATIONAL REQUIREMENTS

All applications will require the following:

- **A completed application form or written description of the proposed development**
- **A plan indicating the proposed location**
- **The correct fee.**
- **Evidence of notice given to an owner or tenant** – evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 16 of Schedule 2 to the General Permitted Development Order 2015.
- **Evidence of notice given to the Civil Aviation Authority, the Secretary of State for Defence or the operator of the civil safeguarding area or defence safeguarding area** – where the proposed development consists of the installation of a mast on a civil safeguarding area or a defence safeguarding area in accordance with A.3(5) of Part 16 of Schedule 2 to the General Permitted Development Order 2015.

LOCAL REQUIREMENTS

None

VALIDATION REQUIREMENTS

PRIOR NOTIFICATION PROPOSED DEMOLITION

NATIONAL REQUIREMENTS

All applications will require the following:

- **A completed application form or written description of the proposed development**
- **A statement that a site notice has been erected** – confirmation that a site notice has been erected in line with the requirements of Class B, B.2(b)(iv), of Part 11, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 as amended. This shall provide for the display of a site notice by site display on or near the land on which the building to be demolished is sited and left in place for not less than 21 days in the period 28 days beginning with the date on which the application was submitted to the local planning authority. The site notice must be signed and dated by the applicant and include the name of the applicant, a description and address of the building to be demolished, a statement that the applicant has applied to the local planning authority for a determination as to whether the prior approval of the authority will be required to the method of demolition and any proposed restoration of the site, the date on which the applicant proposes to carry out the demolition and the name and address of the local planning authority.
- **The correct fee.**

LOCAL REQUIREMENTS

None

Where possible please submit plans and photographs annotated to indicate those buildings which are proposed to be demolished.

If prior approval is required details of the method of demolition and clearance from site along with details of site remediation must be submitted, these should be in the form of a demolition schedule, a demolition method statement, and a site plan indicating proposed remediation and how the site is to be left following demolition.

VALIDATION REQUIREMENTS

PRIOR NOTIFICATION LARGE EXTENSIONS TO DWELLINGS

NATIONAL REQUIREMENTS

All applications will require the following:

- **A completed application form or written description of the proposed development including:**
 - a) a written description of the proposed development including:
 - i. how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;
 - ii. the maximum height of the enlarged part of the dwellinghouse; and
 - iii. the height of the eaves of the enlarged part of the dwellinghouse.
 - b) the addresses of any adjoining premises;
 - c) the developer's contact address; and
 - d) the developer's email address if the developer is content to receive communications electronically.
- **A plan indicating the site and showing the proposed development;**

VALIDATION REQUIREMENTS

OTHER PRIOR NOTIFICATIONS

NATIONAL REQUIREMENTS

As per the requirements of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), all applications will require the following:

- **A completed application form or written description of the proposed development including:**
 - a) a written description of the proposed development;
 - b) the developer's contact address; and
 - c) the developer's email address if the developer is content to receive communications electronically.
- **A plan indicating the site and showing the proposed development;**
- **The correct fee**

LOCAL REQUIREMENTS

- Completed **nutrient budget calculator** (either the Norfolk Nutrient Budget Calculator or the Natural England nutrient budget calculator) required for any application which creates overnight accommodation. Such development includes, but is not limited to:
 - new homes
 - student accommodation
 - care homes
 - tourism attractions
 - tourist accommodation
 - permitted development which gives rise to new overnight accommodation under the Town and Country Planning (General Permitted Development) (England) Order 2015
 - any development not involving overnight accommodation, but which may have non-sewerage water quality implications.
- **Fire Statement** required for any application which involves:
 - the provision of one or more relevant buildings, or
 - development of an existing relevant building
 - or development within the curtilage of a relevant building

A "relevant building" is any building which contains two or more dwellings or educational accommodation; and meets the height condition of 18m or more in storey height, or 7 or more storeys. More information can be found [here](#).
- **GIRAMS payment** required for:
 - proposals resulting in a net increase in dwellings (including student accommodation and tourist accommodation) will be required to secure mitigation in the form of a contribution per dwelling. Where a planning obligations statement is not required, this contribution will be secured via a unilateral undertaking. The completed unilateral undertaking is required to validate applicable applications and the amount becomes payable on commencement of an approved development. [Click here](#) to download the unilateral undertaking template to complete and submit with your application. Please refer to [our website](#) for further details of payments for applications for student and tourist accommodation.
- **The local planning authority will require statements in relation to any matters listed in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)**

VALIDATION REQUIREMENTS

DISCHARGE OF CONDITION DETAILS OR CONFIRMATION OF COMPLIANCE WITH CONDITIONS

LOCAL REQUIREMENTS

All applications will require the following:

- **A completed application form;**
- **The correct fee.**
- **Supporting information** – to include relevant details for those conditions which are proposed to be discharged or details in support of the confirmation of compliance with conditions.

The following documents may be required:

- Completed **nutrient budget calculator** (either the Norfolk Nutrient Budget Calculator or the Natural England nutrient budget calculator) required for any pre-commencement condition which relates to an application which creates overnight accommodation. Such development includes, but is not limited to:
 - new homes
 - student accommodation
 - care homes
 - tourism attractions
 - tourist accommodation
 - permitted development which gives rise to new overnight accommodation under the Town and Country Planning (General Permitted Development) (England) Order 2015
 - any development not involving overnight accommodation, but which may have non-sewerage water quality implications.

FURTHER INFORMATION GUIDANCE AND LINKS

DESIGN AND ACCESS STATEMENTS

A design and access statement is a short report accompanying and supporting a planning application. It should seek to explain and justify the proposal in a structured way. This will include a description of the significance of any heritage assets affected, the contribution to significance made by their setting and an explanation of the impact of the proposals on that significance, as required by paragraph 200 of the National Planning Policy Framework 2023. Where the Design and Access Statement accompanies an application for Listed Building Consent the Statement MUST include an assessment of the impact of any works upon the significance of the listed building.

This is a national validation requirement and further guidance is available at the link below:

- [National Validation Requirements Guidance](#)

ARCHAEOLOGICAL FIELD EVALUATION

The requirement for an archaeological field evaluation stems from paragraph 200 of the National Planning Policy Framework 2023 which states *'In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than 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 and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.'*

A large area of the city is covered by the Area of Main Archaeological Interest. The specific boundaries are defined within the local plan proposals map:

- [City Centre Proposals Map](#)

The main area of archaeological interest is identified as having significant known and significant potential for unknown archaeological assets. Where feasible, a field evaluation will be required in order to be able to properly assess the significance of the site and impact of the proposals. A field evaluation will also be required where the site has been identified at pre-application stage or via the historic environment record as having, or having the potential to include, heritage assets with archaeological interest or on sites of 1 hectare or more, where feasible.

Field evaluation will clearly not be possible where the site is predominantly covered by existing buildings. However where trial trenching is feasible on areas not covered by buildings (such as car parks) this should take place and be covered by the evaluation. The purpose of a field evaluation is to determine the presence/absence, date, extent, state of preservation and significance of any archaeological layers or subsoil archaeological features.

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.

Where the HES have confirmed that a field evaluation is required they will be able to provide a brief for the evaluation which can be provided to a suitably qualified archaeologist/archaeological contractor who can undertake the works.

The HES can be contacted by emailing historicenvironment@norfolk.gov.uk

Where feasible, a field evaluation should be undertaken at pre-application stage in order to inform proposed design, layouts and foundation design. Specific guidance on archaeology and piling is available at the following link:

- [Piling and Archaeology | Historic England](#)

Where the site is occupied by buildings and it is not possible to undertake field evaluation, evaluation will have to be conditioned.

MAIN TOWN CENTRE USES SEQUENTIAL ASSESSMENT

In accordance with the NPPF, town centre uses should be focused within defined centres, then in edge of centre locations and only if suitable sites are not available should out of centre sites be considered. When considering edge of centre and out of centre proposals, preference will be given to accessible sites that are well connected to the town centre. This is known as the sequential approach.

Planning applications for main town centre uses outside defined centres need to include a sequential assessment and proposals for extensions to retail or leisure uses outside defined centres where the gross floor space of the proposed extension exceeds 200 square metres will also require a sequential assessment.

Main town centre uses are:

1. retail development (including warehouse clubs and factory outlet centres)
2. leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls)
3. offices, and
4. arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities)

With regard to retail development, 'in centre' is the city centre retail area, large district centres, district centres and local centres. For other town centre uses in centre also refers to the city centre leisure area and the late night activity zone.

With regard to retail development, 'edge of centre' is a location that is well connected to, and within easy walking distance of the city centre retail area. For large district centres, district centres and local centres, 'edge of centre' are sites adjacent to the centre. For other town centre uses, 'edge of centre' also refers to a location that is well connected to and within easy walking distance of the city centre leisure area and the late night activity zone.

All defined centres are shown on the local plan proposals maps which can be accessed at the link below:

- [Adopted Local Plan](#)

National Planning Policy Guidance also provides guidance on the application of the sequential test at the link below:

- [National Planning Practice Guidance](#)

RETAIL OR LEISURE IMPACT ASSESSMENT

Retail or leisure developments which are not in accordance with the development plan and which exceed 1,000sq. metres floor space located outside defined centres or proposals which are located within an existing centre which are of a scale that is inconsistent with the centres position in the retail hierarchy will need to be submitted with an impact assessment.

The NPPF requires impact assessments to focus on the following impacts:

- 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 the wider retail catchment (as applicable to the scale and nature of the scheme).

All defined centres are shown on the local plan proposals maps which can be accessed at the link below:

- [Adopted Local Plan](#)

The lower 1,000sqm threshold (The NPPF sets a threshold of 2,500sqm unless an alternative threshold is set locally) is set out within appendix 4 of the adopted Norwich Development Management Policies Local Plan (2014).

Whilst PPS4 has now been superseded by the NPPF, the practice guidance to PPS4 continues to provide useful guidance on retail impact assessments and is available at the following link:

- [PPS4 Planning for Town Centres: Practice guidance on need, impact and the sequential approach](#)

National Planning Policy Guidance also provides guidance on the application of the impact assessment at the link below:

- [National Planning Practice Guidance](#)

ENERGY, WATER AND CONSTRUCTION STATEMENT

An energy efficiency statement should cover the following elements/sections:

- Location and transport - Will the proposals encourage a modal shift from private vehicle use to the more sustainable forms of transport of walking, cycling and public transport? Does the development provide easy access to local facilities on foot and by bicycle and is there good public transport provision? Does the proposal provide any facilities to support the use of low carbon fuelled vehicles (eg car clubs with electric vehicles powered by green energy sources).
- Layout and building design - Does the layout of the development and the design of buildings promote energy efficiency? Does the layout and design of the development maximise passive solar gain without suffering from overheating? Does the landscaping promote energy efficiency as it matures? The statement should also include a figure for the percentage of buildings which will be orientated within 30° of south and are designed to take advantage of passive solar gain.
- Details of the proposed construction methods with details of how all practical and viable steps have been taken to maximise opportunities for sustainable construction.
- Details of how at least 10% of the sites expected energy requirements will be provided by decentralised renewable or low carbon sources. This shall 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%.
- For developments of ≥1000sq.m gross non-residential floorspace details of water efficiency measures to be incorporated within the proposals.

Where renewable technologies have noise impacts (e.g. from wind turbines or air source heat pumps) and are located on or nearby noise sensitive properties, a [noise impact assessment](#) will be required.

Further information:

- [Joint Core Strategy \(See policy 3\)](#)

FLOOD RISK ASSESSMENTS

The requirement for a flood risk assessment (FRA) will depend on the size of the scheme, the type of use proposed and if the site is located within a flood risk zone. The objectives of an FRA are to establish whether a proposed development is likely to be affected by current or future flooding from any source, whether it will increase flood risk elsewhere, whether the measures proposed to deal with these effects and risks are appropriate and whether the site will be safe

Fluvial (river) and Coastal Flooding:

Details of the extent of flood zones are provided on the Environment Agency website at the link below:

- [Environment Agency Flood Maps](#)

The flood risk and coastal change section of the planning practice guidance provides extensive guidance on flood risk, the sequential and exceptions tests and the flood vulnerability classification of different types of development. This is available at the following link:

- [Flood Risk and Coastal Change section of the planning practice guidance](#)

In some cases a simplified flood risk assessment can be submitted these are as follows:

- a minor extension (household extensions or non-domestic extensions less than 250 square metres) in [flood zone 2 or 3](#)
- [‘more vulnerable’](#) in flood zone 2 (except for landfill or waste facility sites, caravan or camping sites)
- [‘less vulnerable’](#) in flood zone 2 (except for agriculture and forestry, waste treatment, and water and sewage treatment)
- [‘water compatible’](#) in flood zone 2

This includes developments involving a [change of use](#) into one of these vulnerable categories or into the water compatible category.

Detailed guidance on the requirements for the above forms of development is available at the link below:

- [Environment Agency Flood Risk Standing Advice](#)

In other cases a full flood risk assessment will be required.

On a case by case basis in order to determine the exact extent of the flood zone within a particular site, a topographical site survey will need to be obtained with measurements in mAODN. This can then be compared to flood levels for the area which can be obtained from the Environment Agency - enquiries@environment-agency.gov.uk

For sites which are not allocated within the local development framework flood risk assessments will need to demonstrate that there is no reasonably available alternative site within a lower flood zone for the purposes of the sequential test. Detailed guidance on sequential tests and flood risk assessments is given within the planning practice guidance.

Pluvial (surface water) Flooding

Following the written ministerial statement delivered on 18 December 2014 relating to flood risk and sustainable drainage systems the requirements for flood risk assessments have been revised. The revisions require flood risk assessments for all major development to assess the impact of pluvial (surface water) flooding and to assess the options for mitigating any impact and the feasibility of sustainable drainage systems. This requirement applies from 6 April and will therefore impact on applications submitted before but determined after that date.

Guidance on the requirements for sustainable drainage systems is provided within the National Planning Practice Guidance and in DEFRA's technical standards available at the link below:

- [Sustainable drainage systems non-statutory technical standards](#)

Further standing guidance will also shortly be issued by the County Council as lead local flood authority.

Flood risk assessments would need to assess the options and feasibility of sustainable urban drainage systems and provide proposals for sustainable urban drainage systems on the site unless it is demonstrated that such systems would not be appropriate on the site.

The surface water drainage systems should be designed to cope with a 1:100 year rainfall event including an allowance for climate change.

It will also be necessary to detail how proposed surface water drainage systems would be managed for the lifetime of the development.

Water Framework Directive

Where your development could impact on an existing water body, it may be necessary to submit a Water Framework Directive Assessment as well as a flood risk assessment. This would assess the developments impact on the status of the water body or water bodies in question.

Further information:

- [National Planning Practice Guidance](#);

LANDSCAPE ASSESSMENT AND DESIGN STATEMENT

On schemes which involve the creation of new residential development of 10 or more dwellings or commercial premises of over 1,000 square metres applications will be required to provide landscape assessment and design proposals at the validation stage.

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, or a habitat management plan that includes landscape elements.

At validation stage it is expected that a site assessment and analysis is undertaken and a landscape strategy provided for the site. This should cover the whole of the curtilage of the site or property in question. Whilst detailed landscaping proposals would be welcomed at the point of submission this can typically be covered by condition.

The landscape site assessment and analysis should typically cover the following:

- Analysis of the local environment;
- Site access and relationship to streetscape;
- Plans identifying the site characteristics such as the location, spread and levels of existing trees, areas of woodland, shelter belts, hedgerows, ground cover, ornamental planting, lawns, meadows, water features, retained vegetation, links through the site, public or civic spaces, areas of seating, street furniture, external walls and features, and play spaces;
- The landscape character of the area including highlighting locally distinctive features both built and natural environment;
- Connections to green infrastructure beyond the site;
- Enclosure, level of screening or openness;
- Areas of natural features, additional info on vegetation, existing habitats or opportunities to establish habitat;
- Designations such as TPO's, Special Landscape Areas, Wildlife Sites;
- Important historical notes, archaeological protection or interpretation;
- Analysis of routes (permissive and statutory);
- Visibility and sight lines;
- Sensitive views (in and out of site);
- Topographical information (this should include a topographical survey of the site);
- Additional analysis of levels, gradients, exposure that may help interpret information on visibility and views;
- Hydrological features and constraints;
- Features to be retained;
- Information about existing boundary treatments and forms of enclosure;

The landscape strategy should provide an overview of the landscape scheme for the site and be of sufficient detail to demonstrate the quality of landscape design and address key issues relating to landscape. Such a strategy should include the following:

- The findings of landscape site assessment and analysis.
- The landscape features which are likely to be effected as a result of the development;
- The approach to the landscape design of the areas external to the buildings.
- The layout of external areas and an outline of the landscape strategy which should include both the soft (planting) and (hard) paving/ built external elements and show at least indicatively the treatment of different areas through hatching and simple notation. This should be submitted in plan and if relevant cross sectional format.
- Any basic details of proposed phasing should also be included if known.
- Indicatively highlight any significant level changes or areas of cut and fill, for example bunding or mounds.
- A strategy relating to the landscape management and maintenance.

Extensive further guidance is available within the Trees and Landscape Supplementary Planning Document at the following link:

- [Norwich Trees and Landscape Supplementary Planning Document.](#)

Local conservation area appraisals can assist with the assessment and analysis of site within or adjacent to conservation areas, these are located at the following link:

- [Norwich City Council Conservation Area Appraisals.](#)

Further information:

- [National Planning Practice Guidance – Landscape](#)
- [National Planning Practice Guidance – Green Infrastructure](#)

ARBORICULTURAL ASSESSMENT

This is required for all development proposals which would involve operational development adjacent to existing trees, or include the felling or pruning of trees.

For the purposes of assessing validity a tree will be considered as adjacent to the development where it is within falling distance of the proposed development.

Operational development involving minor works (such as replacement windows/re-cladding) or development which does not involve any excavation of the ground or pruning of trees (such as alterations/extensions to a roof) will not normally require an arboricultural assessment.

The arboricultural assessment should be carried out by an arborist in accordance with BS5837:2012 Trees in relation to design, demolition and construction. An accurate topographical land and tree survey should be carried out and any arboricultural implications assessed. The assessment should clearly indicate those trees, hedges and large shrub masses on site that are to be retained, any which would be lost for development purposes, any which would be lost for sound arboricultural reasons, and any on adjoining land that may be affected. A tree protection plan and arboricultural method statement should be integrated into the arboricultural impact assessment.

ECOLOGICAL ASSESSMENT

Details of the location of sites of Special Scientific Interest, Special Areas of Conservation, other sites of nature conservation interest, urban green space and publically recreational open space are detailed on the local plan proposals map which is available at the following link:

- [Adopted Local Plan](#)

Details of Sites of Special Scientific Interest are also available at the following link:

- [Natural England SSSI Index](#)

An ecological assessment should include:

1. Site survey(s) to establish the likely impact on wildlife or biodiversity of the proposed development. The survey(s) should be carried out by an appropriately qualified specialist at the appropriate time of year relative to the characteristics of the site and the potential interest it contains (for example, a reptile survey should not normally be undertaken during the winter months of hibernation, surveys for the likely presence of bats may require two surveys at six monthly intervals).
2. Copies of the surveys and the submitted plans showing any significant wildlife habitats or features or the location of habitats or any protected species protected under the Wildlife and Countryside Act 1981, conservation (natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.
3. Where proposals will have an impact on wildlife or biodiversity, an assessment of the likely impact and proposed measures to avoid, reduce or mitigate for this impact, before and/or during construction and also after completion.
4. Details of any potential biodiversity enhancements.
5. Where necessary, the assessment should include proposals for long term maintenance and management.

Developers should refer to British Standard BS42020:2013 for further guidance.

Further guidance on biodiversity, the preparation of assessments and site characteristics likely to lead to a requirement to prepare an assessment can be found at the links below:

- [Natural England Standing Advice for Protected Species;](#)
- [Circular 06/05: Biodiversity and Geological Conservation;](#)
- [National Planning Practice Guidance on Biodiversity](#)

OPEN SPACE ASSESSMENT

This is required for developments which are proposed on existing areas of designated urban green space or publicly accessible open space. These areas are shown on the local plan proposals map:

- [Adopted Local Plan](#)

The planning application should be submitted with an Open Space Assessment which is formatted to contain the following information:

1. Analysis of contribution made by existing areas – for development on existing areas of urban greenspace or open space, the assessment needs to include an evaluation of the contribution that the existing site makes to people’s quality of life. This contribution could be made in a number of different ways. For example, the urban greenspace or area of open space could make a contribution:
 - as a site for nature conservation or biodiversity;
 - by acting as a ‘green lung’ and improving air quality;
 - by providing for sports and recreational facilities that improve people’s sense of well being or promote healthy living;
 - by acting as a focal point for community activities;
 - by providing opportunities for social interaction;
 - by promoting the social development of children of all ages through play, sporting activities and interaction with others; and
 - by promoting more sustainable development by ensuring that facilities are easily accessible by walking and cycling and that more heavily used facilities are in locations well served by public transport.
2. Evaluation of existing provision – for developments on existing areas of urban greenspace or open space or for new residential development of a scale which meets the council’s policy triggers, the assessment needs to include an evaluation of the existing provision within the locality of the application site, in both qualitative and quantitative terms (Existing known deficiencies in provision are identified with the adopted supplementary planning document). This should include reference to other areas of publicly accessible recreational open space, urban greenspace and child playspace.
3. Impact analysis – Following this evaluation of existing provision, an impact analysis should be undertaken in respect of the proposed development. This should identify the likely impact of the loss of existing greenspace or open space (if applicable) and the likely impact of the proposed development on existing facilities within the vicinity of the site. This should relate to the nature and type of the existing provision and its condition and the demand for facilities likely to be generated by the development proposed.
4. Compensation/ mitigation options – following the analysis undertaken, the assessment should set out the range of options that are available to avoid, reduce, compensate for or mitigate against the impacts likely as a result of the proposed development. This could include, for example:
 - on-site provision;
 - the enhancement, improvement or expansion of existing off-site facilities;
 - enabling development to improve the use of or access to existing urban greenspace or open space; and
 - contributions towards the provision of facilities near the site.
5. Proposal and Justification – following the consideration of the range of options available, the assessment should specify the chosen option and provide a justification to demonstrate that the proposal would adequately compensate for or mitigate against the impacts of the development.

Where the extent of the impact of the proposal on open space or children’s playspace cannot adequately be understood from the application and the supporting documents, the application will not be validated.

TRANSPORT STATEMENTS, ASSESSMENTS AND INTERIM TRAVEL PLANS

Assessing and mitigating the likely traffic impacts of new development is an important element in making a successful planning application.

A transport assessment (TA) considers all transport modes, patterns of public transport, how development impacts upon them and how services could be improved to address the impact. The TA should provide a full assessment of existing facilities for non-car modes of transport and their adequacy to meet the needs of the proposal. Draft travel plans should be produced if a specific user has been identified.

Transportation statements are required for smaller to medium scale proposals (see thresholds). These are less detailed than TAs and can be incorporated into design and access statements, although their detail should correspond to the scale of the scheme. These may use traffic data (from estimates or comparative uses and locations rather than quantitative surveys which may be undertaken for TAs) to assess likely traffic demands; careful consideration should be given to traffic generation in the Monday to Friday (08:00 - 09:00) AM and (17:00 - 18:00) PM peaks and attention paid to the current adequacy and future opportunities of non car modes including the full range of sustainable travel options available.

Travel Plans offer useful tools to reduce car dependency and promote sustainable travel when the end user is known at the time of application; these are required over certain thresholds; interim travel plans are required for major developments when the end user is not known. Travel Information Plans or TIPs have been developed locally to provide a streamlined version of TPs, these are not a validation requirement but may be subject of a planning condition.

Further information:

- [National Planning Policy Guidance](#);
- [Norfolk County Council Travel Plan Guidance](#).

LAND CONTAMINATION DESK TOP STUDIES AND INTRUSIVE INVESTIGATIONS

The potential for contamination to be present must be considered in relation to the existing use and circumstances of the land, the proposed new use and the possibility of encountering contamination during development. The remediation of land affected by contamination should secure the removal of unacceptable risk and make the site suitable for its new use.

A desk top study is required for all operational development where there is a record of potentially polluting uses or there is a potential for contamination to be present.

Environment agency waste and pollution registers can be accessed at the following link:

- [Environment Agency Permit Register](#)

The desk top study should provide a desk based hazard identification and assessment including:

- Site definition and description, history, current land use and environmental setting;
- Identification of sources, receptors and pathways;
- A preliminary risk assessment.

Where the desk top study confirms the potential for contamination and for significant pollutant linkages an intrusive investigation will normally be necessary where this is feasible (the normal circumstances where this is not likely to be feasible is where the site is fully occupied by buildings).

The preliminary intrusive investigation should include:

- Details of the investigation in terms of design, techniques, sampling and analysis;
- A risk assessment and evaluation;
- Options appraisal for further investigation and/or remediation.

In some cases intrusive investigations can be conditioned along with a full risk assessment, options appraisal, remediation strategy, remediation and monitoring. However where the costs of treatment could be a significant barrier to the development such a condition would be unreasonable and such information would be required prior to determination.

Further detailed guidance is available via the links below:

- [National Planning Practice Guidance](#)
- [Environment Agency Model Procedures for Management of Land Contamination;](#)
- [Environment Agency Guidance for the Safe Development of Housing on Land Affected by Contamination;](#)
- [Environment Agency Land Contamination Guidance](#)

NOISE IMPACT ASSESSMENT

Noise assessments are required for:

- any application proposing noise sensitive uses within close proximity to noise generating uses or the late night activity zone;
- any application proposing noise generating development (this includes uses, plant, machinery or equipment) within close proximity to noise sensitive uses.

Noise sensitive uses would include schools, hospitals, care facilities, residential uses, libraries, passive recreation uses and places of worship.

Noise generating uses would include drinking establishments, heavily trafficked roads, theatres, night clubs, industrial uses, assembly and leisure uses.

The late night activity zone covers areas of Prince of Wales Road and Riverside and is defined on the local plan proposals map available at the following link:

- [City Centre Proposals Map](#)

The interpretation of close proximity will include properties adjacent to the site and within a perimeter blocks distance. However depending on the particular circumstances will need to extend further where the noise generating use in question has wider implications (such as from people exiting late night uses late at night) or where the surrounding area is open in character (such as areas in and around the airport) in these circumstances a much wider area may be relevant.

Noise assessments will normally fall into two categories as detailed below:

- Where noise sensitive uses are proposed within close proximity to noise generating uses – Noise assessments will normally identify the noise exposure (and for residential development the noise exposure category) of a noise sensitive premises and where the noise exposure is high, identify mitigation measures to achieve acceptable levels of noise exposure. Noise levels should be measured in LAeq, T dB over frequency levels 20 – 20,000 Hz. Measurement times and periods should take account of the noise source, peak periods of noise and as appropriate cover night time, day time, weekend and weekday measurements.
- Where noise generating development is proposed within close proximity to noise sensitive uses – Noise assessments will normally measure the impact by comparing the noise generated from the development against background noise levels. Where noise exposure to noise sensitive uses is high, mitigation measures should be identified to achieve acceptable levels of noise exposure. Noise levels should be measured in LAeq, T dB for the noise generating development and in LA90, T dB for background noise levels over frequency levels 20 – 20,000 Hz. Measurement times and periods should take account of the noise source, peak periods of noise and as appropriate cover night time, day time, weekend and weekday measurements.

Noise assessments should be undertaken by a suitably qualified acoustician. Readings given in any noise assessment should include detailed information on where these readings are taken from.

Further detailed guidance on noise assessments is given in BS4142. Guidance on noise assessments and acceptable levels of noise exposure are given within World Health Organisation Guidelines. There is also further advice within the National Planning Practice Guidance.

Further information:

- [National Planning Practice Guidance](#)
- [Noise Policy Statement for England](#)
- [World Health Organisation Guidelines](#)

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 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.

For general information on air quality management areas (AQMA) see the following link:

- [DEFRA Air Quality Management Areas](#)

As of January 2015 there is a single AQMA in Norwich which covers the City Centre. The area covers everything inside the Inner Ring Road as well as a small area to the west of Grapes Hill and an area to the north of the ring road as far as Magpie Road and Bull Close Road. The area is designated for nitrogen dioxide levels and further information is available at the link below:

- [Norwich Central Air Quality Management Area](#)

Further information:

- [National Planning Practice Guidance](#)
- [World Health Organisation Guidelines](#)
- [IAQM Planning for Air Quality Guidance](#)

STATEMENT OF COMMUNITY INVOLVEMENT

This is required for major developments and needs to explain how you have involved the local community in bringing forward the development proposals.

You will need to explain:

- **how** you have involved the local community;
- **what** types of involvement were undertaken;
- **where** these took place;
- **who** has been involved;
- **when** - at what stage of the process; and
- **why** - with what purpose.

Involvement Strategy

Before involving the local community you need to prepare an involvement strategy. Your SCI needs to explain the methodology behind your involvement strategy.

- You should explain the reasoning behind the methods used for involvement, the people or groups contacted and the level of involvement sought.
- It should demonstrate that you have taken into account the characteristics of the local community and have designed an involvement strategy which reflects this.
- It should also demonstrate that account has been taken of the need to involve a wide section of the community, not necessarily just those who are likely to respond to letters or leaflets.
- It should demonstrate that the methods chosen for pre-application involvement are appropriate to the stage in the design process reached and the level of involvement being sought.

If insufficient or inappropriate pre-application community involvement has taken place relative to the size, complexity or impact of the proposed development, the application will not be validated.

More guidance is available in the council's adopted Statement of Community Involvement 2013 and its accompanying Developer Guidance note. A link to these documents and the relevant page of the council website is below:

- [Norwich City Councils Adopted Statement of Community Involvement](#)
- [Involving the Community in the Planning Process Guidance for Developers](#)

PLANNING OBLIGATIONS STATEMENT

Where planning obligations are triggered the following information is required:

- a. **Draft/Completed S106 agreement or undertaking.** Where a planning obligation is triggered and the draft agreement or undertaking is to be drafted by the applicants solicitors; or
- b. **A statement detailing the obligations to be included in a S106 agreement.** Where the applicant wishes the councils solicitors to draft a S106 agreement.

Note that the Council will require its legal costs in drafting, negotiating and completing S106 agreements to be met in full and therefore will seek a solicitors undertaking to cover these costs before progressing any S106 agreement.

Following the introduction of the Community Infrastructure Levy planning obligations are primarily restricted to the provision of affordable housing and the provision of essential off site infrastructure necessary to serve the development proposed.

Where a case is made that the full policy compliant percentage of affordable housing is not viable a viability assessment should also be submitted. The onus will be on the applicant to demonstrate if the requirements of the council would significantly harm the viability of their proposal.

Where there is a need for the council to seek external professional advice to assess submitted viability evidence, any costs incurred are to be met by the applicant. Such costs will also be incorporated into the viability appraisal. The applicant will be given an estimate of expected cost of professional fees, and the applicant will need to pay the estimated costs to the Council inclusive of any VAT prior to this advice being sought. Charges for professional advice are likely to be by the hour and clearly cost will vary on a case by case basis. Any unspent monies will be returned to the applicant. Equally if the costs of the advice are likely to exceed the estimated costs further monies will be sought from the applicant.

In order to fully assess viability the onus is on the applicant to produce a sufficiently detailed viability assessment. Details of what is required are included within the Councils supplementary planning document on affordable housing which can be viewed at the link below:

- [Affordable Housing Supplementary Planning Document](#)

The above also advises how to calculate vacant building credit.

Where viability is an issue it is strongly recommended that pre-application advice is sought. Such negotiations can take a significant amount of time. There will not be sufficient time during the course of a planning application to have meaningful negotiations on the viability of a scheme.

If it is apparent that poor viability or deliverability is due to particular aspects of the design, density or layout it may be appropriate for the design to be amended to address these issues where this would be compatible with other planning policy objectives.

CIL ADDITIONAL INFORMATION REQUIREMENTS FORM

The Community Infrastructure Levy is a new planning charge, introduced by the Planning Act 2008. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. A Community Infrastructure Levy has been introduced within the Greater Norwich Area which includes administrative area of Norwich City Council.

Details of the Community Infrastructure Levy for Norwich including the charging schedule are available at the following link:

- [Norwich CIL Charging Information](#)

The introduction of the levy means that additional information is required to determine whether a charge is due and to determine the amount.

Applicants are therefore required to answer additional questions to enable the calculation of the levy liability. These questions are found in the document below and must be submitted alongside the planning application form where the proposal involves 1 or more dwelling or 100sqm gross internal area of non residential floor space (this includes extensions to premises).

The form is available at the following link:

- [CIL Additional Information Form](#)

Further guidance is available at the following links:

- [Planning Portal General Guidance](#)
- [Planning Portal CIL Form Guidance](#)

TELECOMMUNICATIONS STATEMENT

This is required for all telecommunications development (which requires full planning permission) by a telecommunications code system operator.

A telecommunications code system operator is a person who has been granted a licence under section 7 of the Telecommunications Act 1984 as amended.

The telecommunications statement must include:

- A description of the need and purpose of the development;
- Details of other sites which have been considered and discounted, including details of the area of search;
- Details of design principles and concepts that have been applied to the development and how the design has sought to minimise any visual impact of the telecommunications equipment;
- Details of the rating of the site under the traffic light model (see the code of best practice link below);
- Evidence that nearby schools have been consulted, and details of any responses which have been received;
- Details of any other consultations undertaken and details of any responses which have been received;
- A signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP);
- Technical specifications for the proposed equipment.

The telecommunications statement can be incorporated into the design and access statement where one is required.

Further information:

- [Code of Best Practice on Mobile Phone Network Development.](#)