Borough Council of King's Lynn & West Norfolk

VALIDATION CHECKLIST

DISCHARGE OF CONDITION(S) APPLICATION

National Planning Application Requirements		
Requirement	**Where can I find this**	**Do I need to submit this**
Planning Application Form	If you submit your application via the Planning Portal you will auto-fill the Application Form. If you require a paper form to print you can get it from here	Yes If you have more than one consent, i.e. original consent and a Variation of Condition consent(s), please ensure you quote the correct planning reference number on the application form.
Application Fee	Fees are set by Central Government and an Index Link increase is made on 1 April each year You can calculate your fee via the Planning Portal	Yes, unless the application is to Discharge Conditions from a Listed Building Consent.
Drawings / Reports / Information Required to Discharge Condition(s)	Please carefully read the condition which needs to be Discharged and submit relevant drawings / reports / information – any drawings submitted as part of this application must be drawn to a **recognisable scale** Please also read the condition so that you understand whether the Discharge of Condition(s) Application needs to be submitted 'Prior to Commencement' or 'Prior to Occupation' etc **IF YOU FAIL TO PROVIDE SUFFICIENT EVIDENCE IN ORDER TO REGISTER YOUR APPLICATION; IT MAY BE REFUSED TO BE REGISTERED.**	Yes

National Planning Application Requirements		
Requirement	**Where can I find this**	**Do I need to submit this**
BNG Specific Conditions will require the following;	Please see our Website for details	Yes
BNG Specific Conditions for **phased development** will require the following; • An overall biodiversity net gain plan • A phase biodiversity gain plan	You can find more information here	Yes
Highway Conditions	Please ensure that any NCC Highways Agreements or permissions are in place, **prior to submitting** your application to Discharge the Condition to avoid delays or potential Refusal.	Yes
Surface Water Drainage Conditions		

Householder planning applications must demonstrate how surface water runoff will be appropriately managed, particularly where development increases impermeable area. To enable the required checks to be carried out, the applicant should provide a report, drawings and calculations which provide the following information. Reference should be provided to where the information is located and the completed checklist submitted with the application.	
1	Submit evidence such as BRE 365 infiltration test results, soil classification, and groundwater levels to demonstrate the feasibility of infiltration-based drainage.
2	Identify the method and location of both existing and proposed surface water disposal. Justify the approach in line with the SuDS hierarchy, supported by site-specific evidence.
3	Provide plans showing existing and proposed impermeable and permeable catchment areas, including urban creep allowance. These should support the calculation of runoff rates, volumes, and water quality performance.
4	Provide details of existing, greenfield, and proposed discharge rates, attenuation volumes, flow control devices, and SuDS design. Discharge rates must control peak flow and runoff volume in line with current national and local policy, targeting the greenfield condition for the developed area of the site. Refer to the Norfolk LLFA Statutory Consultee Guidance Document (Version 7.3, April 2025) for more detail.
5	Provide a drainage layout drawing showing all SuDS and drainage features, including locations, dimensions, volumes, cover/invert levels, pipe and manhole references (matching hydraulic calculations), gradients, flow controls, finished floor levels (FFLs), and surrounding ground levels. The plan should include exceedance flow paths, temporary storage volumes, and flood mitigation measures.
6	Long sections and cross sections necessary to understand how the system works. Cross sections should be provided for all SUDS features and flow controls, as a minimum.
7	Hydraulic Calculations of the system, showing the design criteria used (CV values, rainfall data) and results (max water levels, max outflows, flood volumes if any etc.). Calculations to include the appropriate values for climate change and urban creep.
8	Provide a SuDS water quality assessment, justifying the use of either the Simple Index Method or a more detailed approach, as appropriate to the site and development scale.
9	Identify and describe all proposed SuDS components (e.g. soakaways, swales, permeable paving, rainwater harvesting, rain

	gardens). Explain their function and location within the drainage system and how they have been designed to deliver additional benefits, such as water quality improvement, biodiversity enhancement and amenity value.
Surface Water Drainage Conditions	
Minor / Non Major Applications	
In accordance with the National Planning Policy Framework (NPPF) paragraph 182, applications which could affect drainage on or around a site should incorporate sustainable drainage systems to control flow rates and reduce volumes of runoff, and should provide multifunctional benefits wherever possible. Paragraph 164.a of the NPPF states that new developments should be planned to account for the range of impacts arising from climate change and where development is brought forward in vulnerable areas, risks should be managed through suitable adaptation measures such as incorporating green infrastructure and sustainable drainage systems. The Planning Practice Guidance (PPG) and the new national Standards for Sustainable Drainage Systems (SuDS) (30 July 2025) contain further information about the design and requirements for sustainable drainage systems. To ensure compliance with the NPPF, the National Standards for SuDS and the relevant PPG, the Borough Council of Kings Lynn & West Norfolk must satisfy themselves that the minimum requirements for design and operation of surface water sustainable drainage has been met. To enable the required checks to be carried out, the applicant should provide a single report, including all relevant investigations, drawings and calculations (as appendices) which provide the following information. Reference should be provided to where the information is located and the completed checklist submitted with the application.	
1	Hydrological and hydrogeological context of the site to include the details of existing drainage, site surveys, ground investigations such as infiltration testing to BRE 365 and groundwater level assessment or other evidence if infiltration is deemed not to be feasible. Where infiltration is proposed, testing should be carried out at the correct locations and depths corresponding to the infiltration features. The site investigation should also provide evidence that seasonally high ground water levels are 1.2m below the base of any proposed infiltration structure. The applicant should assess the risk to groundwater from pollution, considering the underlying geology, source protection and drinking water safeguard zones and any other relevant information.
2	Method and location of existing and proposed surface water disposal (using the sustainable drainage hierarchy) and supporting evidence.
3	Existing and proposed site catchment areas (permeable & impermeable), including an allowance for urban creep. Proposed catchment plans should be provided to understand how runoff rates/volumes and water quality assessments have been calculated.

Surface Water Drainage Conditions	
Minor / Non Major Applications	
4	Existing, greenfield and proposed discharge rates, attenuation volumes, details of flow controls and Sustainable Drainage Systems (SuDS) design. Discharge rates should be selected to control peak flow and runoff volume in accordance with current local and national policy, targeting the greenfield rate and volume using either the simple or complex approach. • Simple approach: limit all storm events to QBAR or 2 l/s/ha, whichever is greater. • Complex approach: storm events limited to their equivalent greenfield rate using a complex flow control, and provide long term storage restricted to 2 l/s/ha or less and accommodated within the overall greenfield rates for the site. More information on the simple and complex approach to peak flow and volume control are provided within the Norfolk LLFA Statutory Consultee Guidance Document (Version 7.3, April 2025) Pages 81-82.
5	Detailed drainage design layout drawing showing locations, dimensions (and volumes), levels and freeboard of all SuDS and drainage elements including; cover levels, invert levels, overflow and freeboard levels, pipe and manhole sizes, pipe gradients, flow controls etc. Pipe and manhole references made on the plan should correspond to the hydraulic calculations. The plan is to include building finished floor levels and external ground levels.
6	Long sections and cross sections necessary to understand how the system works. Cross sections should be provided for all SUDS features and flow controls, as a minimum.
7	Detailed Hydraulic Calculations of the entire system, showing the design criteria used (CV values, rainfall data) and results (max water levels, max outflows, flood volumes if any etc.). Calculations to include the appropriate values for climate change and urban creep. Consideration must be given to the outfall type i.e. free-discharge vs surcharged and evidenced in the report text.
8	SuDS Water Quality Assessment, justifying using the simple index approach or detailed assessment as appropriate to the site and development scale.
9	Plan showing exceedance flow routes, stored flood volumes and any flood risk mitigation. Should include external levels and finished floor levels of buildings.

Surface Water Drainage Conditions			
Minor / Non Major Applications			
10	Site landscape proposals or evidence the drainage design has been coordinated with soft and hard landscaping design for the development. Explain how SuDS have been designed to deliver additional benefits, such as water quality improvement, biodiversity enhancement and amenity value.		
11	Agreement in principle for discharge with sewer undertaker or third party (such as IDB, EA or LLFA), where relevant, and necessary consents required for off-site works.		
12	Management and maintenance plan identifying the future maintenance requirements and which body/bodies will own and be responsible for maintenance of the system and how they will be funded, for the lifetime of the development. Where the site includes or borders a watercourse, the plan should include details of riparian ownership responsibility and access arrangements for maintenance of the watercourse.		
13	Details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational.		
Foul Water Drainage Conditions – All Applications			
10	If you propose to connect foul flows to the public foul sewer network, whether directly or indirectly, planning permission alone does not grant consent to connect. A separate sewer connection application and approval is required from Anglian Water under Section 106 of the Water Industry Act 1991. It is an offence to connect to the public sewer without the undertaker's approval. **PLEASE DO NOT APPLY FOR DISCHARGE OF CONDITION(S) UNTIL YOU HAVE A FORMAL AGREEMENT IN PLACE**		
11	If you propose an off-mains solution, submit a proportionate foul water drainage strategy with the planning application, including: • Confirm why connection to the public foul sewer is not reasonably practicable, in accordance with the Environment Agency General Binding Rules, including the requirement to check for a public foul sewer within the relevant distance threshold. • The system type and discharge location for the effluent. • Provide a layout plan showing the tank or plant location, pipe runs, drainage field and or outfall, and any pumping arrangement. Provide the design basis, including occupancy, foul flow, sizing, and manufacturer or performance specification.		

	• Confirm compliance with the General Binding Rules, including the daily discharge thresholds. Provide agreement in principle for the proposed discharge where relevant. If any rule cannot be met or thresholds exceeded, state this clearly and provide the permitting route and evidence, including any Environmental Permit. • Provide site-specific percolation testing and drainage field design to BS 6297, including evidence that groundwater conditions are suitable, including seasonally high groundwater. • Confirm who will maintain the system for the lifetime of the development, how suitable access for maintenance is provided, and how this will be funded and secured.