

# Local Planning Validation Checklist

February 2023

Planning Department, Growth, Highways and Infrastructure

As reported to Development and Regulation Committee on Wednesday 28 September 2022.

## Introduction

- 1.1. 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.
- 1.2. Further guidance on this is contained in “Validation Requirements” within “Making an Application”<sup>2</sup> published by Government on 6 March 2014.
- 1.3. 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>.
- 1.4. 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>
- 1.5. 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.

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<sup>1</sup> The Town & Country Planning (Development Management Procedure) Order 2015 [2015 no595] (as amended)

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

<sup>3</sup> National Planning Policy Framework, July 2021, Ministry of Housing, Communities & Local Government. See in particular Paragraph 44.

<sup>4</sup> Growth & Infrastructure Act 2013

## Suffolk County Council's list of local Information requirements (the local list)

- 1.6. SCC is local planning authority for minerals & waste development and for development carried out by the County Council<sup>5</sup>. This local list applies **only** to these developments.
- 1.7. 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;
  - c) Ensure that proper decisions are made by the County Council based on adequate environmental and other material information.
- 1.8. 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/planning-waste-and-environment/planning-applications/submit-a-planning-application/pre-application-and-other-planning-service-charges/>
- 1.9. 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 include details of any pre-application advice received on the subsequent planning application and this forms part of the local list requirements.
- 1.10. The NPPF and the County Council's Statement of Community Involvement <http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/statement-of-community-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>6</sup>
- 1.11. Applications that require the submission of a Transport Assessment or Statement, or where a new vehicular access is created will include details of the design considerations in the Design and Access Statement. In this context, design considerations should follow the Suffolk Design Street Guide document to set out:
  - how the needs of the users of the development were taken into account;
  - the resultant a movement framework sketch, and;

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<sup>5</sup> Known as regulation 3 development, in reference to the Town and Country Planning General Regulations 1992.

<sup>6</sup> Major applications are defined as those having an area of over 1 hectare or a floor space of over 1000sq metres and all minerals & waste developments.

- where new streets are proposed, a street schedule and junction schedule.
- 1.12. Additional assessments may be required. A list is provided in Appendix A. This is not exhaustive and applicants are encouraged to discuss requirements with the planning authority.
- 1.13. For information requirements in respect of applications requiring an Environmental Statement, please refer to The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.
- 1.14. For applications under Section 73 of the Town & Country Planning Act (Variation of Conditions of an existing Planning Permission or Minor Material Amendments), a statement setting out the reason for the proposed changes and relevant information from sections A-D depending upon the nature of development being suggested will be required, including a clear description of how the revised conditions should be worded.
- 1.15. If you are in any doubt about the information that will be required to accompany your application you are advised to contact:

[planning@suffolk.gov.uk](mailto:planning@suffolk.gov.uk)

## **Contents**

**Section A:** County Council development proposals.

**Section B:** Mineral extraction & restoration, & waste landfill applications.

**Section C:** Mineral processing development (not involving mineral extraction).

**Section D:** Waste management development (not associated with mineral working or landfill).

**Section E:** Applications for Listed Building Consent or Conservation Area Consent (where proposed by the County Council).

**Appendix A:** List of assessments which may be required depending on the nature, scale and location of the development proposed.

**Appendix B:** Biodiversity Net Gain (BNG) requirements for all applications.

## **SECTION A: Applications for County Council development under Regulation 3 of the Town & Country Planning General Regulations 1992.**

1. In addition to any specific assessments that may be required from those set out in Appendix A the following information will be required in respect of the particular developments shown.

### **Sustainable Drainage Strategy**

- a) Surface water drainage proforma  
<http://www.greensuffolk.org/about/SFRMP/>  
<https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/guidance-on-development-and-flood-risk/> (this links to the templates and guidance).
- b) Plans showing location of and type of proposed SuDS.
- c) Drainage design layout and calculations.
- d) Proposals for the protection of SuDS and watercourses during construction.
- e) Details of adoption & maintenance.

### **External games/sports areas, or where external security lighting is proposed**

- a) A plan showing the position of proposed lighting and lighting columns, identifying the height above ground, and the luminance of the lamps' beam.
- b) Isolux diagram showing Lux levels measured in the horizontal plane at boundaries of the site and adjacent properties.

### **Developments which directly affect playing fields**

- a) A plan showing existing pitch layouts (summer and winter).
- b) A plan showing the proposed pitch layouts (summer and winter) after proposed development.

## **SECTION B: For Mineral extraction & restoration / Waste landfill applications**

1. In addition to any specific assessments that may be required from those set out in Appendix A the following information will be required in respect of the particular developments shown.

### **Details of boreholes or trial pit analysis identifying**

- a) The results of soil surveys and investigations including depth of soil(s).
- b) Mineral content.
- c) Position of the winter water table (details of which must be included on sectional drawings).

### **A Utilities Statement**

- a) Identifying existing and proposed changes or new connections to utility services above and below ground, i.e. electricity, water, gas and foul drainage.

### **Topographical land survey to at least 1:2500 scale identifying**

- a) Pre-development contours over and within 250 metres of the site.
- b) Existing trees, hedges, ditches, water courses and water bodies.
- c) Location of buildings on the site or within 250 metres of the site, identifying their current use.
- d) Position of any existing infrastructure services above and below the surface.
- e) Position of Public Rights of Way, as recorded on the Definitive Map and Statement, within and adjacent to the site.
- f) Existing means of access to the site.

*Note: for small sites or where proposals are more complex, submissions may benefit from larger scale plans.*

### **A Proposed Scheme of Working Drawing, to at least 1:2500 scale identifying as much of the following as is relevant**

- a) Limits of extraction and /or land filling.
- b) Identification of trees to be retained or removed.
- c) Positions for storage for top soil, subsoil, overburden.
- d) Proposals for site screening, e.g. soil bunds, advance planting.
- e) Location of plant, buildings, and ancillary structures/plant e.g. weighbridge, wheel cleaning and sheeting bays.
- f) Direction of working, phasing of extraction and restoration.
- g) Location of internal haul routes.
- h) Location of site drainage and discharge arrangements.
- i) Location of landfill gas control infrastructure (where relevant).
- j) Location of any landfill leachate control infrastructure (where relevant).
- k) The proposed diverted position of overhead or underground infrastructure

affected by the development.

- l) Identification and management of soil types where the site includes land of the “best and most versatile” agricultural category including the arrangements for removing and replacing soils stripped from the site, and the phasing of soil movement.

**A Proposed Scheme of Restoration Drawing, to at least 1:2500 scale, identifying**

- a) Proposed final contours. For landfill proposals involving non inert waste, proposed final pre and post settlement contours
- b) Arrangements for replacing soils stripped from the site, and the phasing of soil movement.
- c) Areas of any retained trees and hedges and proposed planting.
- d) Proposals for land drainage including any water areas and ditches or outfalls and sluices where appropriate.
- e) Where water areas are proposed, details of water depth and typical bank gradients and margins.
- f) Where proposals involve agricultural land of the best and most versatile quality, or propose an after use to nature conservation, an Outline Aftercare Strategy statement of intentions for management and rehabilitation of the land for a period of 5 years post restoration.

**Sectional drawings to at least 1:2500 scale, identifying**

- a) maximum depth of mineral extraction in relation to the geological strata.
- b) position of the winter water table where relevant.
- c) quarry edges in relation to soil bunds and stores, and the level of the undisturbed adjacent land and any adjacent infrastructure (i.e. rail, road, watercourse).
- d) restoration levels.
- e) restoration landscape features, e.g. planting, water features, wetland and semi-wetland habitats.
- f) Public access arrangements.
- g) Typical cross section of storage mounds for overburden, subsoil, and topsoil, with dimensions.
- h) Profiles of landfill site lining and capping infrastructure in relation to restored soil profiles, surface water drainage and any surface restoration features, i.e. planting or surface tracks/paths.

## **SECTION C: Mineral processing development not involving extraction, [e.g. asphalt production plants, concrete batching plants (but not concrete crushing or alternative aggregates production)]**

### **A Utilities Statement**

- a) identifying existing and proposed changes or new connections to utility services above and below ground, ie electricity, water, gas and foul drainage.

### **Details of fixed plant and buildings**

- a) identifying the proposed elevations and block plan.

### **Cross –sections and elevations**

- a) At least two directions identifying the principal elements of the proposed development, existing buildings, operational plant, roads, paths, infrastructure and natural features.
- b) details of cladding or surface finishes, and colour including British Standard reference number.

### **A Restoration Plan**

#### **Details of site/plant external lighting**

- a) A plan showing the position of lighting and lighting columns, identifying height above ground, luminance of the lamps' beam.
- b) Isolux diagram showing lux levels in the horizontal plane at boundaries of the site and nearest residential property.
- c) Hours of use.



## **SECTION D: Waste Management development not associated with mineral working or landfill (including concrete crushing or alternative aggregates production)**

### **A Utilities Statement**

- a) identifying existing and proposed changes or new connections to utility services above and below ground, ie electricity, water, gas and foul drainage.

### **Details of odour abatement measures and discharges to air to be employed**

#### **A Bio-aerosol Assessment**

- a) undertaken where windrow and any outdoor composting operations are proposed within in 250 metres of dwellings, or other sensitive receptors.
- b) may be required for closed composting, Mechanical Biological Treatment plants, waste water treatment works, incinerators or Anaerobic Digestion plants, depending on the design. The parameters of the assessment should be agreed with the waste planning authority.

#### **Site Cross Sections and elevations**

- a) At least two directions identifying the principal elements of the proposed development, existing buildings, operational plant, roads, paths, infrastructure and natural features.
- b) details of cladding or surface finishes, and colour including British Standard reference number.

#### **Site / plant external lighting**

- a) A plan showing the position of lighting and lighting columns, identifying height above ground, luminance of the lamps' beam.
- b) Isolux diagram showing lux levels in the horizontal plane at boundaries of the site and nearest residential properties.
- c) Hours of use.

## **SECTION E: Applications for Listed Building Consent or Conservation Area Consent (where proposed by the County Council)**

*Note: these applications will be administered by the County Council but will be determined by the appropriate Secretary of State.*

### **Heritage Statement**

#### **Demolition or alterations involving demolition**

- a) A structural survey and appraisal, in line with best conservation practice, of the condition of the building to be demolished, including the implications of the demolition on the structural integrity of any adjoining building.

#### **Alteration or removal of any part of the frame in a timber framed building**

- a) Scaled drawings of the existing frame in the affected area and scaled drawings showing how the new work would relate to the existing frame in the range 1:20-1:200.

## **Appendix A: List of assessments which may be required depending on the nature, scale and location of the development proposed**

### **A Flood Risk Assessment:**

- a) Further information on preparing Flood Risk Assessments is available at <https://www.gov.uk/flood-risk-assessment-for-planning-applications>

### **A Biodiversity or Geodiversity Assessment:** where the site includes or is close to:

- a) sites designated for their biodiversity or geodiversity importance, i.e. Sites of Special Scientific Interest (SSSI), RAMSAR sites, National Nature Reserves (NNR), Special Areas of Conservation (SAC), Special Protection Areas (SPA), County Wildlife Sites (CWS), and Habitats listed in the UK and Suffolk Biodiversity Action Plans (BAP) and Regionally Important Geological/geomorphologic Sites (RIGS) designations; See Appendix A, Tables 2 & 3.
- b) areas including or close to recorded locations of Protected Species, and Species listed in the UK and Suffolk Biodiversity Action Plans (BAP), See Appendix A, Table 1; and;
- c) other areas identified in pre-application discussions as potentially containing Protected and BAP species.
- d) Where Assessment is required according to the development type and Species affected as identified in Tables 2 and 3, the appropriate seasons for undertaking ecological surveys are identified in Figure 2 attached to Table 1.

### **A Heritage Statement:** where the site is within or adjacent to;

- a) a designated Conservation Area, or;
- b) affects a Listed Building or its setting, or;
- c) affects a Historic Park or Garden on the Register maintained by English Heritage, or;
- d) any other designated heritage asset.

### **A Written Scheme of Archaeological Investigation:** will be required for sites which have a greater potential for damage to significant archaeological remains, and which have not been subject to systematic evaluation, such as those that:

- a) contain or are adjacent to sites of significance recorded on the historic environment record (HER);
- b) Are in areas known of high archaeological potential, such as river valleys; and
- c) are larger sites which by their very nature have greater potential to impact on sites.

### **An Archaeological Assessment:** where the site is close to a Scheduled Ancient monument (SAM) or site of known archaeological importance, recorded in the Suffolk Historic Environment Record (HER).

### **A Lorry Management Plan:** covering Traffic Routeing & Management if the

development would give rise to Heavy Goods Vehicle traffic.

**A Transport Statement/Assessment:** The Council would generally seek a Transport Statement or Transport Assessment for developments where they fall within the thresholds indicated in Appendix B of the Department for Transport's: Guidance on Transport Assessment (2007).

**A Travel Plan:** The Council will seek a travel plan when it is proposed that the development is going to create “significant” movements on the highway network in accordance with paragraph 113 of the NPPF.

**A Noise Impact Assessment:** where sensitive locations could be affected by the proposed development, e.g. dwellings, schools, hotels, residential institutions, workplaces or other locations of noise sensitive occupation or use.

**A Dust Impact Assessment:** where sensitive locations or use could be affected by the proposed development, e.g. dwellings, schools, hotels, residential institutions, workplaces, or locations of dust sensitive industry.

**An Air Quality Assessment:** where the proposal is within or adjacent to a designated Air Quality Management Area.

**A Land Contamination Assessment:** where contamination is known or suspected and the proposed use would be vulnerable.

**A Landscape and Visual Impact Assessment:** for all major development (>1 hectare or > 1,000 sq metres of new floor space) including mineral extraction development. Such assessments may also be required for other development in nationally or locally designated landscapes such as Areas of Outstanding Natural Beauty or where it is apparent that the development is in a sensitive location within the landscape.

**A lighting assessment:** for all applications which include floodlighting for, for example, sports facilities or car parking areas or for security purposes

**TABLE 1**

**Local Requirement for Protected and Priority (UK BAP) Species:  
Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required with an Application to meet BS42020:2013**

<p>Column 1</p> <p><b>Proposals for Development That Will Trigger a Survey for the relevant Protected Species</b></p>	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	Dormouse	Water Vole	Badger	Reptiles	Amphibians	Schedule 8 Plants & Fungi	Stag Beetle	Aculeate hymenoptera	Other Priority species
<p>Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> <li>▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;</li> <li>▪ all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;</li> <li>▪ pre-1960 detached buildings and structures within 200m of woodland and/or water;</li> <li>▪ pre-1914 buildings within 400m of woodland and/or water;</li> <li>▪ pre-1914 buildings with gable ends, peg tile or slate roofs, regardless of location;</li> <li>▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>▪ all bridge structures (especially over water and wet ground).</li> </ul>	•	•	•		•		•							
<p>Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.</p>	•	•	•			•								
<p>Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.</p>	•		•			•		•			•	•		
<p>Proposed tree work (felling or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> <li>▪ old and veteran trees that are older than 100 years;</li> <li>▪ trees with obvious holes, cracks or cavities,</li> <li>▪ trees with a diameter greater than 1m at chest height;</li> </ul>	• • •	• • •	• • •								•			

Proposals affecting gravel pits or quarries and natural cliff faces, crevices or caves.	•		•	•					•				•	
Major or Large proposals within 500*m of a pond/moat or Minor proposals within 100*m of pond/moat. (Note: A Large proposal is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m <sup>2</sup> floor area or more than 1 hectare)				•				•		•				
Proposals affecting or within 200*m of rivers, streams, lakes, or other aquatic habitats such as reedbed, grazing marsh and fen.	•		•		•			•	•	•				
Proposals affecting brownfield sites, allotments and railway land.			•	•				•	•	•			•	
Proposals for large wind turbines: see Natural England TIN 051 (bats and onshore wind turbines) , TIN 059 (bats and single large wind turbines) and TIN069 (Assessing the effects of onshore wind farms on birds) <a href="http://publications.naturalengland.org.uk/category/9001">http://publications.naturalengland.org.uk/category/9001</a>	•		•											
Proposals for small wind turbines: see flowchart for bats on <a href="http://www.suffolkbiodiversity.org">www.suffolkbiodiversity.org</a> )	•	•	•											
Proposed development affecting any buildings, structures, feature or locations where <u>protected or priority (BAP) species are known to be present</u> **.	•	•	•	•	•	•	•	•	•	•	•	•	•	•
<p>* Distances may be amended to suit local circumstance on the advice of the local Natural England team and/or Suffolk Biodiversity Partnership planning support group.</p> <p>** Confirmed as present by either a data search (for instance via the Suffolk Biological Records Centre <a href="http://www.suffolkbrc.org.uk">www.suffolkbrc.org.uk</a> ) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.</p>	Bats	Barn Owls	Breeding Birds	Great Crested Newt	Otters	Dormouse	Water Vole	Badgers	Reptiles	Amphibians	Schedule 8 Plants & Fungi	Stag Beetle	Aculeate hymenoptera	Other BAP species

### ***Exceptions for When a Full Species Survey and Assessment may not be Required***

- a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected or priority species surveys and assessments are required.
- b. If it is clear that no protected or priority species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- c. If it is clear that the development proposal will not affect any protected or priority species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant impact on any protected or priority species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected or priority species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.



**TABLE 2**

**Local Requirements for Designated Sites and Priority Habitats and Habitats Listed in Suffolk BAP: Criteria (Trigger List) for When a Survey and Assessment are Required with an Application**

<b>1. DESIGNATED SITES</b> (as shown on the Council's Development Plan Proposals Map)	
<b>Internationally designated sites and identified HRA constraint zones</b>	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
<b>Nationally designated sites</b>	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
<b>Regionally and locally designated sites</b>	County Wildlife Sites (CWS) Local Nature Reserve (LNR)
<p><b>2. PRIORITY HABITATS</b> (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006) &amp; Regulations 9 (1) and 9 (5) of Conservation of Habitats &amp; Species Regulations 2012) (BAP)</p> <ul style="list-style-type: none"> <li>▪ Arable field margins</li> <li>▪ Coastal and Floodplain grazing marsh</li> <li>▪ Coastal saltmarsh (see combined Suffolk plan for saltmarsh &amp; mudflats)</li> <li>▪ Coastal sand dunes</li> <li>▪ Coastal vegetated shingle</li> <li>▪ Hedgerows</li> <li>▪ Intertidal mudflats (see combined Suffolk plan for saltmarsh &amp; mudflats)</li> <li>▪ Lakes</li> <li>▪ Lowland calcareous grassland (e.g. species-rich chalk and limestone grasslands) No Suffolk plan at present</li> <li>▪ Lowland dry acid grassland (see combined Suffolk plan for Heathland)</li> <li>▪ Lowland Fen (e.g. fen, marsh &amp; swamp)</li> <li>▪ Lowland heathland (see combined Suffolk plan for Heathland)</li> <li>▪ Lowland meadows (e.g. species-rich flower meadows) (Suffolk plan is lowland hay meadows)</li> <li>▪ Lowland mixed deciduous woodland (ancient woodland)</li> <li>▪ Maritime cliff and slopes</li> <li>▪ Mixed deciduous woodland</li> <li>▪ Mud habitats in deep water</li> <li>▪ Open Mosaic Habitats on Previously Developed Land</li> <li>▪ Ponds</li> <li>▪ Reedbeds</li> <li>▪ Rivers &amp; streams</li> <li>▪ Saline lagoons</li> <li>▪ Seagrass beds</li> <li>▪ Sheltered muddy gravels</li> <li>▪ Sub tidal sands and gravels</li> <li>▪ Traditional orchards</li> <li>▪ Wet woodland</li> <li>▪ Wood-pasture and parkland</li> </ul>	
<p><b>3. OTHER BIODIVERSITY FEATURES</b></p> <p>These may also be a material consideration if identified by the Suffolk Biodiversity Partnership see paragraph 84 ODPM Circular 06/2005); such features may include: and Mature/Veteran Trees, Caves and disused tunnels and mines (e.g. roosts for bats), Trees and scrub used for nesting by breeding birds; Previously developed land with biodiversity interest, Urban green space (e.g. parks, allotments, school grounds and railway embankments) and other habitats and features identified in the Suffolk Biodiversity Action Plan (<a href="http://www.suffolkbiodiversity.org.uk">www.suffolkbiodiversity.org.uk</a>).</p>	

***Exceptions When a Full Survey and Assessment May Not Be Required***

*International and National Sites:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

*Regional and Local Sites and Priority Habitats:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the Suffolk Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features

**TABLE 3**

**Local Requirements For Designated Geodiversity Sites And Features  
Criteria (Trigger List) for when a Survey and Assessment are Required**

<p><b>1. DESIGNATED SITES</b> (as shown on the Council’s Development Plan Proposals Map) See Earth Heritage Suffolk Handbook Part 2 Protecting Our Geodiversity p S1 and S2</p>	
<p><b>Nationally designated sites</b></p>	<p>Site of Special Scientific Interest (SSSI) National Nature Reserves (NNRs)</p>
<p><b>Regionally and locally designated sites</b></p>	<p>Regionally Important Geological/Geomorphological Sites (RIGS) Public County Geosites/Local Geodiversity Sites as in Earth Heritage Suffolk Part 6 Gazetteer p G1 – G8</p>
<p><b>2. OTHER GEODIVERSITY CONSERVATION FEATURES</b> See Earth Heritage Suffolk Handbook</p>	
<p><b>Natural</b></p>	<ul style="list-style-type: none"> <li>▪ Coasts and estuaries – cliffs, beaches, salt marshes, processes</li> <li>▪ Rivers and streams – valleys, channels, interfluves, processes</li> <li>▪ Groundwater – springs, seepages, solution features, processes</li> <li>▪ Relic landforms – terraces, periglacial patterned ground, palaeosols, etc.</li> <li>▪ Buried interest – geological deposits including fossils and former lake beds</li> </ul>
<p><b>Man Made</b></p>	<ul style="list-style-type: none"> <li>▪ Quarries and pits – active and disused</li> <li>▪ Road and rail cuttings</li> <li>▪ Underground features – wells, tunnels, etc.</li> <li>▪ Built environment, including building stone, decorative stone, artificial stone</li> <li>▪ Large stones – sea defences, erratics and sarsens (as features), etc.</li> <li>▪ Works of art, memorials, street and pub etc. signs.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Unavailable sites – landfill, major engineering sites, etc.</li> </ul>

**Exceptions When a Full Survey and Assessment May Not Be Required**

*International and National Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

*Regional and Local Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological specialists (such as GeoSuffolk) that they are satisfied that the proposed development will not affect any regional or local sites designated for their geodiversity conservation importance.

**Appendix B ECOLOGICAL SURVEY SEASONS**

**Key: Optimal Survey Time** ■ **Extending into** ■

The survey calendar below broadly indicates appropriate survey periods – for further details, reference should be made to published guidance and mitigation guidance documents listed below.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers	■	■	■	■	■	■	■	■	■	■	■	■
Bats (Hibernation Roosts)	■	■	■								■	■
Bats (Summer Roosts)				■	■	■	■	■	■	■		
Bats (Foraging/Commuting)				■	■	■	■	■	■	■		
Birds (Breeding)			■	■	■	■	■					
BIRDS (Over Wintering)	■	■									■	■
Dormice					■	■	■	■	■			
Great-Crested Newts TERRESTRIAL			■	■	■	■	■	■	■	■		
AQUATIC		■	■	■	■	■						
Invertebrates				■	■	■	■	■	■			
Amphibians		■	■	■	■							
Otters	■	■	■	■	■	■	■	■	■	■	■	■
Reptiles				■	■	■	■	■	■	■		
Water Voles			■	■	■	■	■	■	■	■		
White-Clawed Crayfish							■	■	■			
Habitats/Vegetation	■	■	■	■	■	■	■	■	■	■	■	■

Points to note regarding surveys are as follows:

- It is important that surveys for protected (and priority) species are carried out at an appropriate time of year, as indicated by published guidance and/or nationally recognised survey guidelines/methods where available. This is so that there is the greatest chance of detecting protected (and priority) species if present. At other times of year, it can be very difficult to detect protected (and priority) species as their levels of activity decreases as temperatures decline and the weather worsens, they take refuge in areas that are difficult to access and bad weather destroys evidence of their presence. Therefore, surveys undertaken at an inappropriate time of year will not provide a true reflection of the likely impacts of a proposed development on protected (and priority) species.
- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated above.
- Surveys conducted outside of optimal times will be unreliable. As a consequence, there may be insufficient information for determination of an application. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Suffolk Biological Records Centre may have useful existing information and records ([www.suffolkbrc.org.uk](http://www.suffolkbrc.org.uk))

## Published Survey and Mitigation Guidance

Competent ecologists should carry out any surveys & assessments. Where surveys involve disturbance, capture or handling of a protected species, then only a person licensed by Natural England can undertake such surveys. Surveys should follow published national or local methodologies set out below. Further details may be found on the following web sites:

Biodiversity Planning Toolkit at: [www.biodiversityplanningtoolkit.com](http://www.biodiversityplanningtoolkit.com) – one stop shop for planning and biodiversity

IEEM at: [www.ieem.org.uk/Publications.htm](http://www.ieem.org.uk/Publications.htm) - Guidelines for Survey Methodology)

Natural England: <http://publications.naturalengland.org.uk/category/9001>

The following is a list of published guidance on protected species which gives information on survey methodologies, assessment of impacts, and mitigation measures.

### **Bats**

Bat Conservation Trust (2007). *Bat Surveys: Good Practice Guidelines*. London: Bat Conservation Trust.

Mitchell-Jones, A.J. (2004). *Bat Mitigation Guidelines*. Peterborough: English Nature.

Mitchell-Jones, A.J. & Mcleish, A.P. (2004). *Bat Workers' Manual*. Peterborough: JNCC.

Schofield, H.W. (2008). *The Lesser Horseshoe Bat Conservation Handbook*. Ledbury: The Vincent Wildlife Trust.

### **Great Crested Newts**

English Nature (2001). *Great Crested Newt Mitigation Guidelines*. Peterborough: English Nature.

Langton, T., Beckett, C. & Foster, J.(2001). *Great Crested Newt Conservation Handbook*. Halesworth: Froglife.

### **Dormice**

Bright, P., Morris, P. & Mitchell-Jones, A.J. (2006). *The Dormouse Conservation Handbook 2<sup>nd</sup> Ed*. Peterborough: English Nature.

### **Otters**

Countryside Council for Wales (2009). *Otters: A Guide for Developers*. Bangor: Countryside Council for Wales.

Scottish Natural Heritage (2008). *Otters and development*: <http://www.snh.org.uk/publications/on-line/wildlife/otters/biology.asp>

Chanin, P. (2003). *Ecology of the European Otter. Conserving Natura 2000. Rivers Ecology Series No. 10*. English Nature, Peterborough.

LIFE publications on otters available to download from: [www.english-nature.org.uk/lifeinukrivers/species/otter.html](http://www.english-nature.org.uk/lifeinukrivers/species/otter.html)

### **Water Voles**

Strachan, R. & Moorhouse, T. (2006). *Water Vole Conservation Handbook 2<sup>nd</sup> Ed*. Oxon: The Wildlife Conservation Research Unit.

Welsh Assembly Government & Countryside Council for Wales (2009). *Water Voles and Development*. Bangor: Countryside Council for Wales.

### **Badgers**

Countryside Council for Wales (2005). *Badgers: A Guide for Developers*. Bangor: Countryside Council for Wales.

RSPCA (1994). *Problems with Badgers?* Horsham, Sussex: RSPCA.

### **Barn Owls**

Barn Owl Trust (2002). *Barn Owls on site: A guide for developers and planners*. Peterborough: English Nature.

Countryside Council for Wales (2005). *Owls in Wales*. Bangor: Countryside Council for Wales.

Royal Society for the Protection of Birds (2007). *Wild Birds and the Law England and Wales: A Plain Guide to Bird Protection Today*. Sandy, Bedfordshire: RSPB.

### **White-clawed crayfish**

Peay, S. (2000). *Guidance on works affecting White-clawed crayfish*. Peterborough: English Nature & Leeds: Environment Agency.

Holdich, D. (2003). *Ecology of the White-clawed Crayfish. Conserving Natura 2000 Rivers Ecology Series No.1*. Peterborough: English Nature.

### **Reptiles**

English Nature (2004). *Reptiles: guidelines for developers*. Peterborough: English Nature.

Gent, T. & Gibson, S. (1998) *Herpetofauna Worker's Manual*. Peterborough: JNCC.

Countryside Council for Wales (2001). *Reptiles in Wales*. Bangor: Countryside Council for Wales.

### **Phase 1 Survey**

Nature Conservancy Council (1990). *Handbook for Phase 1 habitat survey*. Peterborough: JNCC

## Recommended Survey and Assessment Template for Protected Species

As a guide to what constitutes sufficient information for the planning authority, any submitted survey and report should be based on the following:

1. **Executive summary** (no more than one side of A4)
  2. **Introduction**
    - a. Background to development - *justification for why the proposal is necessary*
    - b. Description of the proposed works; *e.g. building conversion, new build, demolition etc.*
    - c. Summary of statutory provisions for protected species
  3. **Survey and Site Assessment**
    - a. Qualifications and experience/competence of surveyor(s) *e.g. details of EPS license number etc. and equipment used (type of bat detectors and data loggers)*
    - b. Scale plan/map and 6 or 8 figure grid reference
    - c. Desk top data trawl – *details of information sought and obtained from local records centre*
    - d. Conclusions of walkover survey
    - e. Objectives of the detailed survey
    - f. Field surveys - *details of internal/external inspections, emergence/re-entry surveys, transect surveys, timings (day/evening), dates, weather conditions (wind, rain, temperature tabulated for multiple survey visits)*
    - g. Survey results – *including: text, tables, photos, maps, illustrations, plans (with raw data appended including sonograms)*
    - h. Site/habitat - *description of features of value to commuting, foraging and roosting bats*
    - i. Interpretation/evaluation of results – *estimate of bat numbers and status of site; e.g. presence of hibernation, maternity, feeding roosts, swarming sites and their significance locally / regionally.*
  4. **Impact Assessment**
    - a. Short term disturbance impacts
    - b. Long term impacts
      - i. Roost modification
      - ii. Roost loss
      - iii. Fragmentation and isolation of habitat
    - c. Post development interference impacts *e.g. lighting / use of loft space*
    - d. Predicted scale of impacts
    - e. Land ownership and viability for any proposed mitigation sites
- Note:** A submitted report must first demonstrate that alternatives have been considered and show why avoidance of negative impacts is not feasible before providing a strategy that details mitigation and compensation proposals.
5. **Measures for Mitigation, Compensation and Enhancement**
    - a. Full mitigation, compensation and enhancement plan / strategy
    - b. Works to be undertaken by an ecologist or suitably qualified person
      - i. Capture and exclusion (as an example of possible works)
    - c. Works to be undertaken by the developer /landowner
      - i. In-situ retention of bat roost
      - ii. Modification of existing roosts
      - iii. New roost creation
      - iv. Scaled maps/plans
  6. **Compliance With Development Plan Policies And Statutory Obligations**
    - a. How biodiversity features will change with development – *a prediction of net loss or gain*
    - b. How the proposal is in accordance with the relevant policies within the development plan
    - c. Likelihood of obtaining any necessary Regulation 44 European Protected Species licences
  7. **Post-development site safeguard**
    - a. Habitat/site management and maintenance where necessary
    - b. Population monitoring, roost usage etc.
    - c. Mechanism for ensuring delivery – *planning conditions/obligations and/or Reg. 44 licence*
  8. **Timetable of works**

Evidence that conservation proposals are compatible with the proposed development timetable

## **APPENDIX B: Biodiversity Net Gain (BNG) requirements for all applications**

These requirements are set out by the Environment Act 2021 and apply to all planning applications.

Once the relevant provisions within the Environment Act are commenced through secondary legislation (anticipated in late 2023, although exact date to be confirmed) or if there is a development plan policy requirement, the necessary information must be submitted to demonstrate the mandatory 10% net gain.

Proposals must therefore include:

- The pre-development biodiversity value.
- Measures taken to avoid or minimize adverse biodiversity impacts/losses.
- The proposed approach towards enhancing biodiversity onsite; and
- The proposed offsite biodiversity if it cannot be secured onsite.
- A management, maintenance and monitoring schedule covering a 30 year period.