

# PLANNING VALIDATION --- CHECKLIST

July 2025





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## Introduction

1. The Town & Country Planning (Development Management Procedure) Order 2015<sup>1</sup> (as amended) sets out the national information requirements for planning applications: **the national list**. All planning applications must be accompanied by the information set out in the national list. Without this information, your planning application cannot be validated and the process for deciding the application will not commence.
2. Further guidance on this is contained in “Validation Requirements” within “Making an Application”<sup>2</sup> published by Government on 6 March 2014.
3. Local Planning Authorities (LPAs) are required by Government to publish a list of their local information requirements for applications (the local list). Local lists should be reviewed every two years and accord with national guidance. The requirements should be kept to the minimum needed to make decisions and supporting information should only be requested that is relevant, necessary, and material to the application<sup>3</sup>.
4. These requirements should be “reasonable having regard, in particular, to the nature and scale of the proposed development” and “may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application”<sup>4</sup>.
5. Suffolk County Council has reviewed its local list to reflect the advice in the National Planning Policy Framework (NPPF) and the Growth & Infrastructure Act 2013 and Planning Practice Guidance.

## Pre-Application

6. The County Council offers a comprehensive, paid-for pre-application advice service. Full details of this can be found at <https://www.suffolk.gov.uk/planningwaste-and-environment/planning-applications/submit-a-planningapplication/pre-application-and-other-planning-service-charges/>
7. Applicants are strongly encouraged to discuss development proposals with the County Council prior to submission. This provides an opportunity to discuss, in advance, the likely information required. It should ensure that applications are not invalidated because of insufficient or inadequate information. Applicants should

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<sup>1</sup> The Town and Country Planning (Development Management Procedure) (England) Order 2015 [2015 no 295] (as amended)

<sup>2</sup> <https://www.gov.uk/guidance/making-an-application>

<sup>3</sup> National Planning Policy Framework, December 2023, Ministry of House, Communities and Local Government

<sup>4</sup> Growth & Infrastructure Act 2014

include details of any pre-application advice received on the subsequent planning application and this forms part of the local list requirements.

8. The NPPF and the County Council's Statement of Community Involvement <http://www.suffolk.gov.uk/planning-and-environment/planningapplications/minerals-and-waste-development-planning/statement-ofcommunity-involvement/> encourage applicants to engage with the local community before submitting applications. This is particularly important for "major" applications and for applications relating to minerals & waste development<sup>5</sup>.

## The "National List"

9. The national list sets out that any application for planning permission must be accompanied by:

**a) Completed Application Form**

**b) Application Fee**

**c) Plans and Drawings**

- i. Any plans for drawings must be drawn to an identified scale and show the direction of north.
- ii. A location plan should be based on an up-to-date map. Typically the scale should be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper.
- iii. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- iv. The application site should be edged clearly with a red line on the location plan. It should include all the land necessary to carry out the proposed development. This includes access to the site from the public highway, visibility splays, landscaping, car parking and open areas around buildings).
- v. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

**d) Ownership Certificates and Agricultural Land Declaration**

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<sup>5</sup> Major application are defined as those having an area of over 1 hectare or a floor space are of over 1000sq metres and all minerals and waste development

- i. This provides certain details about the ownership of the application site and confirms that appropriate notice has been served on any other owners (and agricultural tenants).

**e) Design and Access statement** (where applicable)

- i. Design and Access statements provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting.
- ii. These are required for major applications, applications for development in a designated area (world heritage site or conservation area) where the proposed development consists of a building or buildings with floor space of 100 square metres or more and applications for listed building consent.
- iii. Applications to amend conditions attached to planning permissions do not need to be accompanied by a Design and Access Statement.

**f) Fire Statement** (where applicable)

**g) Biodiversity Net Gain Statement** (including exemption statement if applicable)

## Environmental Impact Assessment

10. For applications which require an Environmental Impact Assessment, an Environmental Statement (and non-technical Summary) must be provided.

## Suffolk County Council's List of Local Requirements "the Local List"

11. Suffolk County Council (SCC) is the local planning authority for minerals and waste development and for development carried out by the County Council<sup>6</sup>. The local list applies **only** to these developments.
12. SCC considers it important that sufficient information is submitted with planning applications to:
- a) Clearly describe the scale and extent of the development proposed;
  - b) Ensure that the potential impacts of the proposal are identified so that stakeholders in the planning process (consultees and members of the public) can make informed comments, and;

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<sup>6</sup> Known as 'regulation 3 development', in reference to the Town and Country Planning General Regulations 1992

- c) Ensure that proper decisions are made by the County Council based on adequate environmental and other material information.
13. In addition to the national list, the following local list requirements should be provided where relevant to the planning application. It is at the planning officers discretion, in consultation with the Development Manager or Head of Planning to determine what information is to be provided to valid the application.
14. If you are unsure about the information that will be required to accompany your application, you are advised to engage with SCC's pre-application service by contacting [planning@suffolk.gov.uk](mailto:planning@suffolk.gov.uk)

### **Aerodrome Safeguarding Assessment**

#### **Mandatory for:**

- a) Any minerals, waste or County Council development planning application within the consultation area of civil (licensed and unlicensed) and military aerodromes and airstrips

#### **What is required?**

- i. A formal assessment to demonstrate the development will not constitute a hazard to air traffic with or without mitigation measures.

### **Aftercare Plan**

#### **Mandatory for:**

- a) Any application for minerals extraction or temporary waste facility that involves the disturbance to ground, except for applications which have no impact on the final restoration/aftercare of the site.

#### **What is required?**

- i. A restoration strategy including total volume and type of fill material required.
- ii. Existing and proposed ground levels and gradients, including pre and post settlement contours referencing AOD.
- iii. Details of long-term management, in line with the habitat monitoring management plan (if applicable).



### **Agricultural Land Assessment**

#### Mandatory for:

- a) Any minerals, waste or County Council development planning application which involves the loss of more than 20ha of best and most versatile agricultural land.

#### What is required?

- i. Borehole testing every hectare on a regular grid, up to 1.2m deep using a hand-held auger.
- ii. Include small hand dug inspection pits to a minimum of 1m.
- iii. Include pits where there is a change in main soil type and agricultural land classification grade.
- iv. Combine results with local climate and site data to plot on an Ordnance Survey base map.
- v. Scale of 1:10,000 or as deemed appropriate for detailed work.

### **Air Quality Assessment**

#### Mandatory for:

Any minerals, waste or County Council development planning application where:

- a) It has potential to cause significant levels of air pollution.
- b) It is within or close to an existing air quality management area (AQMA).
- c) The development could result in a designation of an AQMA.

#### What is required?

- i. A description of baseline conditions and how these would change.
- ii. Identification of relevant receptors.
- iii. The assessment methodology.
- iv. The basis for assessing impact and determining the significance of the impact.
- v. Construction and operational impacts.
- vi. Mitigation measures.

### **Arboricultural Impact Assessment and Method Statement**

#### Mandatory for:

Any minerals, waste or County Council development planning application where:

- a) trees or hedgerows are proposed to be lost or have the potential to be affected by the development, including through construction.
- b) There is a tree preservation order (TPO) within the application site boundary.

#### What is required?

- i. An Arboricultural Impact Assessment, setting out the proposed developments impact on trees and hedgerow. If an impact is identified, an Arboricultural Method statement will be required.

### **Block Plan**

#### Mandatory for:

- a) Any minerals, waste or County Council development planning application which involved the construction, alteration or extension of built infrastructure.

#### What is required?

- i. Scale of 1:200 or 1:500.
- ii. Drawings that clearly show the appearance of any existing building and the proposed works.
- iii. Existing and proposed materials.
- iv. Scale bar must be included.
- v. Show the direction of north.
- vi. Include a key.
- vii. Dimensions in metres.
- viii. A unique reference number, including revisions.
- ix. The date the plan was drawn or amended.

### **Climate Change Statement**

#### Mandatory for:

- a) All minerals, waste and County Council development planning applications.

#### What is required?

- i. Details of any climate change mitigation or adaptation measures which are included as part of the proposal.
- ii. Details of energy feedstock capacity and outputs, opportunities and benefits associated with the proposal.
- iii. Assessment of the potential impacts on water recourses and water efficiency.

### **Contaminated Land Assessment**

#### Mandatory for:

- a) Any minerals, waste or County Council development planning applications where there is known, or suspected contamination as identified by the District Council or Environment Agency.

#### What is required?

- i. Where contamination is suspected, a Phase 1 preliminary risk assessment is required. Based on the results and recommendations of this assessment, further investigations may be required.

**Dust Assessment**Mandatory for:

- a) Any minerals, waste or County Council planning application that has the potential to produce significant levels of dust during demolition, construction or operation.

What is required?

- i. A dust risk assessment should be undertaken which will outline if further assessment or mitigation is required.

**Archaeological Assessment**Mandatory for:

Any minerals, waste or County Council development planning applications where:

- a) The proposed development site has known archaeological potential or that have potential to contain heritage assets with archaeological interest.
- b) Areas of known or suspected archaeological importance are within or the vicinity of site of archaeological significance as identified on the Suffolk Historic Environment Record.
- c) Are in areas of known high archaeological potential, such as river valleys, historic settlement cores, and in the vicinity of Scheduled Monuments.

What is required?

- i. An archaeological assessment\*, which comprises a desk-based assessment and fieldwork such as geophysical surveys and trial trench evaluation.

**Daylight/Sunlight Assessment**Mandatory for:

- a) Any minerals, waste or County Council planning application that has the potential to adversely affect current levels of daylight/sunlight enjoyed by adjoining properties or buildings, including gardens or amenity space.

What is required?

- i. Details of existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties.
- ii. Details of measurements to be taken to mitigate against the expected impact of the proposed development.

**Energy Statement**Mandatory for:

Any minerals, waste or County Council development planning application where:

- a) Buildings are proposed with a gross internal floorspace of 1,000m<sup>2</sup> or more.
- b) The site area is over 1ha.

What is required?

- i. It must be demonstrated how the proposed development would be sustainable constructed in a manner than ensures energy efficiency.
- ii. It must be demonstrated how the proposed development has incorporated measures to improve the efficiency of heating, cooling and lighting, including maximising daylight and passive solar gain through the orientation of buildings.
- iii. It must be demonstrated how sustainable water management measures such as sustainable drainage systems, green roofs and/or rainwater harvesting systems have been considered and/or incorporated.
- iv. It must be demonstrated how construction waste will be minimised, including designing out waste during design stage, selecting sustainable and efficient building materials and reusing materials where possible.



**Existing and Proposed Elevations**Mandatory for:

- a) Any minerals, waste or County Council development planning application which involved the construction, alteration or extension of built infrastructure.

What is required?

- i. Scale of 1:50 or 1:100.
- ii. Drawings that clearly show the appearance of any existing building and the proposed works.
- iii. Existing and proposed materials.
- iv. Scale bar must be included.
- v. Show the direction of north.
- vi. Include a key.
- vii. Dimensions in metres.
- viii. A unique reference number, including revisions.
- ix. The date the plan was drawn or amended.

**Existing and Proposed Floor Plan**Mandatory for:

- a) Any minerals, waste or County Council development planning application which involved the construction, alteration or extension of built infrastructure.

What is required?

- i. Scale of 1:50 or 1:100.
- ii. Drawings that clearly show the appearance of any existing building and the proposed works.
- iii. Existing and proposed materials.
- iv. Scale bar must be included.
- v. Show the direction of north.
- vi. Include a key.
- vii. Dimensions in metres.
- viii. A unique reference number, including revisions.
- ix. The date the plan was drawn or amended.

**Existing and Proposed Roof Plan**Mandatory for:

- a) Any minerals, waste or County Council development planning application which involved the construction, alteration or extension of built infrastructure.

What is required?

- i. Scale of 1:50 or 1:100.
- ii. Drawings that clearly show the appearance of any existing building and the proposed works.
- iii. Show the shape of the roof and include details in the materials, vents, solar panels etc.
- iv. Existing and proposed materials.
- v. Scale bar must be included.
- vi. Show the direction of north.
- vii. Include a key.
- viii. Dimensions in metres.
- ix. A unique reference number, including revisions.
- x. The date the plan was drawn or amended.

**Existing and Proposed Site Sections**Mandatory for:

- a) Any minerals, waste or County Council development planning application which involved the construction, alteration or extension of built infrastructure.

What is required?

- i. Scale of 1:50 or 1:100.
- ii. Existing and proposed topographical levels must be shown.
- iii. Cross section through proposed building/development at various locations.
- iv. Scale bar must be included.
- v. Show the direction of north.
- vi. Include a key.
- vii. Dimensions in metres.
- viii. A unique reference number, including revisions.
- ix. The date the plan was drawn or amended.

### **Flood Risk Assessment**

#### Mandatory for:

- a) Any minerals, waste or County Council development planning application which is greater than 1 hectare and located in Flood Zone 1.
- b) Any minerals, waste or County Council development planning application where the new floorspace provided is 1,000sqm or more.
- c) Any minerals, waste or County Council development planning application located in Flood Zone 2 or 3.
- d) Any minerals, waste or County Council development application within a floodplain or adjacent to a main river.

#### What is required?

- i. A Flood Risk Assessment which demonstrates the flood risk to, and resulting from, the development and to demonstrate the safety of the development for its lifetime.

### **Glint and Glare Assessment**

#### Mandatory for:

- a) Any solar development located within an operational minerals or waste site or proposed as part of the restoration.
- b) County Council development planning applications for solar development.
- c) Any minerals, waste or County Council development planning application alongside or adjacent to any part of the strategic highway network (maintained by National Highways) or local highway network (maintained by Suffolk County Council).

#### What is required?

- i. A glint and glare assessment of impacts on road users for both regular vehicles and HGV eye levels.

**Habitat Monitoring and Management Plan**Mandatory for:

- a) Any minerals, waste or County Council development planning application which requires biodiversity net gain (BNG) (e.g. it is not exempt from BNG).

What is required?

- i. A legal agreement for 30 years.
- ii. Set out how the habitat will be maintained.
- iii. Set out who is responsible for creating and enhancing the habitats.
- iv. Set out who is responsible for maintenance, management and monitoring.

**Hard Landscaping Plan**Mandatory for:

- a) Any minerals, waste or County Council development planning application which involved the construction, alteration or extension of built infrastructure.

What is required?

- i. Drawings that clearly show the appearance/materials of any hard landscaping works.
- ii. Existing and proposed materials.
- iii. Scale bar must be included.
- iv. Show the direction of north.
- v. Include a key.
- vi. Dimensions in metres.
- vii. A unique reference number, including revisions.
- viii. The date the plan was drawn or amended.

### **Health Impact Assessment**

#### Mandatory for:

- b) Any minerals, waste or County Council development planning application which could have an impact on human health.

#### What is required?

- i. Assessment of the effects of the development using The Healthy Urban Development Unit (HUDU) Rapid HIA Tool 2019.

### **Heritage Assessment**

#### Mandatory for:

- a) Any minerals, waste or County Council development planning application which could affect/impact a heritage asset including to its setting.

#### What is required?

- i. An assessment of the historical significance of the asset, including any contribution made by its setting.
- ii. An assessment of the impact of the proposed works on the significance of the asset, including changes in setting, and whether harm would be caused.
- iii. Details on how harm will be avoided, and only where this is not possible, the mitigation measures which will be employed.
- iv. Townscape drawings.



**Hydrology/Hydrogeology Assessment**Mandatory for:

- a) Any minerals, waste or County Council development planning application where this is disturbance to the ground and the site is above a groundwater protection zone.
- b) Any minerals, waste or County Council development planning application where there is disturbance to the ground that could affect the water table and the movement of water (under and around the site) or involves the use of materials and processes that could result in the pollution of the water environment.

What is required?

- i. A hydrology/hydrogeology assessment\*.

**Landscape and Visual Impact Assessment**Mandatory for:

- a) Any minerals, waste or County Council development planning applications where the proposed development is likely to have significant landscape or visual impacts.

What is required?

- i. A description of the site and landscape context.
- ii. Evaluation of the landscape sensitivity and the capacity to accommodate the development.
- iii. Identification and assessment of landscape effects.
- iv. Identification and assessment of visual effects.
- v. Visualisations of the proposed development in line with the Landscape Institute technical guidance.
- vi. Measures that would avoid or minimise adverse effects.
- vii. Where significant adverse effects are unavoidable, consideration of alternatives and why they have been rejected.
- viii. Methodology of Landscape and Visual Impact Assessment with reference to best practice guidance.

**Lighting Assessment**Mandatory for:

- a) Any minerals, waste or County Council development planning applications where the proposed development includes lighting.

What is required?

- i. Existing light levels lux plan.
- ii. Proposed light levels lux plan including outside of the development boundary.
- iii. Layout plan.
- iv. Manufacturers specifications and equipment design.

**Meteorological Site Impact Assessment**Mandatory for:

Any building, structure or works exceeding 91.4m in height above ground level within the consultation area of Old Buckenham Meteorological radio facility:

[https://www.metoffice.gov.uk/binaries/content/assets/metofficegovuk/pdf/services/industry/energy/safeguarding/oldbuck\\_map.pdf](https://www.metoffice.gov.uk/binaries/content/assets/metofficegovuk/pdf/services/industry/energy/safeguarding/oldbuck_map.pdf)

What is required?

- i. Information to demonstrate the development will not affect the radio facility with or without mitigation measures, including discussion with the Met Office.

### **Noise Assessment**

#### Mandatory for:

Any minerals, waste or County Council development planning applications that:

- a) Are for an industrial process such as waste management or minerals extraction.
- b) Proposals include equipment that can generate significant levels of noise e.g. air source heat pumps, ventilation and refrigeration.

#### What is required?

- i. A noise assessment in accordance with the relevant British Standard\*.

### **Odour Assessment**

#### Mandatory for:

- a) Any waste application.
- b) Any County Council development application that has the potential to cause significant levels of odour e.g. school kitchens.

#### What is required?

- i. An Odour
- ii. Assessment in line with the Institute of Air Quality Management guidance\*.

**Phasing Plan**Mandatory for:

- a) Any minerals extraction or waste landfill planning application.

What is required?

- i. Limits of extraction and/or landfilling.
- ii. Direction of working, phasing of extraction/landfilling and restoration.
- iii. Positions for storage of topsoil, subsoil and overburden.
- iv. Positions for site screening e.g. soils bunds.
- v. Location of site infrastructure including drainage.
- vi. Location of internal haul routes.
- vii. Location of landfill leachate and gas infrastructure (if applicable)
- viii. An appropriate scale.
- ix. Scale bar must be included.
- x. Show the direction of north.
- xi. Include a key.
- xii. Dimensions in metres.
- xiii. A unique reference number, including revisions.
- xiv. The date the plan was drawn or amended.

**Planning Statement (all developments)**Mandatory for:

- a) Full Planning Applications, Variation of Conditions, Listed Building Consent and Non-Material Amendments.

What is required?

- i. The statement should be commensurate with the scale of the proposed development.
- ii. A clear description of the proposed development.
- iii. An explanation of the principles behind and justification for the proposed development (including need).
- iv. A description of the existing site and surroundings, including its current planning use, designations and constraints.
- v. An explanation of how the proposed development accords with national and local planning policy.

**Planning Statement (minerals)**Mandatory for:

- a) Full Planning Applications, Variation of Conditions and Non-Material Amendments.

What is required?

In addition to that required under '*Planning Statement (all developments)*':

- i. Include current reserve levels (if applicable), future demand and expected annual extraction rate.
- ii. An explanation on how the proposed development would contribute to the landbank.
- iii. Nature of minerals to be extracted, including overburden and silt.
- iv. Information on the geology, water table levels, ground conditions and topography.
- v. Borehole and trial pit analysis.
- vi. Proposed restoration after use and aftercare.
- vii. Summary of the supporting information provided within the application.



### **Planning Statement (waste)**

#### Mandatory for:

- a) Full Planning Applications, Variation of Conditions and Non-Material Amendments.

#### What is required?

In addition to that required under '*Planning Statement (all developments)*':

- i. Waste Types.
- ii. Processing required.
- iii. The nature of the end products to be generated.

### **Preliminary Ecological Appraisal**

#### Mandatory for:

- a) Any application which has the potential to impact ecology and/or biodiversity.

#### What is required?

- i. A preliminary ecological appraisal which assesses the potential impact of the development on ecology and biodiversity.

### **Shadow Habitats Regulation Assessment**

#### Mandatory for:

- a) Any application which has the potential to impact European protected species.
- b) Any application which has the potential to impact a Natura 2000 site

#### What is required?

- i. A Shadow Habitats Regulation Assessment which will enable the County Council, as competent authority, to assess the potential impact of the development on protected species or designated areas.

### **Site Location Plan**

#### Mandatory for:

- a) All minerals, waste or County Council development planning applications.

#### What is required?

- i. Scale of 1:1250 or 1:2500.
- ii. Red Line Boundary  
Application site edged with a red line, including all land necessary to undertake the development (e.g. access from the site to public highway, visibility splays, landscaping).
- iii. Blue Line Boundary  
Drawn around any other land owned or controlled by the applicant, close to, or adjoining the application site.
- iv. Show at least 2 named roads where possible.
- v. Show surrounding buildings/landmarks to enable site to be clearly identified.
- vi. Scale bar must be included.
- vii. Show the direction of north.
- viii. Include a key.
- ix. Dimensions in metres.
- x. A unique reference number, including revisions.
- xi. The date the plan was drawn or amended

**Soft Landscaping Plan**Mandatory for:

- a) Any minerals, waste or County Council development planning application which requires biodiversity net gain (BNG) (e.g. it is not exempt from BNG).

What is required?

- i. Schedule of proposed planting of trees, hedges, shrubs and grass.
- ii. Details on any existing features to be retained.
- iii. Boundary treatments.
- iv. Planting specifications.
- v. Tree pit details where proposed in hard landscaping.
- vi. An appropriate scale.
- vii. Scale bar must be included.
- viii. Show the direction of north.
- ix. Include a key.
- x. Dimensions in metres.
- xi. A unique reference number, including revisions.
- xii. The date the plan was drawn or amended.

**Statement of Community Involvement**Mandatory for:

- a) All minerals, waste and County Council development planning applications.

What is required?

- i. This needs to set out how the applicant has complied with SCC's Statement of Community Involvement (SCI) and demonstrate how the views of interested parties were sought and taken into account prior to the submission of the planning application.

### **Sustainable Drainage Systems (SuDs)**

#### Mandatory for:

- a) Any minerals, waste or County Council development planning application which is considered a major development.
- b) Any minerals, waste or County Council development planning application where the new floorspace provided is 1,000sqm or more or the site is 1ha or more.

#### What is required?

- i. Flood Risk Assessment.
- ii. Drainage Strategy/Statement that includes evidence to support the discharge method in accordance with the drainage hierarchy.

### **Transport Assessment**

#### Mandatory for:

- a) Any minerals, waste or County Council development planning application where the traffic or person(s) trip is significant in both volume and area of impact.

#### What is required?

- i) A Transport Assessment\*.

### **Transport Statement**

#### Mandatory for:

- a) Any minerals, waste or County Council development planning application where there would not be a major impact on the transport network but could have an impact at a local level on the immediate transport network.

#### What is required?

- i. A Transport Statement\*.

### **Travel Plan**

#### Mandatory for:

- a) County Council development planning applications that are likely to generate significant traffic and/or pedestrian movements.

#### What is required?

- i. A benchmark analysis of existing vehicle and pedestrian movements.
- ii. Forecast level of trips by all modes of transport likely to be associated with the development.
- iii. Proposals to enhance the use of existing or new sustainable transport routes and methods to the site.

**Utilities, fire hydrant and foul sewage connection plan**

**Mandatory for:**

- a) Any minerals, waste or County Council development planning application which involved the construction, alteration or extension of built infrastructure that require new connections to utilities and/or foul sewage.

**What is required?**

- i. Clearly show how and where the proposed development will connect to utilities, the current and proposed locations of hydrants and foul sewage network.
- ii. Drawn to an identified scale.
- iii. Scale bar must be included.
- iv. Show the direction of north.
- v. Include a key.
- vi. Dimensions in metres.
- vii. A unique reference number, including revisions.
- viii. The date the plan was drawn or amended.

