

Appendix 1 – Draft Local Validation List 2024 - 2026

Item	Document	When Required	Guidance
1.	Accessible and Adaptable Homes Statement	Required for all new dwellings	<p>A short statement setting out how the proposal complies with the requirements set out in Core Strategy Policy HO 1</p> <p>or</p> <p>In relation to Emerging Policy HOU 8, a short statement setting out compliance with the policy in relation to compliance with M4(2) Standard: Category 2 – Accessible and Adaptable Dwellings and, where 20 or more units are proposed, confirming compliance with the requirement that 5% of dwellings are provided as wheelchair adaptable dwellings in accordance with the Building Regulations M4(3) Standard – Category 3.</p>
2.	Affordable Housing Statement	<p>Required for:</p> <ul style="list-style-type: none"> a. Major housing applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares or more); or b. All rural exception housing schemes of any scale in the 'countryside'. c. All market housing led proposals in the 'countryside' policy area. 	<p>A short report (can be included within a Planning Statement) setting out the level of affordable housing provision including housing mix and tenure taking account of up-to-date housing needs for the area.</p> <p>Where a policy compliant scheme is not proposed the report shall set out clearly the justification as to why a reduced amount of affordable housing is proposed and shall be supported by a financial viability assessment where viability forms all or part of the justification for non-compliance with the policy (see Financial Viability Assessment).</p> <p>The report shall be based on an up to date needs assessment, as provided by North Norfolk District upon request from the Council's Strategic Housing Team.</p>
3.	Air Quality Assessment / Air Quality Impact Statement	<p>An Air Quality Assessment is required for:</p> <ul style="list-style-type: none"> a. All Major development <u>within</u> an Air Quality Management Area; b. All Major development <u>within</u> an area where the National Air Quality Objectives are exceeded for background pollutants (any pollutant); c. All Major Development where the background pollution (any pollutant) is within 10% of exceeding the National Air Quality Objectives <p>NOTE: 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 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more.</p> <ul style="list-style-type: none"> d. All Non-Major development <u>within</u> an Air Quality Management Area; e. All Non-Major development <u>within</u> an area where the National Air Quality Objectives are exceeded for background pollutants (any pollutant) <p>NOTE: Non-Major development excludes Householder development and any development which is Permitted Development under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)</p> <p>An Air Quality Impact Statement is required for:</p>	<p>The 2008 Ambient Air Quality Directive sets legally binding limits for concentrations in outdoor air of major air pollutants that affect public health such as particulate matter (PM₁₀ and PM_{2.5}) and nitrogen dioxide (NO₂).</p> <p>The UK also has national emission reduction commitments for overall UK emissions of 5 damaging air pollutants:</p> <ul style="list-style-type: none"> • fine particulate matter (PM_{2.5}) • ammonia (NH₃) • nitrogen oxides (NO_x) • sulphur dioxide (SO₂) • non-methane volatile organic compounds (NMVOCs) <p>As well as having direct effects on public health, habitats and biodiversity, these pollutants can combine in the atmosphere to form ozone, a harmful air pollutant (and potent greenhouse gas) which can be transported great distances by weather systems. Odour and dust can also be a planning concern, for example, because of the effect on local amenity.</p> <p>The Department for Environment, Food and Rural Affairs carries out an annual national assessment of air quality using modelling and monitoring to determine compliance with relevant Limit Values. It is important that the potential impact of new development on air quality is taken into account where the national assessment indicates that relevant limits have been exceeded or are near the limit, or where the need for emissions reductions has been identified.</p> <p>The National Air Quality Objectives set out the specific objectives for each pollutant.</p> <p>For Nitrogen Dioxide the UK Objective is 40µg/m³</p>

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		<p>a. All Major development NOT within an Air Quality Management Area; NOT within an area where the National Air Quality Objectives are exceeded for background pollutants (any pollutant); and NOT within an area where the background pollution (any pollutant) is within 10% of exceeding the National Air Quality Objectives</p> <p>NOTE: 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 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more.</p> <p>b. All Non-Major development where the background pollution (any pollutant) is within 10% of exceeding the National Air Quality Objectives</p> <p>NOTE: Non-Major development excludes Householder development and any development which is Permitted Development under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)</p>	<p>For Particles PM₁₀ the UK Objective is 40µg/m³</p> <p>For Particles PM_{2.5} the UK Objective is 20µg/m³ (annual mean) but in England this is to be reduced to 10µg/m³ (target date 31 Dec 2040)</p> <p>In North Norfolk, air quality is generally good but there are some areas with higher background readings.</p> <p>Applicants must refer to Defra UK-AIR GIS Tool to determine local background air quality levels relevant for the application site.</p> <p>Where a development proposal is in an area which is identified as being above the UK/England Objective or is within 10% of the Objective targets for specified pollutants then an Air Quality Assessment or Air Quality Impact Statement may be required. Major development may require an Air Quality Impact Statement even where areas have a low background reading for pollution.</p> <p>Where air quality is a relevant consideration the local planning authority may need to establish:</p> <ul style="list-style-type: none"> the 'baseline' local air quality, including what would happen to air quality in the absence of the development; whether the proposed development could significantly change air quality during the construction and operational phases (and the consequences of this for public health and biodiversity); and whether occupiers or users of the development could experience poor living conditions or health due to poor air quality. <p>The government have produced a flowchart which sets out the steps a local planning authority might take in considering air quality.</p>
4.	Air Source Heat Pump – Technical Specifications and Unit Location Information	Required for all proposals involving the installation of Air Source Heat Pumps (ASHP).	<p>In order to help ensure timely determination of applications for ASHP, applicants are requested to include the following information with their application;</p> <ul style="list-style-type: none"> Specification data should include the size of unit and the sound pressure level of the proposed unit. Manufacturers specification data is readily available on request from the equipment supplier. Location data for the proposed unit/units should be supplied in the form of a scaled site plan / drawing with the location of proposed ASHPs clearly marked together with details of intended installation height (i.e. ground mounted, wall mounted (ground floor X metres off ground), wall mounted (first floor X metres off ground)).
5.	Assessment of Impact on the Norfolk Coast National Landscape (formerly Area of Outstanding Natural Beauty and The Broads)	<p>Required for:</p> <p>a. All developments located within the Norfolk Coast National Landscape and located outside of defined settlement boundaries;</p> <p>b. All developments located outside of the Norfolk Coast National Landscape but which are likely to have an impact on the special qualities of the Norfolk Coast National Landscape.</p>	<p>A statement setting out how the proposal would impact on the identified special qualities of the Norfolk Coast National Landscape and how it would be compliant with targets and objectives set out in the current Norfolk Coast National Landscape Management Plan and associated guidance documents.</p> <p>Where an adverse effect arises, the statement should demonstrate whether alternative sites have been considered (including details of where those sites are located and any reasons for why the development cannot be located there) and set out the benefits in favour of the proposal in order to demonstrate that they can be reasonably considered to outweigh the adverse impacts on the Norfolk Coast National Landscape.</p>

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			<p>For smaller scale proposals where a Design and Access (D&A) Statement is required, the Assessment of Impact on the Norfolk Coast National Landscape can be included within the D&A Statement.</p> <p>For further guidance on the management of the Norfolk Coast National Landscape please see:</p> <p>Norfolk Coast Protected Landscape</p>
6.	Biodiversity Net Gain Statement (and completed metric spreadsheet where applicable)	<p>Required for:</p> <p>All applications</p>	<p>A Statement with written confirmation that:</p> <ul style="list-style-type: none"> • Mandatory Biodiversity Net Gain does or does not apply • Whether any habitat degradation has taken place before or after the Biodiversity Metric calculations were carried out <p>Where BNG applies the following is required:</p> <p>The Statutory Biodiversity Metric with:</p> <ul style="list-style-type: none"> • Baseline and Post-development calculations fully completed (Outline applications may provide indicative Post-development calculations) • Date of Metric completion • Name of competent and/or Watercourse accredited person <p>A Map showing:</p> <ul style="list-style-type: none"> • On-site habitat (using UK Habitat Classification) and any irreplaceable habitat <p>In line with Emerging Policy CC 10 (Biodiversity Net Gain), once the emerging Policy progresses to a point where it attracts sufficient weight for decision making purposes, the following validation requirements will also apply (over and above the statutory minimum requirements):</p> <p><u>Qualifying</u> development must achieve a minimum of 10% Biodiversity Net Gain, or higher as stipulated in national legislation, over the pre-development biodiversity value as measured by the <u>statutory</u> Biodiversity Metric, <u>small sites metric</u> or agreed equivalent.</p> <p>The Biodiversity Net Gain Statement should demonstrate that the Mitigation Hierarchy has been employed in securing the biodiversity net gain:</p> <ol style="list-style-type: none"> Avoidance Mitigation Compensation <p>The Biodiversity Net Gain Statement should clarify and explain the predicted biodiversity outcomes both qualitatively and quantitatively including how the proposal has complied with the Biodiversity Gain Hierarchy.</p> <p>The Biodiversity Net Gain Statement should detail of how the biodiversity net gain will be maintained for at least 30 years after the development is completed.</p>
7.	Climate Emergency / Net Zero Statement	<p>Required for:</p> <p>All Applications</p>	<p>All applications are required to submit a Climate Emergency / Net Zero Statement that is proportionate to the development being proposed.</p> <p>The Climate Emergency / Net Zero Statement should set out:</p> <ul style="list-style-type: none"> • How the proposed development responds positively to a climate emergency; and

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			<ul style="list-style-type: none"> How the development has been designed to reduce the carbon impact of development that will help facilitate and accelerate the transition to Net Zero by 2050. <p>Where a Design & Access Statement is required, the Climate Emergency / Net Zero Statement can be included within that document.</p> <p>Demonstrating how proposed development is responding positively to a climate emergency will depend on the proposal but could include demonstrating how design and material choices help make the development more sustainable, energy efficient and reducing harmful effects on the environment.</p> <p>Evidencing a reduction in the carbon impact of development could include identifying how the proposal represents an improvement over current building regulation requirements (Part L). Net Zero buildings means reduced embedded carbon from materials and construction. Operationally reducing emissions by having a low-carbon heating technology and renewable energy generation and energy efficiency revolving around reduced heat loss.</p> <p>Further guidance on Net Zero Carbon building is available from UKGBC here: Net Zero Carbon Buildings Framework UKGBC Net Zero Carbon Buildings: A Framework Definition (pdf) UKGBC-Net-Zero-Operational-Carbon-One-Pager.pdf</p>
8.	Coastal Erosion Vulnerability Assessment	<p>Required for:</p> <p>All applications for proposed development partly or fully within the following indicative erosion zones set out within either the Hunstanton to Kelling Hard Shoreline Management Plan (SMP5) or the Kelling Hard to Lowestoft Shoreline Management Plan (SMP6):</p> <ul style="list-style-type: none"> 0-25 yrs indicative erosion zone 25-50 yrs indicative erosion zone 50-100 yrs indicative erosion zone. <p>Or</p> <p>Once adopted, all applications partly or fully within the Coastal Change Management Area defined under the Emerging Local Plan under Policy CC 5 (Coastal Change Management)</p>	<p>The Coastal Erosion Vulnerability Assessment should be proportionate to the development proposed and should set out:</p> <ol style="list-style-type: none"> Whether the proposal will result in an increased risk to life or to property; That the works are consistent with the relevant Shoreline Management Plan; and Whether the proposal would result in adverse impact on the environment elsewhere along the coast. <p>Where the proposal would result in adverse impacts in relation to a), b) or c) and proposals are for commercial, leisure or community infrastructure, then the economic, social and environmental benefits to the community in relation to the proposed development should be clearly set out within the Coastal Erosion Vulnerability Assessment or, where required, within a Planning Statement.</p> <p>Further information: Hunstanton to Kelling Hard Shoreline Management Plan (SMP5) Kelling Hard to Lowestoft Shoreline Management Plan (SMP6):</p>
9.	Contaminated Land Survey / Contaminated Land Screening Assessment Form	<p>A Contaminated Land Screening Assessment Form is required for:</p> <ol style="list-style-type: none"> All Non-Major development involving the conversion of barns to dwellings / holiday accommodation and / or the erection of 	<p>The degree of assessment required is dependent upon the nature of the development.</p> <p>Proportionate but sufficient site investigation information is required to determine the existence or otherwise of contamination, its nature and extent, the risks it may pose and to</p>

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		<p>dwelling or the change of use of land to allotments or small holdings</p> <p>NOTE: A Non-Major application is up to 9 dwellings, residential development on a site having an area of less than 0.5 hectares, the provision of building/s creating less than 1,000sqm or more floorspace, or development on a site having an area of less than 1 hectare.</p> <p>A Contaminated Land Survey (Phase One) is required for:</p> <ol style="list-style-type: none"> All Major development involving residential development, care homes, holiday accommodation commercial development and public infrastructure; All new development proposals on sites which have currently or in the past been used for industrial purposes and where contamination is known or suspected (on the site or on adjacent land) and/or where the proposed use would be particularly vulnerable to the presence of contamination (e.g. residential, care homes, holiday accommodation, allotments and small holdings). <p>NOTE: 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 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more.</p>	<p>whom/what (the 'receptors'). The information should also set out any necessary remediation measures.</p> <p>Assessment must be undertaken by a suitably qualified and competent individual accredited and registered with a professional institution or organisation.</p> <p>The appropriate professional standards must be applied in all instances depending upon the nature of the proposal:</p> <ul style="list-style-type: none"> British Standard BS 10175: Investigation of potentially contaminated sites Code of Practice, and the Environment Agency's Land Contamination Risk Management Guidance BS3882:2015 British Standard Topsoil Good practice on the testing and verification of protection systems for buildings against hazardous ground gases (C735) <p>For Further guidance and access to the relevant forms:</p> <p>Development on land affected by contamination (Developer Guidance)</p> <p>Contaminated Land Screening Assessment Form</p> <p>Verification requirements for cover systems (Developer Guidance)</p>
10.	Drainage Strategy including Foul and Surface Water Management	<p>Required for:</p> <ol style="list-style-type: none"> all Major developments (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 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more) 	<p>A report including plans/details/ specifications setting out foul drainage and surface water drainage proposals. The proposals should demonstrate how surface water (including any flows originating off site will be managed within the site without resulting in flood risk to properties on or off the site) while considering the impact of climate change and the application of the drainage hierarchy. The proposals must also include information on ongoing maintenance and management.</p> <p>The following links may be of assistance in preparation of these supporting documents:</p> <p>Anglian Water</p> <p>Lead Local Flood Authority</p> <p>CIRIA - SUDS Hierarchy</p> <p>IEMA</p>
11.	Economic Statement	<p>Required for:</p> <ol style="list-style-type: none"> Changes of Use over 150sqm within a defined primary shopping area where employment/retail uses would be lost; 	<p>A short report setting out the economic impacts (both positive and/or negative) of the proposal. The report should focus on the particular use(s) proposed and its implications for jobs and the local economy (major proposals will require, in addition, a focus on the impact across the wider area/District dependent upon the scale of development proposed). The report should include the following (where appropriate):</p>

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		<ul style="list-style-type: none"> b. New employment generating uses over 1,000sqm anywhere in the District; c. Loss of all, or partial loss, of allocated employment sites anywhere in the District; or where more than 10 FTE jobs are to be lost as a result of the proposed development. d. New leisure or tourism related development with a floorspace over 1,000sqm or on a site area in excess of 0.5 hectares. 	<ul style="list-style-type: none"> • Number of full-time equivalent (FTE) jobs created or lost; • In the case of new employment generating uses - why the proposed location has been chosen (having regard to any operational or environmental justifications); • In the case of loss of employment generating uses or designated sites (either part or in whole) consideration of alternative available provision; • Impact on designated employment areas; • Wider Public Benefits; • Explanation of direct or indirect economic/employment benefits (e.g. supporting business or creation of supply chains, tourism spend) • Business Rate benefit for local economy • Opportunities for skills/education development including apprenticeships; • Anything else in support of the proposal from an economic perspective <p>Where the requirement for a Retail Impact Assessment is also met, the Economic Impact should be included as part of that assessment.</p>
12.	Extraction / Ventilation Details / Specifications	<p>Required for ALL commercial developments that will utilise extraction and ventilation systems including (but not limited to) proposals for new/enlarged:</p> <ul style="list-style-type: none"> • Food establishments • Kitchens • Industrial Buildings/Premises • Vehicle refinishers 	<p>Depending upon the nature of the proposal and proximity of receptors, applicants will need to provide basic technical specifications of the extraction / ventilation unit(s) to be installed, together with location data.</p> <p>This will allow appropriate consultees to assess the application. In some instances, where bespoke installations are required, more details will be required to assess the acoustic and olfactory performance of the unit(s). Additional guidance can be found within the following:</p> <p>Control of odour and noise from commercial kitchen exhaust systems (2022 (2nd EMAQ edition)</p> <p>Institute of Air Quality Management - Guidance on the assessment of odour for planning 2018 v1.1</p>
13.	Financial Viability Assessment (FVA)	<p>Required for:</p> <ul style="list-style-type: none"> a. All development proposals (including Housing) where the applicant/agent is advancing an economic viability case to support the acceptability of a non-policy compliant proposal. b. All Housing Development where: <ul style="list-style-type: none"> • time has passed since Local Plan Viability evidence has been produced; or • there has been a significant change in economic circumstances; or • there are site specific issues <p>such that an up to date FVA is required to be submitted with an application to demonstrate that a proposal is viable to deliver.</p>	<p>A submitted financial viability assessment (FVA) should be completed by a suitably qualified person (RICS accredited).</p> <p>The FVA shall follow industry best practice including the latest edition of Guidance Note (Assessing Viability in Planning) and any relevant guidance as contained within the most recent National Planning Policy Framework (NPPF) and Planning Practice Guidance published by Government or any other documents of guidance from government which supersedes those documents.</p> <p>FVAs need not contain commercially sensitive data but, even if some elements are commercially sensitive, they can be aggregated in a published FVA in order to avoid disclosure of this sensitive material.</p> <p>FVAs have a direct bearing on the provision of community infrastructure and services, and are of great interest to the public, so are expected to be placed in the public domain.</p>
14.	Flood Risk Assessment	<p>Required for:</p> <ul style="list-style-type: none"> a. all planning applications for development proposals of 1 hectare or greater in Flood Zone 1; 	<p>A report including plans identifying and quantifying the risk to the development; of all sources of flooding, and providing site specific detail (geology/watercourse network/topography etc.) to inform the application of the drainage hierarchy to subsequent surface water drainage proposals.</p>

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		<ul style="list-style-type: none"> b. all proposals in Flood Zones 2 and 3 plus an allowance for climate change (excluding minor extensions, more vulnerable, less vulnerable and water compatible development in flood zone 2 covered by separate EA standing advice) c. all planning applications involving extensions to existing buildings, new development located or changes of use which increase flood vulnerability on 'Dry Island' sites d. all planning applications where proposed development may be subject to other sources of flooding or may increase the potential of flood risk from other sources of flooding e.g. large reservoirs or development affected by large reservoirs e. All discharge of condition applications where approval of detailed drainage design is required. 	<p>FRA should include flood evacuation and response management plans.</p> <p>Guidance is available from the Environment Agency at: Flood risk assessment in flood zones 2 and 3</p> <p>Further guidance can be obtained here:</p> <p>Lead Local Flood Authority</p> <p>National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG)</p> <p>NNDC Planning Policy webpages</p> <p>CIRIA – SUDS Hierarchy</p> <p>IEMA</p> <p>In respect of the requirements of e), Norfolk County Council – Lead Local Flood Authority have observed that a drainage strategy can vary between an initial approval and the point at which conditions are discharged, particularly if some time has elapsed between stages. Resubmitting the FRA consolidates site and risk information presenting a clear package of background information on which the drainage strategy proposed is based.</p>
15.	Flood Risk Assessment - Statement of compliance with Environment Agency Standing Advice on Flood Risk	<p>Required for:</p> <ul style="list-style-type: none"> • a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3 plus an allowance for climate change; • 'more vulnerable' in flood zone 2 plus an allowance for climate change (except for landfill or waste facility sites, caravan or camping sites); • 'less vulnerable' in flood zone 2 plus an allowance for climate change (except for agriculture and forestry, waste treatment, and water and sewage treatment); • 'water compatible' in flood zone 2 plus an allowance for climate change <p>This includes developments involving a change of use into one of these vulnerable categories or into the water compatible category.</p>	<p>Guidance is available from the Environment Agency at: Flood risk assessment: standing advice</p> <p>For all developments covered by standing advice, you must put together a flood risk assessment which includes:</p> <ul style="list-style-type: none"> • your site address • a description of your development • the estimated flood level for your development, taking into account the impacts of climate change over its lifetime • details of the finished floor levels • details of your flood resistance and resilience plans • any supporting plans and drawings • any other information the relevant standing advice tells you to include
16.	Foul Drainage Assessment	<p>Required for:</p>	<p>Applications for developments relying on anything other than connection to a public sewage treatment plant should be supported by sufficient information to understand the potential implications for the water environment.</p> <p>The first presumption is to provide a system of foul drainage discharging into a public sewer to be treated at a public sewage treatment works.</p>

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		<p>a. all developments where non-mains drainage ('off-grid') disposal of foul sewage is proposed or a new connection to an existing 'off-grid' foul sewage disposal network is proposed.</p>	<p>Where a connection to a public sewage treatment plant is not feasible (in terms of cost and/or practicality) a package sewage treatment plant can be considered. The package sewage treatment plant should offer treatment so that the final discharge from it meets the standards set by the Environment Agency.</p> <p>A proposal for a package sewage treatment plant and infrastructure should set out clearly the responsibility and means of operation and management to ensure that the permit is not likely to be infringed in the life of the plant. There may also be effects on amenity and traffic to be considered, for example, because of the need for sludge to be removed by tankers.</p> <p>Septic tanks should only be considered if it can be clearly demonstrated by the applicant that discharging into a public sewer to be treated at a public sewage treatment works or a package sewage treatment plant is not feasible (taking into account cost and/or practicability).</p> <p>A report including plans/details/specifications setting out foul drainage and surface water drainage proposals including on-going management and maintenance.</p> <p>For sites within the Nutrient Neutrality catchments of the River Wensum or River Bure – please see Nutrient Neutrality Statement.</p> <p>The following links may be of assistance in preparation of these supporting documents:</p> <p>Anglian Water</p> <p>Lead Local Flood Authority</p> <p>CIRIA - SUDS Hierarchy</p> <p>IEMA</p>
17.	Health & Wellbeing Statement	Required for all proposals for residential development of 250 dwellings or more.	To ensure that health infrastructure and well-being are considered as integral to the development process, the Health and Wellbeing Statement should set out how the proposed development takes account of the guidance set out in the Building for a Healthy Life (June 2020) design toolkit and has been informed by the Planning In Health Protocol (2019).
18.	Heritage Statement	<p>Required in the case of development proposals which affect or may affect:</p> <p>a. listed buildings and their settings;</p> <p>b. the character and appearance of Conservation Areas;</p> <p>c. scheduled monuments and their settings;</p> <p>d. a site on the Register of Historic Parks and Gardens of Special Historic Interest in England;</p> <p>e. undesignated heritage assets (such as buildings on a local list).</p> <p>f. an area with known or high potential for archaeological interest</p>	<p>Para 189 of the National Planning Policy Framework 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".</p> <p>A Heritage Statement is an applicant's opportunity to explain their proposals and to clarify what impact a development proposal will have on heritage assets.</p>

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			<p>The Statement should include:</p> <ul style="list-style-type: none"> • A description of the significance of the heritage asset and the contribution made by its setting; • A full description of the proposed works (NB: where any demolition is proposed, the age and condition of the fabric to be removed must be qualified); • A statement of justification for the proposed works. • An assessment of the impact of the proposed works upon the overall significance of the building. • Proposed mitigation of any negative impact upon the significance of the heritage asset and/or its setting. <p>A field evaluation is required for sites of archaeological interest.</p> <p>In cases where both a Design and Access Statement and Heritage Statement are required, applicants can avoid unnecessary duplication and demonstrate how the proposed design has responded to the historic environment through including the necessary heritage assessment as part of the Design and Access Statement.</p> <p>Setting is defined in the National Planning Policy Framework (NPPF) as "The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of the asset, may affect the ability to appreciate that significance or may be neutral."</p> <p>The setting itself is not designated. Every heritage asset, whether designated or not has a setting. Its importance, and therefore the degree of protection it is offered in planning decisions, depends entirely on the contribution it makes to the significance of the heritage asset or its appreciation.</p> <p>Further advice on setting is available here:</p> <p>Historic England Guidance</p> <p>National Planning Guidance</p>
19.	<p>Landscape Character and Visual Impact Assessment</p>	<p>Required for:</p> <ol style="list-style-type: none"> a. All applications which are likely to have a significant impact on landscape character and will incur visual impact; b. All Telecom masts above 20m in height in the countryside. 	<p>Needs to be proportionate to the scale of the development and in accordance with best practice, (Guidelines for Landscape & Visual Impact Assessment, 3rd edition, 2013, Landscape Institute and IEMA) and recent update: Notes and Clarifications on aspects of the 3rd Edition Guidelines on Landscape and Visual Impact Assessment (GLVIA3) – LITGN-2024-01)</p> <p>Proposals should be assessed against guidance set out in the North Norfolk Landscape Character Assessment (2021 SPD) and (in relation to proposals for renewable energy and reservoirs) the North Norfolk Landscape Sensitivity Assessment (2021 SPD)</p>

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			<p>Should include photos and photomontages from selective identified viewpoints</p> <p>For further guidance please refer to Landscape Institute Guidance</p>
20.	Landscape Proposals (Hard & Soft)	<p>Required For:</p> <ul style="list-style-type: none"> a. 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 1,000sqm or more of commercial floorspace, or development on a site having an area of 1 hectare or more) excluding outline applications where landscaping has been reserved for subsequent approval; b. all minor developments (a minor application is 1-9 dwellings or up to 0.49 hectares or the provision of buildings creating up to 999sqm of commercial floor space or development on a site up to 0.9 hectares excluding outline applications where landscaping is a reserved matter); c. or other development involving changes to public realm in principle and secondary settlements of Cromer, Fakenham, Holt, North Walsham, Hoveton, Sheringham, Stalham and Wells. 	<p>A plan showing the proposed site layout, boundary treatments and vegetation to be retained and location of proposed soft planting together with details of hard surface and boundary treatments. This shall be accompanied by a short statement setting out proposed future management and maintenance of soft landscaping.</p> <p>For MAJOR applications (a) and other applications c) the following hard and soft landscape detail is required:</p> <p>Existing landscape details:</p> <ul style="list-style-type: none"> a. A plan to scale showing precise location and canopy spread of all existing trees, hedgerows and other significant areas of vegetation on or adjoining the site b. Details of those to be retained c. Details of existing boundary treatments and forms of enclosure d. Details of existing open watercourses or other aquatic features on the site <p>Soft Landscape Details</p> <ul style="list-style-type: none"> e. Measures for ground preparation and cultivation f. Earthworks and ground profiling, including existing and proposed finish levels and contours g. Indicative planting proposals to scale showing areas and type of planting (e.g. trees, native shrubs, screen belt, ornamental planting, meadow). If applicable, details to incorporate mitigation and enhancement measures contained within related surveys, e.g. Ecology, Arboriculture. h. Indications of any Sustainable Urban Drainage (SUDs) features to be incorporated into the landscape (e.g. swales, basins, ponds) <p>Hard Landscape Details</p> <ul style="list-style-type: none"> i. Materials for hard surfaces including vehicular and pedestrian areas. j. New boundary treatments including plot division within the site (type of feature, material and height e.g. 1.2m brick and flint wall) k. Street furniture, (play equipment, bollards, signage, refuse bins, seating, etc) l. Indicative external lighting proposals

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Item	Document	When Required	Guidance
			<p>m. Indicative security measures</p> <p>Implementation and management details</p> <p>n. An implementation program laying out a timescale for the completion of all landscape works</p> <p>o. A landscape management plan, stating management responsibilities and a schedule of maintenance and monitoring operations for all landscaped areas for a minimum of five years following implementation.</p> <p>For MINOR developments (b):</p> <p>Soft Landscape Details:</p> <p>a. existing trees, shrubs and hedgerows on the site, indicating those to be removed</p> <p>b. accurate plotting of those to be retained (including species and canopy spread), including measures for protection during the course of the development</p> <p>c. Details of all new planting including: species, location, number and size of new trees and shrubs</p> <p>d. Measures for protection of new planting</p> <p>e. Details of the timescale for the completion of all landscape works</p> <p>Hard Landscape Details</p> <p>f. Surface materials for vehicle and pedestrian areas</p> <p>g. Boundary treatments, including hedging (species) fencing, walling.</p>
21.	Lighting Impact Assessment	<p>Required for:</p> <ul style="list-style-type: none"> • all development where external lighting (Including illuminated adverts) is proposed where: <ul style="list-style-type: none"> ○ residential amenity can be directly impacted and/or ○ the proposal could impact on designated Dark Skies Sites or the nocturnal character of the area 	<p>Details shall be provided setting out proposed external lighting including location, number, design, manufacturers product details (including illumination levels and beam orientation), times of operation and measures to prevent light spill/pollution.</p> <p>Due regard should be given to light sensitive areas and light sensitive receptors in order to maintain dark skies where possible and to minimise adverse impacts on protected species including bats.</p> <p>Further guidance is available from:</p>

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Item	Document	When Required	Guidance
			<p>Institute of Lighting Professionals – Guidance Note 1 for the reduction of obtrusive light (2021)</p> <p>Secured by design</p> <p>Bat Conservation Trust - Guidance on lighting</p> <p>Dark Sky Discovery Partnership</p> <p>CPRE</p> <p>https://gostargazing.co.uk/location-map/</p>
22.	Mineral Resource Safeguarding Assessment	<p>Required for:</p> <ul style="list-style-type: none"> all non-exempt development within Mineral Safeguarding Areas Mineral Safeguarding Areas are defined by Norfolk County Council in its capacity as the Mineral Planning Authority. They are mapped within the 'Norfolk Minerals and Waste Development Framework Revised Policies Map' (December 2017) 	<p>Exemptions are:</p> <ol style="list-style-type: none"> Infilling in towns and villages. Householder applications. Advertisement applications. Reserved matters applications. Applications for new or improved accesses. Applications for listed building consent. 'Minor' extensions/alterations to existing uses/buildings. 'Temporary' development (for up to five years). Agricultural buildings adjacent to existing farmsteads. 'Minor' works such as fences and bus shelters. Amendments to current permissions. Extensions to existing settlements of no greater than 1 hectare <p>A submitted mineral resource safeguarding assessment should be completed by a suitably qualified person and the document, as a minimum, must include:</p> <p>1) The results of an intrusive site investigation:</p> <ul style="list-style-type: none"> Location map of trial pits/boreholes Logs of trial pits/boreholes showing geology.

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Item	Document	When Required	Guidance
			<ul style="list-style-type: none"> • The results of Particle Size Distribution testing of samples recovered from the trial pits/boreholes, to include classification of materials to determine the potential for reuse on site. <p>2) An assessment of the potential for any on site mineral resource to be of economic use for prior extraction either for export, or reuse on site in the construction phases. The assessment should be based on the results of the site investigation.</p> <p>The assessment should estimate the likely quantities of mineral which could be recovered and either exported or reused on site, and means by which this will be recorded and reported to the Mineral Planning Authority and the Local Planning Authority at an appropriate frequency.</p>
23.	Minimum Space Standards	Required for all new dwellings	Where new dwellings are proposed a table should be provided setting out how each dwelling complies with the technical space standards under Emerging Policy HOU 9.
24.	Noise Impact Statement	<p>Required for:</p> <ol style="list-style-type: none"> a. any application proposing noise sensitive uses within close proximity to existing noise generating uses (or those with an extant permission) which could cause existing nearby uses to curtail their activities; b. any application proposing noise generating development (this includes uses, plant, machinery or equipment) within close proximity to noise sensitive uses. 	<p>As a general guide the submission of an acoustic report is applicable to:</p> <ul style="list-style-type: none"> • proposals for external plant equipment; • the proposed creation of new noise sensitive development (e.g. residential) in areas that suffer from high levels of noise; • developments that could affect noise sensitive receptors such as B8, B2, C1, C3 Use Class and all Class E developments • proposals that could cause existing nearby uses to have to curtail their activities (agent of change principle); <p>Noise sensitive uses would include schools, hospitals, care facilities, residential uses, libraries, passive recreation uses and places of worship.</p> <p>Noise generating uses would include drinking establishments, heavily trafficked roads, theatres, night clubs, industrial uses, assembly and leisure uses as well as farm complexes</p> <p>The interpretation of close proximity will include properties adjacent to the site and within a reasonable proximity. However, depending on the particular circumstances, a wider area may need to be included. For example, in areas of open countryside or where night-time/daytime background noise levels are particularly low and/or where a noise generating use is likely to have wider implications.</p> <p>Noise assessments which fall in to either of the two categories should be carried out by a qualified professional.</p> <p>The appropriate professional standards must be applied in all instances depending upon the nature of the proposal, for example:</p> <p>*BS 4142:2014+A1:2019 Methods for rating and assessing industrial and commercial sound</p> <p>*BS 8233:2014 Guidance on Sound Insulation and noise reduction for buildings, which provides guidance for the control of noise in and around buildings</p> <p>* Policy Statement for England Defra 2010 https://www.gov.uk/government/publications/noise-policy-statement-for-england)</p>

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			<p>*NPPF Noise guidance https://www.gov.uk/guidance/noise--2</p> <p>A Baseline survey should always be undertaken to establish existing ambient and background noise levels. Surveys should attempt to identify all sources of noise and cover a representative and realistic time, ideally to coincide with worse case. Survey data should be provided.</p>
25.	Nutrient Neutrality Statement	<p>Required for:</p> <ul style="list-style-type: none"> a. any application proposing net new overnight accommodation within the sensitive catchments of the River Wensum or River Bure (including new residential development, student accommodation, care homes, tourism attractions, tourism accommodation); b. any permitted development (which gives rise to new overnight accommodation) under the Town and Country Planning (General Permitted Development) (England) Order 2015; c. any development not involving overnight accommodation but which may have non-sewerage water quality implications 	<p>This should include:</p> <ul style="list-style-type: none"> (i) A short summary setting out whether the proposed development is or is not nutrient neutral; (ii) A completed nutrient budget calculator using either the most up to date “Norfolk Calculator” or Natural England Calculators – please supply a copy of the Excel file in addition to any screen shots included within the statement; (iii) details of any mitigation, if required, and how the mitigation is to be secured in perpetuity.
26.	Odour Impact Assessment	<p>Required for:</p> <ul style="list-style-type: none"> a. proposals that involve the creation of significant sources of odour which could adversely affect human health - this would include intensive agriculture, industrial food production and waste processes. b. Proposals for odour sensitive development near to an existing odorous process. 	<p>Odour Impact Assessments should be produced in line with guidance set out by the Institute of Air Quality Management - Guidance on the assessment of odour for planning 2018 v1.1</p> <p>Odour impacts may be assessed when considering a planning application for an activity that may release odours or when a sensitive use is being proposed near to an existing odorous process (known as ‘encroachment’). Typical examples of potentially odorous activities are sewage works, intensive animal rearing, processing of animal remains, solid waste management (for example composting) and some industrial processes.</p>
27.	Open Space Assessment and Strategy	<p>Required for:</p> <p>Major applications (a major application is 10 or more dwellings, residential development on a site having an area of 0.5 hectares) excluding outline applications where layout and/or landscaping have been reserved for subsequent approval.</p>	<p>A statement setting out the amount and type of open space to be provided for the proposed development in accordance with latest standards.</p> <p>The statement shall include details of management and maintenance of any on or off-site open space.</p> <p>A copy of the Council's current Open Space requirements are available here</p>
28.	Planning Statement	<p>Required for:</p> <ul style="list-style-type: none"> a. 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); 	<p>A statement in support of a planning application setting out how the proposal accords with national and local policy requirements and/or setting out any other relevant material planning considerations, particularly where the proposal represents a departure from policy.</p> <p>The statement should avoid repetition of other documents submitted but rather provide an overview or summary of the key policy arguments.</p> <p>Planning practice guidance</p>

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		<ul style="list-style-type: none"> b. all small scale residential development of 1-9 dwellings; c. all proposals that are contrary to the development plan 	<p>Planning Policy</p> <p>The above link includes Core Strategy policies, Design Guide and Landscape Character Assessment, all of which should be taken into consideration within the Planning Statement</p>
29.	Plans – Block Plan	Required for all proposals where plans are to be submitted in support of an application.	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 states that a plan which identifies the land to which the application relates.</p> <p>The Block Plan provided should therefore meet the following criteria;</p> <ul style="list-style-type: none"> • Provided at a metric scale (1:200 or 1:500). Relevant scale bar indicated. Provided on an up-to-date map • Indicate a north point. • Show the proposed development in relation to site boundaries, other existing buildings on the site, adjoining properties and the immediate area, this includes roads, public rights of way if it will influence or will be affected by the proposed development and position of trees, changes in levels, boundary treatment, vehicular/pedestrian access and parking. House names and road names should be labelled. • If the site area is edged in red this must match the location plan provided. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. • Where an Ordnance Survey based plan is being submitted for planning purposes the copyright and licence number must be shown.
30.	Plans – Elevations, existing and proposed	Required for all applications proposing new buildings or alterations to the exterior of an existing building (including replacement windows and doors)	<ul style="list-style-type: none"> • Provided at a metric scale usually 1:50 or 1:100 (photographs with annotated dimensions are not accepted). • Relevant scale bar indicated. • Must show all elevations including any blank elevations (unless visibility is completely obscured e.g. attached to another building). • Must match relevant existing/proposed floor plans. • Be clearly labelled e.g. north, west etc. or north point indicated. • Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling) and a street scene where appropriate). • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans.
31.	Plans – Floor Plan	Required for all applications proposing new buildings or alterations to the exterior of an existing building (including replacement windows and doors)	<ul style="list-style-type: none"> • Provided at a metric scale usually 1:50 or 1:100 • Relevant scale bar indicated. • All existing floor plans should be provided including where buildings are to be demolished. • Must match relevant existing/proposed elevations. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans.

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Item	Document	When Required	Guidance
32.	Plans – Location Plan	Required for all proposals where plans are to be submitted in support of an application.	<ul style="list-style-type: none"> • Provided at a metric scale (usually 1:2500 or 1:1250) • Provided on an up-to-date map. • Show the site area edged in red (this should include the ‘residential curtilage’). • A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. • Indicate a north point. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. • Where an Ordnance Survey based plan is being submitted for planning purposes the copyright and licence number must be shown.
33.	Plans – Parking Arrangements	Required where the proposed development reduces the available parking or turning space(s), changes access arrangements or significantly increases the size of a property and therefore has the potential to increase demand for parking.	<ul style="list-style-type: none"> • Details should be submitted stating how access will be provided, what arrangements are to be made to ensure that safe access and egress can be achieved, and the reasonable parking demands are met within the application site.
34.	Plans –Roof Plan, existing and proposed	Required where the proposals meets one or more of the following; <ul style="list-style-type: none"> • Where an existing roof is altered by the proposal. • Where there is a new roof structure created as part of the proposal • Where the scheme involves the installation of roof-mounted solar panels • Involving more complex roof design. 	<ul style="list-style-type: none"> • Should be provided at a metric scale usually 1:50 or 1:100 or as part of the site/block plan. • Relevant scale bar indicated. • North point indicated. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans
35.	Plans – Section Drawing	Required for all new buildings or floor space except extensions to existing buildings.	<ul style="list-style-type: none"> • Finished Floor Level must be shown relative to a fixed and identifiable datum point which is identified on the plan. The datum point must not be taken from any structures which are to be demolished or can be moved. • Provided at a metric scale • Relevant scale bar indicated on the plan. • North point indicated • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans.
36.	Plans – Site Levels. existing and proposed	Required for any proposal involving new buildings or floor space and any groundworks e.g. access tracks, hard surfaced areas etc. Not required for extensions to existing buildings or where no other groundworks are proposed.	<ul style="list-style-type: none"> • The Site Levels, must be shown relative to a fixed and identifiable datum point which is identified on the plan. The datum point must not be taken from any structures which are to be demolished or can be moved. • Offsite levels of land and buildings immediately adjoining the site are also useful. • Provided at a metric scale • Relevant scale bar indicated on the plan. • North point indicated • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. North point indicated

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37.	Playing Fields Assessment	Required for all proposals affecting playing field land	<p>Sport England recommends planning applications affecting playing fields should provide specific information in line with guidance set out at Annex B of its “Playing Fields Policy and Guidance” document (last updated December 2021) – available here:</p> <p>This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the Local Planning Authority to assess an application in light of paragraph 103 of the NPPF and relevant Local Plan policies.</p>
38.	<p>Preliminary Ecological Appraisal (PEA) (followed by – where appropriate) Ecological Impact Assessment (EclA) or</p>	<p>Required for:</p> <ul style="list-style-type: none"> • All developments where it is likely that protected species are present on or near the development site, and are likely to be affected by the development. • All development likely to affect: <ul style="list-style-type: none"> a. Internationally and nationally designated sites; b. European and nationally protected species; c. Priority habitats and species; and d. Significant populations of national or local Red List or notable species. <p>(Refer to the North Norfolk District Council Local Validation requirements for designated sites for further guidance)</p> <ul style="list-style-type: none"> • 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 of commercial floorspace, or development on a site having an area of 1 hectare or more); 	<p>Preliminary Ecological Appraisals and Ecological Impact Assessments should be prepared in accordance with the Chartered Institute of Ecology and Environmental Management (CIEEM) Technical Guidance Series</p> <p>Guidelines for Preliminary Ecological Appraisal. Guidelines for Ecological Impact Assessment (EclA)</p> <p>Ecological reports should have a logical structure and be prepared in accordance with the Chartered Institute of Ecology and Environmental Management (CIEEM) Technical Guidance Series for Ecological Report Writing.</p> <p>Ecological reports must be valid in accordance with timeframes set out in the Chartered Institute of Ecology and Environmental Management (CIEEM) advice note ‘On the Lifespan of Ecological Reports and Surveys’</p> <p>Preliminary Ecological Appraisal (PEA) or Ecological Impact Assessment (EclA) should accord with British Standard BS 42020:2013 Biodiversity – Code of Practice for planning and development.</p> <p>Further guidance:</p> <p>Joint Nature Conservation Committee (JNCC) guidance on UK BAP Priority Species and UK BAP Priority Habitats</p> <p>National Planning Policy Guidance/Defra guidance on Protected Sites and Areas.</p> <p>Guidance on the legal obligations on local planning authorities and developers regarding European sites designated under the Birds or Habitats Directives, protected species and Sites of Special Scientific Interest is currently provided in Circular 06/2005.</p> <p>A householder’s guide to engaging an ecologist is provided by the Chartered Institute of Ecology and Environmental Management (CIEEM).</p> <p>Bat survey and report: This guidance document sets out broadly what is involved when a ‘bat survey and report’ is required in relation to small-scale development (householder planning applications).</p> <p>The Chartered Institute of Ecology and Environmental Management (CIEEM) have produced technical guidance including: Competencies for Species Survey; Guidelines for Ecological Impact Assessment; Guidelines for Ecological Report Writing; Guidelines for Preliminary Ecological Appraisal; and Guidelines for Accessing and Using Biodiversity Data in the UK.</p>

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Item	Document	When Required	Guidance
			<p>Natural England guidance on surveys and mitigation requirements for development projects and bats.</p> <p>Natural England 'Standing Advice' for Protected Species.</p>
39.	Retail Impact Assessment (including sequential assessment)	<p>Required for:</p> <ol style="list-style-type: none"> a. New retail floorspace* (comparison and convenience goods): <ul style="list-style-type: none"> o over 750sqm within a defined primary shopping area of a large town centre; o Between 500 and 749sqm in a defined primary shopping area of a large or small town centre; o Up to 499 sqm within the development boundary on the best sequentially available site; o Over 250sqm in any other location in the District; <p>*measured as gross external area of the building</p>	<p>A report setting out how the sequential test assessment requirements within the National Planning Policy Framework (NPPF) have been met.</p> <p>Where the sequential test is not met, the impact assessment shall fully address the requirements of the NPPF taking into account the likely impacts of the proposed development on the vitality and viability of town centres. In order to support the proposed development, mitigation measures should be set out where adverse impacts on the vitality and viability of town centres are identified</p>
40.	Section 106 Planning Obligations Statement including Draft Head(s) of Terms and undertaking to pay legal costs	<p>Required for:</p> <ol style="list-style-type: none"> a. 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 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more) where planning obligations are required; b. any other development where it has been agreed at pre-application stage that a S106 Obligation is required or where it was known in advance of submission that a S106 Obligation would be necessary in order to secure permission. 	<p>A statement setting out draft heads of terms to be included within the S106 Obligation together with the following information:</p> <ul style="list-style-type: none"> • An undertaking to pay the reasonable costs of the Council in drafting/checking a S106 Obligation; • Title details of all those with an interest in the land in respect of which the S106 Obligation is to be made; • Contact details of the legal representative acting for the applicant/agent in relation to the S106 Obligation <p>Where it becomes apparent during the determination of an application that a S106 is required, the Council will not invalidate an application but agreement to an extension of time may be required.</p> <p>The applicant is advised to engage with other service providers, such as the County Council on: any potential planning obligation requirements (e.g. for schools and libraries); or other infrastructure, which may be provided through planning condition (e.g. fire hydrants).</p> <p>For further guidance on the County Council's potential Planning Obligation requirements please see the County Council's website: Planning obligations</p>
41.	Shadow Habitats Regulations Assessment and Appropriate Assessment	<p>Required for:</p> <ol style="list-style-type: none"> a. all Major applications which are likely to result in adverse impacts (without mitigation) to the integrity of protected habitats (European sites). (a major application is 10 or more dwellings, residential 	<p>A European site is protected by the Conservation of Habitats and Species Regulations 2017 as amended (known as the Habitats Regulations).</p> <p>The following European sites are protected by the Habitats Regulations and any proposals that could affect them will require a Shadow Habitats Regulations Assessment (sHRA):</p>

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		<p>development on a site having an area of 0.5 hectares or more, the provision of building/s creating 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more)</p>	<ul style="list-style-type: none"> • Special Areas of Conservation (SACs) • Special Protection Areas (SPAs) <p>Any proposals affecting the following sites would also require an HRA because these are protected by government policy:</p> <ul style="list-style-type: none"> • proposed SACs • potential SPAs • Ramsar sites - wetlands of international importance (both listed and proposed) • areas secured as sites compensating for damage to a European site <p>You can locate a European site using Magic map.</p> <p>To help you decide if a development proposal might affect a land-based SSSI, SAC, SPA or Ramsar wetland, you can:</p> <ul style="list-style-type: none"> • check the SSSI Impact Risk Zones data on Magic map • download the SSSI Impact Risk Zones data from the Natural England Open Data Geoportals to use with your geographic information system software <p>Further Guidance - Habitats regulations assessments: protecting a European site</p>
42.	Statement of Community Involvement	<p>Required for:</p> <p>a. all 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 1,000sqm or more floorspace, or development on a site having an area of 1 hectare or more); (Excludes all related non-material amendment applications, variation of condition proposals and condition discharges).</p>	<p>When a Statement of Community Involvement (SCI) is required this should be submitted in the form of a short report setting out how the applicant has engaged with the Local Community prior to the submission of a planning application.</p> <p>The way in which consultation is undertaken by the applicant should be proportionate to the scale of the development proposed and the likely impact that it may have on the local community.</p> <p>In most cases it would be expected that:</p> <ul style="list-style-type: none"> • The applicant shall engage with Parish/Town Councils likely to be affected by the proposal; • The applicant shall seek to make affected communities aware of the proposals (either through a combination of notices, leaflet drop, social media, press release, website) and, • where appropriate, hold a public meeting/exhibition so that people can view plans and discuss the proposals with the applicant; and • Provide an opportunity for the local community affected to provide feedback on the plans/proposals within a reasonable timeframe prior to submission of the planning application. <p>The applicant should demonstrate how the views of the Local Community have been taken into account in the preparation of the final application submission.</p>

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Item	Document	When Required	Guidance
			<p>A copy of the Councils Statement of Community Involvement is available here for guidance on how the Council will consult members of the public and other stakeholders in the determination of planning applications.</p> <p>View Statement of Community Involvement</p>
43.	Structural Survey	<p>Required for:</p> <ul style="list-style-type: none"> a. all proposals which involve the demolition of a principal external or internal element of a listed building (i.e. a wall, a floor or roof structure or a load-bearing wall). b. all proposals which involve the demolition of all or a substantial part of a locally listed building, or a building which makes a positive contribution within a conservation area. c. all applications for barns/building conversions in the countryside. 	<p>A report to be undertaken by a qualified person setting out the structural condition of an existing building or range of buildings which are proposed to be demolished in whole or in part.</p> <p>See also need for Heritage Statement.</p> <p>In the case of conversion of barns or other buildings in the countryside the report shall set out that the existing building is structurally sound and capable of conversion without substantial rebuilding or extension and is suitable for the proposed use.</p>
44.	Telecommunications Development – Supplementary Information	<p>Required for:</p> <ul style="list-style-type: none"> a. all proposals for mast and antenna development by mobile phone network operators or by wireless broadband providers b. all proposals for radio masts/aerials above 20m in height. 	<p>Applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Applications should also be accompanied by 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).</p> <p>Proposals located in the countryside and/or the Area of Outstanding Natural Beauty should also consider whether the requirements for a Landscape Visual Impact Assessment are met (see separate section)</p> <p>Photomontages or visualisations should be submitted to support the application.</p> <p>Proposals for radio mast or aerials above 10m should provide a short statement setting out why the mast is required and provide as much technical information as possible about the visual appearance of the mast and any likely impact(s) on the surrounding area.</p>
45.	Tier 1 Risk Screening Assessment	<p>Required for:</p> <ul style="list-style-type: none"> a. all new development proposals involving new or extended cemetery provision anywhere in the District 	<p>A groundwater risk assessment is needed before carrying out activities that could directly or indirectly pollute groundwater.</p> <p>For cemetery extensions a basic Tier 1, risk screening assessment is required.</p> <p>Details can be found in the Environment Agency guidance document: Cemeteries and burials: groundwater risk assessments</p>

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Item	Document	When Required	Guidance
46.	<p>Topographical Section</p> <p>Survey/Cross</p>	<p>Required for:</p> <p>a. All development proposals involving physical works on sloping sites with existing gradients steeper than 1 in 14 measured in any direction.</p>	<p>Topographical surveys and cross-sections are important tools in assessing whether proposed development would result in any adverse impacts including impacts on neighbouring amenity from overlooking, loss of daylight/sunlight or from overbearing impacts.</p> <p>A topographical survey should set out the existing ground levels across the application site and submitted plans should indicate material changes to ground levels proposed as part of development.</p> <p>Cross sections at regular intervals across the site should be provided which indicate how proposed development would be located having regard to the sloping nature of the site. Cross-sections should set out proposed changes to existing ground levels. Cross-sections should extend to show the height of proposed development in the context of neighbouring development and show finished floor levels of the proposed development.</p>
47.	<p>Transport Assessment</p>	<p>Required for all developments exceeding the thresholds set out below (all floor areas measured as gross external area):</p> <p>a. Food Retail (Class E) with a floor area greater than 800sqm;</p> <p>b. Non-Food Retail (Class E) with a floor area greater than 1,500sqm;</p> <p>c. Financial and Professional Services (Class E) with a floor area greater than 2,500sqm;</p> <p>d. Restaurants and Cafes (Class E) with a floor area greater than 2,500sqm;</p> <p>e. Drinking Establishments (Sui Generis) with a floor area greater than 600sqm;</p> <p>f. Hot Food Takeaways (Sui Generis) with a floor area greater than 500sqm;</p> <p>g. Other Offices, Research and Development or any industrial process which can be carried out in any residential area without causing detriment to the amenity of the area (Class E) with a floor area greater than 2,500sqm;</p> <p>h. General Industrial (Class B2) with a floor area greater than 4,000sqm;</p> <p>i. Storage or Distribution (Class B8) with a floor area greater than 5,000sqm;</p> <p>j. Hotels (Class C1) with more than 100 bedrooms;</p> <p>k. Residential Institutions (Class C2) - Hospitals, nursing homes used for residential accommodation and care with more than 50 beds;</p> <p>l. Residential Institutions (Class C2) - Boarding schools and training centres with more than 150 students;</p> <p>m. Residential Institutions (Class C2) - Institutional hostels, homeless centres with more than 400 residents;</p>	<p>Where new development is likely to have significant transport implications, a Transport Assessment needs to be submitted as part of any planning application.</p> <p>A Transport Assessment should be carried out by a suitably qualified person.</p> <p>Key issues to consider at the start of preparing a Transport Assessment may include:</p> <ul style="list-style-type: none"> • the planning context of the development proposal; • appropriate study parameters (i.e. area, scope and duration of study); • assessment of public transport capacity, walking/cycling capacity and road network capacity; • road trip generation and trip distribution methodologies and/ or assumptions about the development proposal; • measures to promote sustainable travel; • safety implications of development; and • mitigation measures (where applicable) – including scope and implementation strategy. <p>It is important to give appropriate consideration to the cumulative impacts arising from other committed development (i.e. development that is consented or allocated where there is a reasonable degree of certainty will proceed within the next 3 years).</p> <p>At the decision-taking stage this may require the developer to carry out an assessment of the impact of those adopted Local Plan allocations which have the potential to impact on the same sections of transport network as well as other relevant local sites benefitting from as yet unimplemented planning approval.</p> <p>For further information on preparing a Transport Assessment and for other highway information please see Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</p>

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Item	Document	When Required	Guidance
		<ul style="list-style-type: none"> n. Dwelling Houses (Class C3) where more than 100 units are proposed o. Non-Residential Institutions (Class F1) with a floor area greater than 1,000sqm; p. Indoor sport and recreation (Class E) with a floor area greater than 1,500sqm. q. Indoor or outdoor swimming baths, skating rinks, and outdoor sports or recreations not involving motorised vehicles or firearms (Class F2) with a floor area greater than 1,500sqm 	
48.	Transport Statement	<p>Required for all developments falling within the thresholds set out below (all floor areas measured as gross external area):</p> <ul style="list-style-type: none"> a. Food Retail (Class E) with a floor area between 250sqm and 800sqm; b. Non-Food Retail (Class E) with a floor area between 800sqm and 1,500sqm; c. Financial and Professional Services (Class E) with a floor area between 1,000sqm and 2,500sqm; d. Restaurants and Cafes (Class E) with a floor area between 300sqm and 2,500sqm; e. Drinking Establishments (Sui Generis) with a floor area between 300sqm and 600sqm; f. Hot Food Takeaways (Sui Generis) with a floor area between 250sqm and 500sqm; g. Other Offices, Research and Development or any industrial process which can be carried out in any residential area without causing detriment to the amenity of the area (Class E) with a floor area between 1,500sqm and 2,500sqm; h. General Industrial (Class B2) with a floor area between 2,500sqm and 4,000sqm; i. Storage or Distribution (Class B8) with a floor area between 3,000sqm and 5,000sqm; j. Hotels (Class C1) with between 75 and 100 bedrooms; k. Residential Institutions (Class C2) - Hospitals, nursing homes used for residential accommodation and care with between 30 and 50 beds; l. Residential Institutions (Class C2) - Boarding schools and training centres with between 50 and 150 students; m. Residential Institutions (Class C2) - Institutional hostels, homeless centres with between 250 and 400 residents; n. Dwelling Houses (Class C3) where between 50 and 100 units are proposed 	<p>A Transport Statement is a simplified report which considers the key transport issues associated with the development being proposed.</p> <p>A Transport Statement should be carried out by a suitably qualified person.</p> <p>Key issues to consider at the start of preparing a Transport Statement may include:</p> <ul style="list-style-type: none"> • the planning context of the development proposal; • appropriate study parameters (i.e. area, scope and duration of study); • assessment of public transport capacity, walking/cycling capacity and road network capacity; • road trip generation and trip distribution methodologies and/ or assumptions about the development proposal; • measures to promote sustainable travel; • safety implications of development; and • mitigation measures (where applicable) – including scope and implementation strategy. <p>For further information on preparing a Transport Assessment and for other highway information please see Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</p>

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Item	Document	When Required	Guidance
		<ul style="list-style-type: none"> o. Non-Residential Institutions (Class F1) with a floor area between 500sqm and 1,000sqm; p. Indoor sport and recreation (Class E) with a floor area between 500sqm and 1,500sqm. q. Indoor or outdoor swimming baths, skating rinks, and outdoor sports or recreations not involving motorised vehicles or firearms (Class F2) with a floor area between 500sqm and 1,500sqm. 	
49.	Travel Plan	<p>Required for all developments exceeding the thresholds set out below (all floor areas measured as gross external area):</p> <ul style="list-style-type: none"> a. Food Retail (Class E) with a floor area greater than 800sqm; b. Non-Food Retail (Class E) with a floor area greater than 1,500sqm; c. Financial and Professional Services (Class E) with a floor area greater than 2,500sqm; d. Restaurants and Cafes (Class E) with a floor area greater than 2,500sqm; e. Drinking Establishments (Sui Generis) with a floor area greater than 600sqm; f. Hot Food Takeaways (Sui Generis) with a floor area greater than 500sqm; g. Other Offices, Research and Development or any industrial process which can be carried out in any residential area without causing detriment to the amenity of the area (Class E) with a floor area greater than 2,500sqm; h. General Industrial (Class B2) with a floor area greater than 4,000sqm; i. Storage or Distribution (Class B8) with a floor area greater than 5,000sqm; j. Hotels (Class C1) with more than 100 bedrooms; k. Residential Institutions (Class C2) - Hospitals, nursing homes used for residential accommodation and care with more than 50 beds; l. Residential Institutions (Class C2) - Boarding schools and training centres with more than 150 students; m. Residential Institutions (Class C2) - Institutional hostels, homeless centres with more than 400 residents; n. Dwelling Houses (Class C3) where more than 100 units are proposed o. Non-Residential Institutions (F1) with a floor area greater than 1,000sqm; 	<p>A travel plan is a document setting out a series of practical measures tailored to the specific needs of an individual, business or school, which aims to:</p> <ul style="list-style-type: none"> • Minimise the environmental impact of travel and encourage sustainable modes of travel such as walking and cycling • Help people to make better travel choices • Tackle congestion by encouraging car sharing and sustainable travel choices • Consider the health implications associated with different travel choices <p>For further guidance on making travel plans please see the following information from Norfolk County Council</p>

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Item	Document	When Required	Guidance
		<p>p. Indoor sport and recreation (Class E) with a floor area greater than 1,500sqm.</p> <p>q. Indoor or outdoor swimming baths, skating rinks, and outdoor sports or recreations not involving motorised vehicles or firearms (Class F2) with a floor area greater than 1,500sqm.</p>	
50.	Tree survey and Arboricultural Impact Assessment	Required for any application where trees are present on site or on land adjacent to the application site and which may be affected by the proposals (either directly or indirectly).	<p>A report including plans identifying and accurately plotting all trees on the site or on adjacent land that could influence or be affected by the development (including street trees). The report shall assess the size, spread, condition and quality of these trees in accordance with BS 5837:2012 - Trees in relation to design, demolition and construction – Recommendations, or as modified by research that is more recent.</p> <p>Where trees are to be removed, these shall be identified on a plan and, where necessary, mitigation planting shall be included within landscaping proposals (see Landscape Proposals)</p> <p>Where trees are to be retained, details shall be provided of measures to protect the trees in the form of a Tree Protection Plan (TPP) and their root protection areas during construction works to BS 5837:2012.</p> <p>Where works would likely affect trees, an Arboricultural Method Statement should be submitted.</p> <p>This information should be prepared by a suitably qualified arboriculturist using the methodology contained in BS 5837: 2012 Trees in Relation to Construction – Recommendations or as modified by research that is more recent.</p>
51.	Use of artificial Intelligence in application submissions	Required for All Applications where reports or supporting information have been submitted which used artificial intelligence in the production of all or part(s) of the submission.	<p>North Norfolk District Council recognises that AI can be used to support planning application work, and that this can be done positively when it is transparently used.</p> <p>AI is technology that enables a computer or other machine to exhibit ‘intelligence’ normally associated with humans. Recent advances mean that AI can now be used to create new content in the form of text, images, videos, audio, computer code and other types of data. It can also be used to alter or enhance existing content. In such cases, AI works by drawing on existing information, usually from a large database or from the internet, to provide a response to a user’s prompts or requests.</p> <p>If you use AI to create or alter any part of your documents, information or data, you should tell us that you have done this when you provide the material to us. You should also tell us what systems or tools you have used, the source of the information that the AI system has based its content on, and what information or material the AI has been used to create or alter.</p> <p>In addition, if you have used AI, you should do the following:</p>

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			<ul style="list-style-type: none"> • Clearly label where you have used AI in the body of the content that AI has created or altered, and clearly state that AI has been used in that content in any references to it elsewhere in your documentation. • Tell us whether any images or video of people, property, objects or places have been created or altered using AI. • Tell us whether any images or video using AI has changed, augmented, or removed parts of the original image or video, and identify which parts of the image or video has been changed (such as adding or removing buildings or infrastructure within an image). • Tell us the date that you used the AI. • Declare your responsibility for the factual accuracy of the content. • Declare your use of AI is responsible and lawful. • Declare that you have appropriate permissions to disclose and share any personal information and that its use complies with data protection and copyright legislation. <p>By following this guidance, you will help North Norfolk District Council as Local Planning Authority and other people involved in the application (or any subsequent appeal) understand the origin, purpose, and accuracy of the information. This will help everyone to interpret it and understand it properly.</p>
52.	Utilities Assessment	<p>Required for:</p> <p>a. all applications proposing developments in excess of 100 dwellings; or 10,000 sqm new floor space (or an equivalent combination).</p>	<p>A Utilities Statement should include how an application connects to existing utility infrastructure systems. Most new developments require connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p> <p>Guidance on what should be included in a non-mains drainage assessment is given in the National Planning Practice Guidance, and Building Regulations Approved Document Part H and in BS6297.</p> <p>Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development; and secondly whether the provision of services on site would give rise to any environmental impacts, for example excavations in the vicinity of trees or archaeological remains.</p> <p>Utility Statements should demonstrate:</p> <p>a. That the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;</p>

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			<p>b. That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</p> <p>c. That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.</p> <p>d. where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure should have been agreed with the service provider.</p>
53.	Ventilation and extraction statement	<p>Required for:</p> <p>a. All applications where any commercial kitchen extract system, air conditioning, air source heat pump, refrigeration and ventilation are proposed to be installed;</p> <p>b. All applications where any residential air source heat pump is proposed.</p>	<p>A short statement including appropriate manufacturers technical details sufficient to demonstrate that proposed equipment to be installed will not give rise to unacceptable/adverse impacts.</p> <p>Where adverse impacts are likely, sufficient mitigation should be provided to reduce the harmful effects of the proposed equipment to be installed.</p> <p>Guidance on the control of odour and noise from commercial kitchen exhaust</p>
54.	Waste and Recycling Statement	<p>Required for:</p> <p>a. all development proposals which give rise to increased demand on waste and recycling removal services, e.g. all new dwellings, new holiday accommodation, new commercial, leisure and tourism floorspace.</p>	<p>A short statement (including plans where necessary) setting out how refuse and waste associated with the proposed development is to be managed.</p> <p>The proposed refuse and waste management statement shall set out:</p> <ul style="list-style-type: none"> • General waste collection arrangements • the location and design of any proposed bin storage areas including collection points • Access Routes for refuse vehicles, turning points etc • Adequate waste provision for size of development <p>The statement should be prepared having regard to guidance produced by the Environmental Services Team - Waste and Recycling Facilities for New Developments (2018) [INSERT LINK]</p> <p>Certain waste activities may need a permit from the Environment Agency. Further advice is available from the Environment Agency.</p>