



National and Local Validation List: Part One

Householder Validation Requirements

Local Validation List (Includes National Requirements) – Adopted 23rd January 2020, Minor Revisions March 2022.

The Householder Application Form for Works or Extension to a dwelling and this Local Validation List Part 1 should be used for proposals to alter or enlarge an occupied single house, including works within the curtilage (boundary/garden) of a house.

This document only addresses requirements for the initial validation of applications, and further details may be requested later by the case officer

If you have established that you need planning permission, you should use the Householder Application form. Examples of projects that may require planning permission are:

- extensions (including conservatories, garden rooms etc.)
 - dormer windows
 - garages, car ports or outbuildings (conversions to additional living accommodation)
 - swimming pools
 - boundary walls and fences
 - vehicular access including footway crossovers (dropped kerbs)
 - oversized porches
 - satellite dishes
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Introduction and Important Notes

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

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

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

Important Notes

Contact Details

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

Copyright

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

Document titles

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



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

1. Application Form

- The Application Form covers various details of the application, including specific details of the proposal.
- The Householder Application Form is required for all householder applications.
- The form outlines what information is necessary for each element of the form, including signing the relevant 'Certificate of Ownership' (see Certificates below) (only one certificate is required to be signed)

1a. Certificates

- **Certificate A** - If the applicant is the sole owner of the site, then Certificate A must be completed.
- **Certificate B** - If the applicant is not the owner of the site (or only owns part) and the applicant knows who owns the site (land within the area indicated by the red line on the site location plan) (all the other parts) then Certificate B must be completed (see Notice Served below).
- **Certificate C** – Must be completed if there is more than one owner and the applicant knows some, but not all, of the owners of the site (see Notice Served below).
- **Certificate D** - Must be completed if the applicant does not own and does not know any of the owner(s) of the site (see Notice Served below).

1b. Notice Served

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

2. Fee

- The fee is required for all Householder Applications, however there are some exemptions. Please see the link to the Guide to the Fees for Planning Applications in England:
https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf



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3. Site Location Plan

- The Site Location Plan should identify the proposed site area on an ordnance survey based map. This is done by outlining the application site in one continuous red line. Any other land in the applicant's ownership should be outlined in a blue.
- Appropriate plans can be purchased on the following link, although there are other providers available. https://www.planningportal.co.uk/homepage/4/buy_a_planning_map
- The Site Location Plan is required for all applications.
- The plan should:
 - Scale at 1:1250 or 1:2500 (including the relevant scale bar)
 - Include a north point
 - Include at least one named road
 - Clearly identify the location of the site
 - In the case that the proposal includes access/visibility splay to the highway, the access must be included within the red line
 - The site location should be around the immediate residential curtilage

4. Existing/Proposed Block Plan

- The Block Plan should show the existing/proposed site in context to its surroundings. The existing plan should show the site as undeveloped and the proposed plan should show the proposal in context to its surroundings.
- Appropriate plans can be purchased on the following link, although there are other providers available. https://www.planningportal.co.uk/homepage/4/buy_a_planning_map
- Block Plans are required for any external works within the site, for example outbuildings. Existing and proposed block plans can be on same plan if it is clear what is proposed and what is existing.
- The plans should:
 - Scale at 1:200 or 1:500 (including the relevant scale bar)
 - Include written dimensions
 - Include a north point
 - Include details of the site surroundings, i.e. buildings, landscaping, roads
 - Clearly annotate any proposed works
 - Please do not include a red line on this drawing

5. Access Plan

- The Access Plan should provide details of any new access, or any changes made to an existing access in a proposed development.
- The Access plan is required if development is creating a new highway access or altering an existing highway access. It is recommended that the drawing shows how the access would meet the Local Highway Authorities standard drawing series.
- The plan should:



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- Scale at 1:50, 1:100, 1:200 or 1:500 (including the relevant scale bar)
- Include a north point
- Clearly label the visibility splays, including dimensions
- Include details of surface materials, boundary treatment and nearby landscaping
- The access plan can be shown on the Block Plan

For more information on Highways standard drawing series please click the link below:

<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/standard-drawings/>

6. Existing/Proposed Elevations

- The Elevations Plans should show any elevations that would be created or altered by the proposed development.
- For examples of typical elevation drawings please refer to the below link
<https://interactive.planningportal.co.uk/>
- Elevation Plans are required for any works where an elevation is created or altered. In the instance of an extension to the existing building, the existing plans should show the building in its current state, the proposed plans should show the proposed extension in context with the rest of the existing building. Existing and proposed elevation plans can be on same plan if it is clear what is proposed and what is existing.
- The plans should:
 - Scale at 1:50 or 1:100 (including the relevant scale bar)
 - Include written height, width and depth dimensions (where applicable)
 - Clearly label each elevation i.e. existing/proposed north elevation, existing/proposed south elevation (or front, rear, or side)
 - All proposed details should be adequately annotated or labelled on each elevation, i.e. doors, windows

7. Existing/Proposed Floor Plan

- The Floor Plans should show the floor that would be created or altered by the proposed development. These should highlight any existing walls or buildings that are to be demolished, where applicable.
- Floor Plans are required for new development, and for existing buildings if altered by the proposed development. Existing and proposed floor plans can be on same plan if it is clear what is proposed and what is existing.
- The plans should:
 - Scale at 1:50 or 1:100 (including the relevant scale bar)
 - Include at least two key dimensions
 - Clearly labelled as existing and/or proposed, and show the proposed floor area, including any window/door openings



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8. Existing/Proposed Roof Plan

- The Roof Plans should show any roof that would be created or altered by the proposed development, showing the shape of the roof, its location, and specifying the roofing material to be used.
- Roof Plans are only required when a roof is created or altered. Existing and proposed roof plans can be on same plan if it is clear what is proposed and what is existing.
- The plans should:
 - Scale at 1:50 or 1:100 (including the relevant scale bar)
 - Include written dimensions
 - If roof plan is included on the block plan scale at 1:200 or 1:500 and Include written dimensions

9. Existing/Proposed Topographical (Levels) Plans

- The Levels Plan/s should show any changes to the ground levels on site.
- For a householder application if you are changing the ground levels (normally more than 500mm), these plans will need to be provided. Changes to levels can be shown on the elevations and/or spot levels can also be shown on the Block Plan, including roof heights.
- The plans should:
 - Be drawn to an appropriate scale (including the relevant scale bar)
 - Include a fixed datum point
 - Include written dimensions

10. Proposed Section Plans

- Section Plans are not always required, however if the development involves excavation (other than foundations – e.g. Swimming pools, basements, menages), this may be requested at the point of validation
- The plans should:
 - Scale at 1:50 or 1:100 (including the relevant scale bar)
 - Include written dimensions
 - Clearly outline and define the levels and which element of the build it relates to

11. Planning Statement

- A Planning Statement is not always required, but may be needed for certain applications i.e. Annexes, cart lodges, etc.
- The Planning Statement should not only clarify but justify the need for the development.
- The statement should cover the intention, reasons of the application and an understanding of why it is necessary. Where appropriate, this should also include how the application complies with relevant planning policies. In developments involving the creation of annexed



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accommodation it would be necessary to clarify the intention of the use of the building and need for the development.

12. Design and Access Statement

- The Design and Access Statement should give proportionate detail about the design of the proposed development, explaining characteristics of the build, and any details of access.
- What applications must be accompanied by a Design and Access Statement?
 - Applications for development in a **Conservation Area**, where the proposed development consists of a building or buildings with a **floor space of 100 square metres or more**.
 - Householder Applications jointly submitted with listed building consent applications.

Applications to amend the conditions attached to Householder Planning Permissions do not need to be accompanied by a Design and Access Statement.

For Householder Planning Permission:-

- A Design and Access Statement must explain the design principles and concepts that have been applied to the proposed development and the wider setting in context with it's surroundings.
- Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

For Listed Building Consent:-

- Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of: (a) the special architectural or historic importance of the building; further information can be obtained from <https://historicengland.org.uk/listing/the-list/> (b) provide justification for the proposed works; and (c) the impact, if any, the proposed works may have upon the listed building.
- Design and Access Statements accompanying applications for listed building consent must provide information on any professional opinion sought, and how the outcome of this consultation has influenced the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.
- Where a proposal is considered to compromise heritage fabric of the listed building or any curtilage listed buildings on the site, a Schedule of Works must be provided.



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13. Heritage Statement

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

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

Any proposed works which are considered to cause harm by the applicant/agent should be detailed for the local authority to consider. If you are in any doubt as to whether the proposed works would cause any harm, please contact the local authority to discuss.

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

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

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

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



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- Demonstrate consideration of the relevant Historic Environment Record
- A photographic record, showing the site context and spaces and features which might be affected by the proposal, preferably cross-referenced to survey drawings.
- An assessment of the archaeological, architectural, historical or other significance of the asset and its setting.
- An assessment of the impact of the proposed works on the significance of the asset and impact on its setting, and a statement of justification for those works, together with details of any mitigation measures proposed. The statement needs to sufficiently explain why the proposals are necessary or desirable.
- The statement shall outline if a variety of options have been considered and why the proposed option was chosen.
- If any historic fabric is to be removed or altered as a result of the proposed development, its significance shall be properly understood and explained in the document.
- If relating to a Listed Building, the statement shall explain if the works proposed are reversible in whole or in part.

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

14. Land Contamination Report/Questionnaire

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

- The Land Contamination Report and Questionnaire are only required in the following situations for householder development.
 - **(1) Contamination is suspected on site.**
 - **(2) Contamination is known to exist on site**
 - **(3) The proposed site is within 250 metres of a landfill site**
- All such developments will need to be accompanied by a Phase I Site Walkover and Risk Assessment undertaken in accordance with BS10175:2011+A2:2017 (or equivalent standard at the time of application) by an appropriate person.
- Reports shall not predate the application by more than 12 months. Should the report predate the application by more than 12 months then a cover letter will be required by an appropriate qualified person stating that the findings of the original report remain applicable.

15. Arboricultural Impact Assessment

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



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16. Ecological Survey & Impact Assessment

- The Ecological Survey & Impact Assessment is a specialist report that would cover any identified protected or Priority species on site and outline what impact the proposal could cause on the species.
- Most householder developments will not require this report. However, it may be requested if any protected or priority species are likely to be present and affected.
- Examples of some Householder Applications that may require this report are:
 - Re-roofing Buildings
 - Any development near a pond
 - Demolition of sheds or outbuildings
- Further information can be found at <https://www.babergh.gov.uk/planning/development-management/planning-guidance-and-research/ecological-guidance/>

For any ecology reports recommending further protected species surveys, the full results of these surveys, and further details of any mitigation measures will be required prior to validation.

A protected species is any species of animal or plant which receives legal protection through UK or European legislation.

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

Please see the following advice from CIEEM regarding the lifespan of Ecological Reports and Surveys: <https://cieem.net/resource/advice-note-on-the-lifespan-of-ecological-reports-and-surveys/>

17. Details of Development Within Flood Zone 2/3

- For any development that is a minor extension (household or non-domestic extension with a floor space of no more than 250sqm) within Flood Zone 2 and/or 3 (Please see Environment Agency online for maps of your area <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#what-to-include-in-your-assessment>) The following details shall be provided.
 - Details of the finished floor levels of the extension hereby approved.
 - Details of the estimated flood levels for the property/site.
 - Details of how the developer will ensure that the development is not flooded by surface water.
 - Details of the flood resistance and resilience measures to be incorporated within the extension. (this may not always be required)
- You need to provide a plan showing the finished floor levels and the estimated flood levels. State in your assessment all levels in relation to Ordnance Datum (the height above average sea level). You may be able to get this information from the [Ordnance Survey](#). If not, you'll need to get a land survey carried out by a qualified surveyor.



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- Any works to a watercourse may require consent under section 23 of the Land Drainage Act 1991
- Any discharge to a watercourse or groundwater needs to comply with the Water Environment (Water Framework Directive) (England and Wales) Regulations 2017
- Any discharge of surface water to a watercourse that drains into an Internal Drainage Board district catchment is subject to payment of a surface water developer contribution
- Any works to lay new surface water drainage pipes underneath the public highway will need a licence under section 50 of the New Roads and Street Works Act
- Any works to a main river may require an environmental permit

You are advised to ensure the floor levels are either no lower than existing floor levels or 300 millimeters (mm) above the estimated flood level. If they are not, ask your local planning authority if you also need to consider [extra flood resistance and resilience measures](#). Your plans need to show how you're going to ensure the development is not flooded by surface water. An example of this could be to divert surface water away from the property or by using flood barriers. Make sure your flood resistance and resilience plans follow the guidance on [improving the flood performance of new buildings](#). For more information on this requirement please see

Guidance on development and flood risk: <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/guidance-on-development-and-flood-risk/>

Long Term Flood Risk: <https://flood-warning-information.service.gov.uk/long-term-flood-risk>

Flood Risk Assessment – Standing Advice: <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

What is meant by 'Minor Development' in relation to flood risk:
<https://www.gov.uk/guidance/flood-risk-and-coastal-change#minor-development-to-flood-risk>

18. Manufacturers Specification(s)

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



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

Additional Note

Community Infrastructure Levy (CIL)

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

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



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Useful Links to further information

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

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

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

- The Councils have an interactive mapping service, this includes details of Listed Buildings, Protected trees, Planning histories and other useful information.

<https://www.midsuffolk.gov.uk/planning/pre-application-advice/free-online-planning-guidance/interactive-mapping-service/>

- Babergh and Mid Suffolk operate a charged Pre Application Planning Service. For details please see <https://www.midsuffolk.gov.uk/planning/pre-application-advice/>

- Development will often also require Building Regulation approval and details of the Council's Building Control services can be found online at <https://www.babergh.gov.uk/building-control/>

Suffolk Building Control Group

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



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

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



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web sites and have provided them in good faith that these provide useful guidance for consideration and use.



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