

South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE

Tel 01508 533765
Planning@s-norfolk.gov.uk

Mr Adam Davies
Strutt & Parker
66-68 Hills Road
Cambridge
CB2 1LA

Our ref ENQMAM/2020/1139

16 November 2020

Dear Mr Davies

Location: Briar Farm Mendham Lane Harleston Norfolk IP20 9DW
Proposal: Pre-application advice on Detailed planning application for 361 residential dwellings (including 16 extra-care bungalows), a 90-bed care block, public open space, allotments and 1.91 ha of land for community use together with associated site infrastructure.

Thank you for your enquiry. Detailed below are the main planning considerations and planning policies which are relevant to your proposal and an officer's opinion on the likelihood of permission being granted, together with details of how to apply.

Relevant Planning History

2012/0530	Residential development of 120 dwellings with associated open space, attenuation lagoon, roundabout access and off site highways works	Approved
-----------	--	----------

Relevant Appeal History

You can view details of these applications on the planning pages of the Council's website

Officers informal opinion

Principle of the proposal

The site is currently outside of the development boundary of Harleston, located between the town and the A143. The site extends to approximately 27.1 hectares and is

predominantly in agricultural use, as well as containing an area of hardstanding and agricultural buildings, including a farmhouse.

The site is being promoted through the emerging Greater Norwich Local Plan (GNLP) and has been identified as preferred for allocation under emerging Policy GNLP2136 for a mixed-use development. The draft policy, which forms part of the Regulation 18 Draft Strategy and Site Allocations consultation documents, is set out as follows:

Draft Policy GNLP2136 : Land at Briar Farm, Harleston 27.00 ha is allocated for mixed-use development. The site is likely to accommodate at least 300 homes, 33% of which will be affordable as well as care, employment, retail, open space and community facilities.

More homes may be accommodated, subject to an acceptable design and layout being achieved and any infrastructure constraints addressed.

The development will be expected to address the following specific matters:

- *Masterplan to identify the mix of uses on the site and the relationship between them, to be accompanied by a phasing and infrastructure plan;*
- *Access (vehicular and pedestrian) to be via Mendham Lane with further pedestrian and cycle access from Barley Close;*
- *A new footpath connection to the existing Public Right of Way to the north of the site, creating a new link to the proposed open space to Angles Way;*
- *Submission of a Transport Assessment;*
- *Safeguarding of existing Public Right of Way east of Mendham Lane;*
- *Design and layout to take account of the existing residential and employment development to the west, northwest and north of the site, to protect the amenity of existing and future residents;*
- *Layout and landscaping to take account of the River Valley location and the potential to mitigate noise from the adjacent A143;*
- *Contribution towards green infrastructure protection or enhancement along the Waveney valley corridor;*
- *Appropriate investigation works and mitigation measures to address the surface water flooding to the north east of the site will be required;*
- *A proportionate contribution towards a new public water supply to help meet the requirements of the development.*

This site has been identified as being preferred for allocation due to being well located in terms of the form and character of Harleston.

Highway impacts

DM Policy 3.11 relates to highway safety and DM Policy 3.12 relates to parking. Policy DM 3.11 seeks to ensure that proposals will not endanger highway safety or the satisfactory functioning of the highway network.

The draft site allocation is subject to the provision of vehicular and pedestrian access to be via Mendham Lane with further pedestrian and cycle access from Barley Close.

It is noted that the Highway Authority has commented separately on the access strategy for the site as well as the suitability of the layout in terms of access and movement. As discussed, vehicular access comprises of two new priority junctions from Mendham Lane with scope for an emergency access and pedestrian/cycle link to the north of the site from Jay's Green. The Highway Authority has confirmed that the principal of two access being

provided from Mendham Lane is achievable, subject to the submission of a Transport Assessment.

It is recommended that further detailed discussions continue to take place with regards to the overall access strategy as part of the emerging masterplan.

In terms of the detailed site layout, further comments have been requested from the Highway Authority, which I will forward on to you once received.

Design, layout and heritage

Joint Core Strategy Policy 2, and DM Policy 3.8 promote good design. Development in this location must also have regard to the South Norfolk Place Making Guide which sets out the standard of design and key requirements the Council expects within the District. The Place Making Guide and National Design Guide is a material consideration in the determination of planning applications.

Detailed comments were sought from the Council's Senior Heritage and Design Officer regarding the initial site layout received as part of this pre application response. These comments, which are provided in full below, have since been superseded by verbal discussions and a revised layout is expected to be submitted for further comment at the time of writing this response. The Council's initial comments with regards to heritage and design are as follows:

In heritage terms this site will not have a significant impact on any heritage assets. In terms of the relationship to the town, and the historic town core, which is a conservation area, this would be a suitable area for development. No issues were raised with regard to GNLP assessment.

The plan does show good pedestrian and cycle connections to the town which appear to the north and south west of the site.

With regard to the layout, it shouldn't be highway led, however it is noted two points of access close together to the south west, and no vehicle access to the north. The existing road to the north doesn't really lead anywhere except good access to the school, however Jays Green and School Lane are narrow in parts and traffic could potentially cut down Candler's Lane which is not ideal – so limited or no vehicle access to the north is in this instance perhaps a good idea and perhaps why Highways may have suggested it? Although Mendham Lane links directly into town, it is quite poor access when entering the town cutting down to one lane which is not ideal. Most vehicle traffic is perhaps best directed through a spine road to the south western corner where it would could access the town along Spirketts Lane/London Road and A143. Therefore it may be best to locate access road for vehicles as far south as possible? Footpath connection would still exist to Mendham Lane.

If access to the north is not possible because of the road network constraints, it may be preferable to terminate the spine road at a 'destination' as in the current plan it just stops. Also, a lower order road branches off at this termination point and there would be temptation to use this to go back in the same direction rather than turning around? Therefore it may be preferable to have a spine road loop – or to terminate the spine road further south and have secondary road loops? For example terminating the spine road at the south end of the public space so that it feel more like terminating at a 'destination'?

With the public spaces dictated by the constraints of flooding and being to the periphery, the development lacks a focal point to lend it more of sense of place. Terminating the

spine road earlier – and then having secondary loops and green connections linking the west and east open spaces, together with a central small feature ‘green’ as part of the south end of the west spaces, may help to create some identity? This is roughly indicated below.

I note existing small link ‘green corridors’ from west to east have been provided – but it may be better to have these emanating from the same area to west to create more of a green hub/focal point? This would reinforce place.



The perimeter blocks are quite varied, and roads are not straight, however overall in legibility terms meandering roads and loop roads could lead to sense of disorientation. A more direct spine road – bending but slightly straightened out, leading the central focal point could be beneficial in legibility terms.

I think at the west end needs some thought with regard to Mendham Lane – which access is the spine road? Also would be it be better to have main vehicle access further south further away from the footpath link?



Further south than shown above?

At the south end the footpath runs at the back of the housing and doesn't really go anyway...maybe at this point the path should cut in to the road to provide the connection rather than running behind the back of the houses?



Also at the south end there is an easy juxtaposition of a three storey building adjacent to one storey – the former will be quite a dominating structure..



At the southern end there is quite a long run of the access street without active frontages/surveillance with building backing onto the road – with the shrub area etc this presents a secure by design issue. There is also too much of a concentration in this area of affordables.

At the Mendham lane roundabout, building need to be careful to relate to existing streetscape, which is design to front toward the roundabout – recognise important footpath and hedge to be retained – which will require something different.



At this stage generally happy with the categorisation of the three character areas in terms of street character. A central hub/focal point creates scope for some defining buildings in this location.

Conclusion

Main points I consider are:

- Creation of hub/central termination point for spine road with green links to reinforce a sense of place – providing a more legible and direct layout for higher order road access rather than such a ‘loopy bendy’ layout which I consider would create disorientation and a lack of legibility.*
- Looking at south west corner in terms of connections/main vehicle access and secure by design issues etc*

Landscaping

Policy DM4.5 requires development to respect, conserve and where possible enhance the landscape character of the locality.

There is a need to ensure that the development has a defined relationship to the open countryside by proposing an appropriate boundary treatment on the site's rural edges to minimise its impact on the open landscape. Existing hedges and any trees, where practical, should also be retained to provide additional screening to the development.

To assess the impacts of the proposals on any existing trees, arboricultural information will also be required with any subsequent planning application.

Open space

In terms of open space, Policy DM3.15 requires new housing development to provide adequate outdoor play facilities and recreational open space commensurate with the level of development proposed in order to meet the need of occupants.

The Council adopted an Open Space SPD in September 2018 which provides the standards for open space provision. This application would be expected to comply with these standards. Using the occupancy rates set out within the SPD, this proposed housing mix (based on the pre-application document proposed housing mix) would result in approximately 837 people. The following level of open space would therefore be expected. Please note that should the housing mix change this would impact the open space requirements.

Recreational Open Space Classification		Requirement (m ²)	Hectares
Children's Playspace		5,022	0.5
Older Children & Adult Recreation Space	a) Open Space	2,511	0.25
	b) Playing Pitches & Courts	13,392	1.34
Informal Recreation Space		20,088	2
Total		41,013	4.1

This proposal currently includes a total of 9.61 ha of accessible open space, alongside 0.49 ha of allotments, 0.12 ha of play space and an area of 1.91 ha set aside for community use. As it stands it is recommended that further discussions take place with regards to the overall types and amounts of open space to meet the requirements of the DM3.15. The definitions of the various open space classifications are provided in Appendix 5 of the Open Space SPD.

The SPD sets out an expectation for on-site delivery of open space in the first instance. This is particularly clear in relation to children's playspace in accordance with the Fields in Trust Guidelines. In relation to Older Children's and Adult Playspace, the Council would expect on-site provision, but accepts that there may be instances where this is not feasible or desirable. A planning application would be expected to demonstrate why site-specific considerations and/or site constraints preclude on-site delivery. If it is considered suitable to provide an off-site contribution in lieu of on-site the costs associated with this are set out at appendix 1 of the SPD.

In addition to the above, any planning application should have regard to the definitions of the individual types of open space within the SPD and clearly set out the areas of land which are to be counted towards the individual aspects of open space provision. Consideration should also be given to on site features such as attenuation and infiltration basins and whether these can be counted towards open space. Further guidance on what can be counted towards open space is set out in the SPD.

Ecology and Green Infrastructure

The County Ecologist has not commented on the detailed proposals at the time of writing. However, in terms of general advice, it is noted that ecological value is likely to be greatest with the boundary features, namely hedgerows and boundary trees. In addition, any existing drainage ditches, ponds etc may have value for biodiversity. As such it is recommended that the preliminary ecological survey (PEA), and any further surveys identified through the PEA are submitted as part of any future planning application. All ecological work should comply with the relevant British Standard, BS42020:2013 Biodiversity – Code of practice for planning and development.

In line with national policy (NPPF para 9), we would expect any future proposals to seek to provide net gains for nature. We would also expect the maintenance and enhancement of ecological networks in line with national and local policies (NPPF, para 109 and JCS Policy 1: Addressing climate change and protecting environmental assets).

With regards to Green Infrastructure (GI), consideration should be given to what contributions a development of this scale will need to make having regard to the emerging sit allocation set out above, which is designed to provide general green infrastructure principles.

Connections into the local GI network, including Public Rights of Way and ecological features, should be considered alongside the potential impacts of development. Direct mitigation and GI provision, which includes improved public access to the countryside and improved recreational provision should therefore be included within the site proposal. These requirements for consideration and implementation, for both on and off-site GI provision, will help the local GI network to facilitate the development without receiving negative impact and equally, allow the development to integrate and enhance the existing network.

Green Infrastructure within this proposal should respond to the Greater Norwich Green Infrastructure Strategy (2007) which informs the Joint Core Strategy, adopted January 2014. Development proposals are expected to fit with strategic visions for the area and respond to the policies and principles as outlined in the Joint Core Strategy.

Should this development intend to be the first phase of a larger development or vision, consideration will need to be given to how the local GI network will be impacted, adapted and enhanced in the future.

With regards to public rights of way, it is noted that the draft allocation requires a new footpath connection to be provided to the existing Public Right of Way to the north of the site (FP13), creating a new link to the proposed open space to Angles Way. The masterplan shows a link to FP13 and Green Lane, as well as Angles Way. Pedestrian access is also shown from the adjacent residential development at Barley Close (Harvest Way), which helps to provide a shorter walking route to the primary school from the southern part of the site.

With regards to FP18 to the east of Mendham Lane, the emerging allocation requires this to be retained. The proposed demolition of the existing farm buildings and new access arrangements to the farmhouse, will help to enhance the footpath in this location. If the layout cannot accommodate the footpath on its legal alignment, then this can be addressed by a diversion order under s257 of the Town and County Planning Act which needs to be considered at this early stage. The County are happy to enter into discussions at this time to resolve this potential problem. The County Council may require surface improvements for this route as mitigation for increased usage.

The County Council may also be seeking funding towards long distance routes in the area, including contributions towards green infrastructure protection or enhancement along the Waveney valley corridor, which would create better connections from the development to the wider countryside.

It is recommended that discussions take place with the County Council's Natural Environment Team to better understand what enhancements will be required and how these will be funded. I have requested these separately and will forward their comments to you in due course. However, you may also wish to discuss the proposals with the County Council separately, as ecology advice is provided to the Council under a Service Level Agreement and as such is prioritised towards planning applications. They can be contacted at NETI@norfolk.gov.uk

Flood Risk

The Flood Map for Planning identifies the site as lying entirely within fluvial and tidal flood zone1 with a flood flow path running south to north within the eastern half of the site. Depths are generally below 0.3m with a small area where depths may exceed 0.3m. There are also linear areas of surface water flood risk within the site that appear to be generally associated with watercourses/ditches.

The Planning Practice Guidance (PPG) advises that other forms of flooding should be treated consistently with river flooding in mapping and assessing vulnerability to apply the sequential approach across all flood zones.

The Environmental Quality Team is aware of poor drainage characteristics of local soils that can lead to localised flooding. In addition, flood risk is evident in the lower catchment to the north in Redenhall Road so it is important that off-site flows are restricted to greenfield run-off and where possible, achieve a reduction in peak flows entering the downstream catchment.

The PAD advises the following;

*The Site is located in Flood Zone 1
Appropriate investigation works and mitigation measures to address the surface water flooding to the north east of the site will be required*

Surface Water Drainage

The PAD advises the following;

Soakage testing has been undertaken and the surface water strategy proposes discharging the runoff from the development to the existing ditch network, with flows limited to the annual greenfield runoff rate. On-site attenuation would be provided in the locations shown on the Masterplan to manage the run-off up to and including the 1 in 100 annual probability storm, inclusive of a 40% allowance for climate change.

The initial Flood Risk Assessment concluded that on-site attenuation would be required to manage the runoff generated by the development. Surface water attenuation basins have been positioned within the lowest parts of the Site, along part of the western boundary and at the northernmost edge, covering a total surface area of 1.24 ha.

The first phase will also deliver the associated attenuation, landscape buffers, land for the allotments and public open space provision.

We would expect you to demonstrate that a sustainable surface water drainage strategy can be achieved as part of any outline or full planning application that accords with the principles set out in Development Management Policy DM4.2, the LLFA, Statutory Consultee for Planning – Guidance Document V4, the Non-Statutory Technical Standards for Sustainable Drainage Systems and the SuDs Manual (CIRIA C753 - 2015). Surface water must be effectively managed and water quality protected through all stages of development including during construction.

The surface water drainage hierarchy should be followed with all available options being considered and the most sustainable techniques used wherever appropriate. We expect all new dwellings to incorporate water butts or an alternative rainwater recycling system such as rain-save planters or rainwater harvesting systems to encourage rainwater re-use and water conservation. Further information about Green Water is available on the Anglian Water website; <https://www.anglianwater.co.uk/developers/development-services/green-water/>

It is noted that there is a surface water sewer located at the north-western corner of the site that continues to Redenhall Road. The Environmental Quality Team is aware that the surface water sewer in Redenhall Road can surcharge during storm conditions and would not wish to see any increase in flows into this system.

Future management responsibilities and a management schedule of all surface water drainage features including any riparian responsibilities for boundary ditches should be provided. Our preference is for SuDS adoption by Anglian Water before consideration of a Management Company. We would encourage consideration of the Anglian Water SuDS Guidance at the earliest stages to enable adoption of all SuDS features.

Design standards and exceedance flows should take account of the Environment Agency's updated guidance on climate change allowances for peak rainfall intensity demonstrating that the 20% and 40% climate change scenarios have been tested to ensure no flooding of buildings. <https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances>

You should seek clarification of ownership responsibilities of any boundary ditches or culverts. The applicant must ensure that details of any riparian ownership responsibilities, including access arrangements for maintenance, are incorporated into transfer documents to ensure future maintenance responsibilities are identified and understood. Details of Riparian ownership and responsibilities can be found at; <https://www.norfolk.gov.uk/rubbish-recycling-and-planning/flood-and-water-management/information-for-homeowners/living-next-to-a-watercourse>

Any proposed new culverts or works affecting the flow of a watercourse requires the prior written consent of the Lead Local Flood Authority (Norfolk County Council) under the terms of the Land Drainage Act 1991 (as amended by the Flood & Water Management Act 2010)/Water Resources Act 1991.

The Lead Local Flood Authority seeks to avoid the use of culverts and consent for such works will not normally be granted, except as a means of access. It should be noted that this consent is required in addition to any planning permission granted. Further information can be found at; <https://www.norfolk.gov.uk/rubbish-recycling-and-planning/flood-and-water-management/information-for-homeowners/consent-for-work-on-ordinary-watercourses>

Please be aware that the Lead Local Flood Authority (LLFA) is the statutory consultee for all major planning applications and should provide the technical assessment of the flood risk and surface water drainage aspects of any planning application subsequently submitted. The LLFA provides a preapplication advise service independent of that of the local planning authority. The Lead Local Flood Authority's guidance document can be found by searching for; NCC, LLFA, Statutory Consultee for Planning – Guidance Document V4

Foul Drainage

You should liaise with Anglian Water to determine whether additional works are required to accommodate additional flows from the proposed development. This information cannot be provided as part of the Council's pre application service.

Neighbour amenity

Policy DM3.13 Residential amenity directs that development should not be approved if it would have a significant adverse impact on nearby resident's amenities or the amenities of new occupiers.

No detailed designs other than an illustrative masterplan have been provided at this stage, however with careful positioning and design it is considered that a scheme could be provided that would not give rise to a situation detrimental to the existing neighbouring properties amenities.

Having regard to the location of the development and potential traffic noise from the adjacent A143, an assessment of traffic noise affecting the site may be required to determine whether it would have a significant impact on the residents of the proposed dwellings and whether it is possible and practicable to reduce any impact to an acceptable level.

It is recommended that early discussion with the Council's Community Protection Team take place, to discuss whether a noise assessment will be necessary, and if so what information should be submitted. Separate comments have also been requested from the Community Protection Team in relation to this enquiry.

Affordable Housing

JCS Policy 4 requires affordable housing with a mix of house types and tenures to be delivered which meets the most up to date needs assessment.

Consideration should be given to the mix identified in the Council's Strategic Housing Market Assessment (SHMA) published in January 2016, which requires 28% affordable housing. The document can be downloaded from the Council's website <https://www.south-norfolk.gov.uk/strategic-housing-market-assessment>. It should also be noted that the affordable homes percentage sought by policies in the emerging GNLP draft, based on new evidence, may change as updated assessments become available.

The following mix of affordable housing had been confirmed with the Council's Housing Enabling Officer:

	For Rent	Affordable Ownership
1 bedroom bungalow*	8	
1 bedroom flat/house	20	

2 bedroom bungalow*	8	
2 bedroom house	37	Mix to be agreed.
3 bedroom bungalow*	8	Mainly 2BH & 3BH.
3 bedroom house	45	
4 bedroom house	6	
4/5 bedroom house	6	
Total	134	75
	64%	36%

Note at least 2 of each size to be to wheelchair standard. Ideally 4 of each if possible.

General comments and clarifications noted by the Housing Enabling Officer are summarised as follows:

- The mix of type and tenure of affordable ownership will reflect market demand (noting that a partnership for s/o between Saffron and Eastlight is possible).
- It is intended to deliver 33% affordable housing as the s106 obligation, the number to be determined by the total number of dwellings.
- It is intended that all the Living Well homes will be within the 33%, plus sufficient general needs units (nil-grant) to bring the total to 33%.
- The Council would seek to be as flexible as possible, potentially using the Taverham s106 agreement as a precedent, in order to achieve the overall affordable housing package.
- Extra Care Housing is welcomed, as is the inclusion of 16 independent living bungalows nearby, assuming there would be demand for them.

It is noted that Norfolk County Council would welcome the affordable and assisted living units being available for those with disabilities (mental health, learning disability and/or physical disability).

Norfolk County Council Adult Social Care have commented as follows with regards to extra care housing:

Adult Social Care recognises there is a need for a range of appropriate housing in Norfolk to support an aging population to live as independently as possible, with the over 65 population set to incur the largest increase of any age group over the next ten years.

Norfolk County Council has recognised a need for more extra care in the South Norfolk district to build an additional 360 extra care units, of which 144 are to be at affordable rent levels by 2028. Norfolk County Council has a capital programme to support the viability of affordable rent extra care units, but these have specific criteria and size which needs to be satisfied before it can be classified as extra care. More detail can be found at www.norfolk.gov.uk/independentliving.

Extra care developments should be carefully considered in terms of space, accessibility to and a detailed design specification fit for lifetime home criteria. The Briar Farm site could be considered to develop extra care housing as it meets as it meets with our minimum site criteria of being a minimum 2-3 acres in size, a minimum of 60 units and in or close to a town centre, established community or phased development as a strategic urban extension (SUE) becomes established.

Overall, the Council is supportive of the proposed mix, which can meet housing need, provide a range of tenures, and contribute to the sustainable growth of the market town.

Sustainable construction and renewable energy

Policies 1 and 3 of the JCS require the sustainable construction of the building and a requirement for 10% of the predicted energy requirements to be delivered by on site decentralised and renewable or low carbon energy. You will be required to demonstrate

that the proposal complies with these requirements through the submission of your application

Conclusion

As confirmed above, the site is being promoted through the emerging Greater Norwich Local Plan (GNLP) and has been identified as preferred for allocation under emerging Policy GNLP2136 for a mixed-use development.

As highlighted at our meeting, you are keen to progress a scheme and agree a way forward. However, having regard to the Greater Norwich Local Plan (GNLP) and Regulation 18 consultation it is noted that preparation is still underway of the submission draft of the GNLP Strategy and Sites Plan.

The revised timetable anticipates the Local Plan to be ready for publication in February 2021 and adopted in 2022. As such, any application submitted now will need to be considered in the current policy context or developed alongside the emerging draft policy and once the Local Plan has started to advance.

Details of the policies referred to above can be seen on the Council's website www.south-norfolk.gov.uk on the planning pages.

Community Infrastructure Levy

The council now applies Community Infrastructure Levy (CIL) charging to some forms of new development. The charging schedule and more information on liability can be found here on the Community Infrastructure pages of the Council's web site.

From the information you have submitted, the proposal [will / will not] be liable for CIL

Section 106 Agreement

The proposed development will require the completion of a Section 106 Agreement regarding the provision of affordable housing, management and maintenance of open space, delivery of Green Infrastructure etc. I would recommend that a draft agreement or Heads of Terms are submitted with any future planning application.

Consultees

As part of the planning application, we are likely to consult the following bodies. You may wish to contact them prior to submitting an application :

Lead Local Flood Authority lfa@norfolk.gov.uk (charged for service)

Anglian Water

Highway Authority – Norfolk County Council

Norfolk County Council – Minerals

Norfolk County Council – Planning Obligations

Norfolk Historic Environment Service

Natural England – For Standing Advice on protected species please go to

<https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals>

How to apply

The Council's Statement of Community Involvement strongly encourages developers and agents of all application types to engage with the community at the earliest opportunity. Particularly with larger schemes, you are encouraged to contact town/parish councils, local community groups and neighbours at the earliest possible stage. Involvement by all parties allows issues and concerns to be raised as soon as possible, potentially enabling them to

be addressed and giving communities the opportunity to shape or influence the development proposals, giving the planning application the best chance of success.

[Should you still wish to apply] Further information how to apply can be found on the Council's web site under "planning" and "How do I submit a planning application" (<http://www.south-norfolk.gov.uk/how-do-i-submit-planning-application>).

We would encourage you to submit your application on line using the Planning Portal <https://1app.planningportal.co.uk/>. Details of the information needed to complete your application can be found on the Planning pages of the Council's website. You should submit a completed application form, site location plan (to appropriate scale, red line around all of land required for the proposal and sufficient road names/features to easily identify the site), fee and a full set of existing and proposed site, floor and elevation plans as necessary to explain the proposal.

I would highlight that your application should include :

- Design and Access Statement
- Statement of community involvement

I would also request that the application includes :

- Planning statement
- Arboricultural assessment and tree survey
- Ecology assessment
- Flood risk assessment
- Energy, water and construction statement
- Transport Assessment, assessment and interim travel plans
- Noise assessment
- Building for Life assessment
- Financial Viability Appraisal

A CIL Additional Information Requirement Form should be submitted.

Consent under the Building Regulations may be required for the proposal and work should not proceed until any necessary consent has been obtained. Please contact CNC Building Control on (0808 1685041), or enquiries@cncbuildingcontrol.gov.uk for more information.

You should be aware that any pre-application advice provided by the Local Planning Authority is made at officer level only, and does not constitute a formal decision of the Council. Any views or opinions expressed, are given without prejudice to the consideration by the Council of any formal planning application, which will be subject to wider consultation and publicity.

It should be noted that policies, constraints etc. change from time to time and may affect the advice given. The weight that can be given to pre-application advice may therefore decline over time.

The provisions of The Freedom of Information Act bind the Council, as a public authority, and therefore it should be presumed that information supplied to the Council is likely to be disclosed under the above Act if requested. If you want information to remain confidential, you should state clearly why. Information sent to the Council "in confidence" may still be disclosed under the above Act. Before sending such information you are advised to take legal advice if there are fears that disclosure would prejudice you in some commercial way.

The details submitted in the application form and associated information will be stored on computer and will be used to correspond with yourself, and to undertake Council Services. Personal data will be retained for 10 years as part of the lawful processing of the enquiry.

Your rights - Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our [Data Protection Policy](#). You can contact our Data Protection Officer at e) right2know@s-norfolk.gov.uk or t) 01508 533943. You also have the right to lodge a complaint with the regulator, the Information Commissioner's Office.

Please note: Where a fee has been paid for an enquiry, further enquiries in respect of the same project can be made free of charge by the same enquirer who paid the original fee, but only within a period of 6 months from the date of the original advice given and charged for. A fee will be charged for any further enquiry after this time has elapsed.

Yours sincerely

Chris Watts
Principal Planning Officer