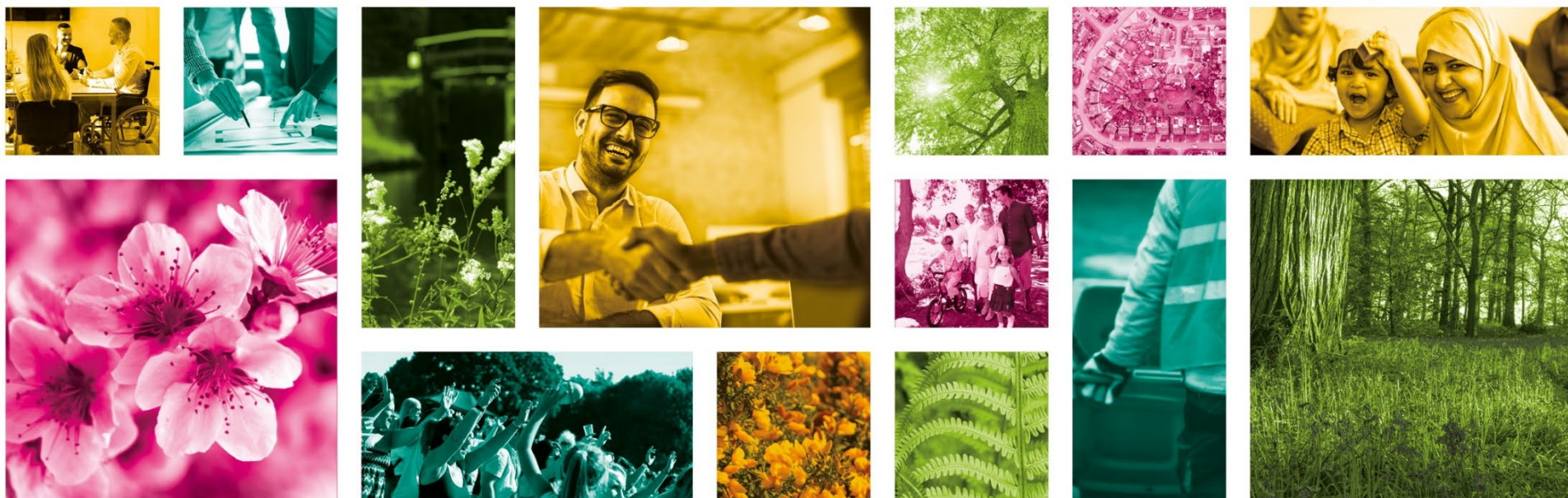




LOCAL VALIDATION LIST 2025



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Purpose and Format

This Local Validation List includes national and local requirements for all types of planning applications (plus other types of applications including certificates of lawfulness, priors, details to comply with conditions applications, non-material amendments and minor material amendments).

Please read this document carefully before submitting your application. Indicative thresholds and criteria are given to help, but please note that not all the information itemised in the local list will be required for every application.

To assist with the submission of an application, various reference sources for further information and guidance are provided throughout this document. If in any doubt about what information needs to be submitted, then please contact the Council for advice. We also recommend obtaining advice on precise requirements on a proposal as part of the Council's pre-application service.

Failure to provide all the requisite mandatory and local requirements will result in the application not being registered and processed. Please note that if your application is found to be invalid you will be given 6 weeks in which to make it valid. After that, it may be returned. The statutory period for determination of a planning application commences from the registration date of a valid application.

The Council strongly encourages the submission of online and electronic applications via the Planning Portal.

If you have any queries or require any further information, please email development.control@surreyheath.gov.uk

This document aims to:

- Provide a user-friendly guide for residents and householders.



- List validation item requirements which are relevant, necessary and material to the application in question.
- Provide guidance on the level and type of information required to be submitted with a planning application, in order to provide a degree of certainty and clarity to assist applicants.
- Ensure that the Council complies with current best practice advice contained in The Town and Country Planning (Development Management Procedure) (England) Order (DMPO) 2015 (as amended) and the Planning Practice Guidance (PPG)
- Ensure that the validation requirements are justified and supported by policies in the National Planning Policy Framework (NPPF), the policies in the Council's adopted development plan - Core Strategy and Development Management Policies Development Plan Document 2011 -2028 (CDSMP), adopted February 2012; and any other relevant legislation.

Status of List

This List was subject to an consultation period between 17 February 2023 and 21 March 2023 and issued 1 April 2023. There have been the following amendments since April 2023:

- In March 2024 this list was revised to include the requirements for Biodiversity Net Gain. Consultation was undertaken between 19 February 2024 until Monday 4 March 2024.
- In April 2024 this document was updated to include administrative service charges for invalid applications and postal or email submissions. These charges were agreed by the Executive on 13 February 2024. A Developer Forum was held on the 22 March 2024 to consult on these charges.



- In December 2024 amendments were made to the requirements for Biodiversity Net Gain, and the administrative service charges to include a charge for an invalid application for a lawful development certificate. Consultation was undertaken between 16 December 2024 to 10 January 2025.

Service Charges

The Planning Portal applies a service charge for processing payments for planning applications. Please refer to their website for the latest charges. In the event that you choose to submit your application direct to the Council then the following service charges (inclusive of VAT) apply:

Type	Fee	Notes
Postal application charge	£100	Required due to the additional scanning and manual inputting.
Email received application charge	£50	Required as there is more manual inputting than a portal application.

These charges exclude a householder non-material amendment application and a householder discharge of condition application.



If your planning application is made invalid then the following charges (inclusive of VAT) will apply:

Type	Fee	Notes
Administrative charge for invalid major application	£225 one-off charge	A charge will be applied when the application is first made invalid. This charge will also apply if an invalid application is withdrawn after notification that it is invalid (this charge will be deducted from any fee refund)
Administrative charge for invalid minor application - non- majors commercial/ new dwelling (s)	£150 one-off charge	A charge will be applied when the application is first made invalid. This charge will also apply if an invalid application is withdrawn after notification that it is invalid (this charge will be deducted from any fee refund)
Administrative charge for invalid householder planning application, invalid lawful development certificate application and any other planning application (excludes priors , non-material amendments and conditions applications for householders)	£75 one-off charge	A charge will be applied when the application is first made invalid. This charge will also apply if an invalid application is withdrawn after notification that it is invalid (this charge will be deducted from any fee refund)
Administrative charge for returned and closed invalid application	25% of planning application fee	Triggered after 6 weeks of inactivity



Important: Your planning application will not be processed or registered until the relevant service charge has been paid.

These charges will only be waived in exceptional circumstances and any request should be in writing to development.control@surreyheath.gov.uk. In the event of a dispute over a service charge please refer to the Council's complaints procedure.



Section 1: Checklists

The Householder Planning Application Guide and Quick Summary Guide contained within this section indicate the typical likelihood of a list item being required. Please note that as these checklists are here for guidance purposes only and cannot account for every scenario, cross-reference should always be made to the full list of requirements and further advice detailed in Section 2.

These checklists use symbols to indicate when an item is required (green tick), often required (blue caution triangle), sometimes required (yellow question mark) or not required (red cross). For accessibility purposes a text-only version is also provided.



Householder Planning Application Guide



The following Guide is only applicable to planning applications involving extending a dwelling or erecting/altering an outbuilding or the access to the dwelling. For other householder submissions (including certificates of lawfulness, prior approvals, and non-material and minor material amendment applications) please refer to Sections 2 and 3 of this document.

All plans must be at a recognisable metric scale and include a linear scale bar. A scale bar is required for digital measuring purposes as the Council does not print off paper copies.






Householder Planning Application Guide




Fee, Forms and Plans

Item	Required	Information and Guidance
Application Form (with Ownership Certificate)		<p>This is a national requirement. The easiest way to submit an application is online via the Planning Portal. Your application form can be completed online and supporting documents can be uploaded. If you need a paper form you can download as required. The Planning Portal has a step by step guide to help you pick the right form.</p> <p>All sections and questions must be answered.</p> <p>The declaration must be signed and dated.</p> <p>You must provide full contact details of the applicant and/or agent (where appropriate)</p> <p>The relevant ownership certificate A, B, C or D must be completed. For advice on the correct ownership certificate see gov.uk.</p>
Fee		<p>This is a national requirement. The majority of applications require a fee, however, there are some circumstances where exemptions and concessions apply. A guide and list of the current fees are provided by the Planning Portal</p> <p>If submitting online via the Planning Portal, payment must be made to them directly (An additional service charge will apply to all planning applications submitted. This is payable at the time of submission. Payments for online applications should not be made directly to the Council).</p> <p>For applications submitted to Surrey Heath directly, payment can be made through the Council's website or by calling 01276 707100. If paying through the website, please make a note of the receipt number and submit this with your application. Failure to do this could result in a delay in validating your application.</p>





Item	Required	Information and Guidance
CIL Form I (Additional Information Requirement Form)		This is a local requirement. A completed form will be required for all applications. Please see Surrey Heath's CIL Guidance on an explanation on why this is required and how to complete this form.
Site Location Plan		<p>This a national requirement. A location plan should be based on an up-to-date licenced OS map. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Recommended scale at 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. This plan must show direction north.</p> <p>The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (eg. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. Visit Ordnance Survey for recommended partners who can provide the necessary plan.</p>
Block Plan/Site Plan		<p>This is a local requirement. The plan should show the proposed development in relation to the site boundaries and other existing buildings on the site. This plan should show direction north. Recommended scale at 1:100, 1:200 or 1:500. The plan should also include the following – unless they would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on land adjoining the site including access arrangements (Q8 of application form parking arrangements may be applicable). • All public rights of way crossing or adjoining the site. • The position of all trees on the site, and those on adjacent land (Q7 of application form) • The extent and the type of any hard surfacing (and appropriate drainage details). • The boundary treatment including walls or fencing where this is proposed.






Item	Required	Information and Guidance
Existing and Proposed Floor Plans		<p>Recommended scale at 1:50 or 1:100</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> • Unique drawing number reference • Annotate the use of each room • Show door and window openings • Highlight walls to be demolished and distinguish between existing and proposed if showing existing and proposed on the same plan •
Existing and Proposed Elevations		<p>Recommended scale at 1:50 or 1:100</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> • Unique drawing number reference • Annotate each elevation as either front, rear, side or north, south, east, west • Show door and window openings • Indicate external elevations <p>For a property located in the Green Belt, original, existing and proposed volume calculations must be provided. Original volume means a building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was built originally.</p>
Existing and Proposed Roof Plans		<p>Recommended scale at 1:50 or 1:100 or 1:200. Need to comply with the following:</p> <ul style="list-style-type: none"> • Unique drawing number reference • Need to show key features on the roof such as chimney, parapet, railings, rooflights





Item	Required	Information and Guidance
Cross Sections		<p>This is a local requirement. These may be required when you are proposing a loft extension or when your proposal involves land level changes. These plans aid with fully assessing the impact upon neighbouring residential amenities and to aid floor area calculations when a property is located in the Green Belt. Recommended scale at 1:20, 1:50 or 1:100</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> • Unique drawing number reference <p>Need to show window positions and head heights (1.5 metre above for habitable space)</p>
Site Levels and Finished Floor Levels		<p>This is a local requirement. Rarely required but will be required if the site is within flood zones 2 or 3 (see Flood Risk Assessment below) or when the proposal is on land which is not reasonably level and there are changes in gradient. Swimming pools and basements will also require this.</p>



Supporting Documents

Item	Required	Information and Guidance
Tree Survey (AIA, AMS, Tree Protection Plan)		<p>This is a local requirement. If you have ticked yes under Q7 on the application form. Failure to provide a tree survey, or to incorrectly complete Q7, can often delay the determination of an application so please check carefully.</p> <p>Any trees on or immediately adjacent a proposed development, either within the application site or on the edge of the application site, should be accurately shown on a scaled site/block plan. The species, position of trees and canopy spread should be accurately shown. Existing trees should be retained wherever practicable and protected during the construction of development.</p> <p>For trees with a diameter greater than 75 mm within influencing distance of the proposed development a Tree Survey/Report will be required. This report must be compliant with BS5837: 2012 – ‘Trees in relation to design, demolition and construction – Recommendations,’ and must include an Arboricultural Impact Assessment (AIA), Arboricultural Method Statement (AMS) and Tree Protection Plan. This information should be prepared by a qualified Arboriculturist possessing Professional Indemnity insurance.</p> <p>For further advice and recommended consultants and arborists please visit Surrey Heath’s Tree Information</p>
Flood Risk Assessment (FRA)		<p>This is a national requirement. If your property lies within flood zone 2 (medium risk) or 3 (high risk) then a FRA will be required and you will need to follow the Environment Agency’s Standing Advice</p> <p>To check whether your property lies within flood zone 2 or 3 please visit Surrey Heath’s Planning Map</p>
Ecological Survey		<p>This is a local requirement. Rarely required, but a survey may be required in certain circumstances. For example: an older timber-framed buildings or other traditional farm structures; any building that could be a habitat for bats, such as those with a large roof void, large roof timbers with joints and holes, or an uneven roof or wall covering with potential bat access points and when you are making roof alterations. See Standing Advice for Protected Species</p>



Item	Required	Information and Guidance
Planning Statement or Supporting Letter		This is a local requirement. Rarely required, but this may be requested for example: to justify the use of proposed rooms or to explain very special circumstances for otherwise inappropriate development in the Green Belt. This would not need to be a long statement but an explanation proportionate to the nature of the case.
Heritage Statement and Design & Access Statement		<p>This is a national requirement. A Heritage Statement will only be required if your property is a statutory or locally listed building or within a conservation area, or affects any heritage asset and their setting.</p> <p>A Design and Access Statement will only be required within a conservation area if the floor area of the proposal (s) exceeds 100 sq metres (Nb. Applications for Listed Building Consent also require a Design and Access Statement).</p>



Householder Planning Application Guide (Text-only version)

Fee, Forms and Plans

Item	Required	Information and Guidance
Application Form (with Ownership Certificate)	ALWAYS REQUIRED	<p>This is a national requirement. The easiest way to submit an application is online via the Planning Portal. Your application form can be completed online and supporting documents can be uploaded. If you need a paper form you can download as required. The Planning Portal has a step by step guide to help you pick the right form.</p> <p>All sections and questions must be answered.</p> <p>The declaration must be signed and dated.</p> <p>You must provide full contact details of the applicant and/or agent (where appropriate)</p> <p>The relevant ownership certificate A, B, C or D must be completed. For advice on the correct ownership certificate see gov.uk.</p>
Fee	ALWAYS REQUIRED	<p>This is a national requirement. The majority of applications require a fee, however, there are some circumstances where exemptions and concessions apply. A guide and list of the current fees are provided by the Planning Portal</p> <p>If submitting online via the Planning Portal, payment must be made to them directly (An additional service charge will apply to all planning applications submitted. This is payable at the time of submission. Payments for online applications should not be made directly to the Council).</p> <p>For applications submitted to Surrey Heath directly, payment can be made through the Council's website or by calling 01276 707100. If paying through the website, please make a note of the receipt number and submit this with your application. Failure to do this could result in a delay in validating your application.</p>



Item	Required	Information and Guidance
CIL Form I (Additional Information Requirement Form)	ALWAYS REQUIRED	This is a local requirement. A completed form will be required for all applications. Please see Surrey Heath's CIL Guidance on an explanation on why this is required and how to complete this form.
Site Location Plan	ALWAYS REQUIRED	<p>This a national requirement. A location plan should be based on an up-to-date licenced OS map. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Recommended scale at 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. This plan must show direction north.</p> <p>The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (eg. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. Visit Ordnance Survey for recommended partners who can provide the necessary plan.</p>
Block Plan/Site Plan	ALWAYS REQUIRED	<p>This is a local requirement. The plan should show the proposed development in relation to the site boundaries and other existing buildings on the site. This plan should show direction north. Recommended scale at 1:100, 1:200 or 1:500. The plan should also include the following – unless they would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on land adjoining the site including access arrangements (Q8 of application form parking arrangements may be applicable). • All public rights of way crossing or adjoining the site. • The position of all trees on the site, and those on adjacent land (Q7 of application form) • The extent and the type of any hard surfacing (and appropriate drainage details). • The boundary treatment including walls or fencing where this is proposed.



Item	Required	Information and Guidance
Existing and Proposed Floor Plans	ALWAYS REQUIRED	<p>Recommended scale at 1:50 or 1:100</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> • Unique drawing number reference • Annotate the use of each room • Show door and window openings • Highlight walls to be demolished and distinguish between existing and proposed if showing existing and proposed on the same plan •
Existing and Proposed Elevations	ALWAYS REQUIRED	<p>Recommended scale at 1:50 or 1:100</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> • Unique drawing number reference • Annotate each elevation as either front, rear, side or north, south, east, west • Show door and window openings • Indicate external elevations <p>For a property located in the Green Belt, original, existing and proposed volume calculations must be provided. Original volume means a building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was built originally.</p>
Existing and Proposed Roof Plans	ALWAYS REQUIRED	<p>Recommended scale at 1:50 or 1:100 or 1:200. Need to comply with the following:</p> <ul style="list-style-type: none"> • Unique drawing number reference • Need to show key features on the roof such as chimney, parapet, railings, rooflights



Item	Required	Information and Guidance
Cross Sections	SOMETIMES REQUIRED	<p>This is a local requirement. These may be required when you are proposing a loft extension or when your proposal involves land level changes. These plans aid with fully assessing the impact upon neighbouring residential amenities and to aid floor area calculations when a property is located in the Green Belt. Recommended scale at 1:20, 1:50 or 1:100</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> • Unique drawing number reference <p>Need to show window positions and head heights (1.5 metre above for habitable space)</p>
Site Levels and Finished Floor Levels	SOMETIMES REQUIRED	<p>This is a local requirement. Will be required if the site is within flood zones 2 or 3 (see Flood Risk Assessment below) or when the proposal is on land which is not reasonably level and there are changes in gradient. Swimming pools and basements will also require this.</p>



Supporting Documents

Item	Required	Information and Guidance
Tree Survey (AIA, AMS, Tree Protection Plan)	OFTEN REQUIRED	<p>This is a local requirement. If you have ticked yes under Q7 on the application form. Failure to provide a tree survey, or to incorrectly complete Q7, can often delay the determination of an application so please check carefully.</p> <p>Any trees on or immediately adjacent a proposed development, either within the application site or on the edge of the application site, should be accurately shown on a scaled site/block plan. The species, position of trees and canopy spread should be accurately shown. Existing trees should be retained wherever practicable and protected during the construction of development.</p> <p>For trees with a diameter greater than 75 mm within influencing distance of the proposed development a Tree Survey/Report will be required. This report must be compliant with BS5837: 2012 – ‘Trees in relation to design, demolition and construction – Recommendations,’ and must include an Arboricultural Impact Assessment (AIA), Arboricultural Method Statement (AMS) and Tree Protection Plan. This information should be prepared by a qualified Arboriculturist possessing Professional Indemnity insurance.</p> <p>For further advice and recommended consultants and arborists please visit Surrey Heath’s Tree Information</p>
Flood Risk Assessment (FRA)	SOMETIMES REQUIRED	<p>This is a national requirement. If your property lies within flood zone 2 (medium risk) or 3 (high risk) then a FRA will be required and you will need to follow the Environment Agency’s Standing Advice</p> <p>To check whether your property lies within flood zone 2 or 3 please visit Surrey Heath’s Planning Map</p>
Ecological Survey	SOMETIMES REQUIRED	<p>This is a local requirement. A survey may be required in certain circumstances. For example: an older timber-framed buildings or other traditional farm structures; any building that could be a habitat for bats, such as those with a large roof void, large roof timbers with joints and holes, or an uneven roof or wall covering with potential bat access points and when you are making roof alterations. See Standing Advice for Protected Species</p>



Item	Required	Information and Guidance
Planning Statement or Supporting Letter	SOMETIMES REQUIRED	This is a local requirement. Rarely required, but this may be requested for example: to justify the use of proposed rooms or to explain very special circumstances for otherwise inappropriate development in the Green Belt. This would not need to be a long statement but an explanation proportionate to the nature of the case.
Heritage Statement and Design & Access Statement	SOMETIMES REQUIRED	<p>This is a national requirement. A Heritage Statement will only be required if your property is a statutory or locally listed building or within a conservation area, or affects any heritage asset and their setting.</p> <p>A Design and Access Statement will only be required within a conservation area if the floor area of the proposal (s) exceeds 100 sq metres (Nb. Applications for Listed Building Consent also require a Design and Access Statement).</p>



Quick Summary Guide

The following Guide is a rapid checklist of requirements for the most common types of planning applications (plus certificates of lawfulness). It does not include a checklist for minor material and non-material amendment applications or prior approval submissions.




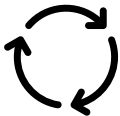




































Links are provided in this Guide to Section 2 for the full list and explanation of requirements.

For the purposes of this Guide, a Major application is defined by the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) i.e.

















































- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where—
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.











































Fee, Forms and Plans

Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Completed Application Form								
Fee								
CIL Form I								
Site Location Plan								











































Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Site Plan/Block Plan								
Floor Plans Existing and Proposed								
Elevations Existing and Proposed								
Roof Plans Existing and Proposed								
Street Scene Elevations								



















































Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Site levels and finished floor levels								
Cross Sections								
Phasing Plan								
Parking Management Plan								







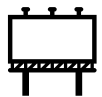











































Supporting Documents

Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Tree Survey, AIA and AMS								
Design and Access Statement								
Planning Statement								
Flood Risk Assessment								











































Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Habitats Survey								
Affordable Housing Statement								
Air Quality Assessment								
Archaeology Desk Based Assessment								
Biodiversity Net Gain Information								





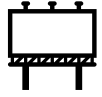













































Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Contaminated Land Assessment								
Construction Environmental Management Plan (CEMP)								
Crime Prevention Statement								
Delivery & Servicing Management Plan								
Demolition Method Statement								





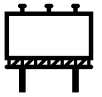





































Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Drainage Assessment (SuDS)								
Energy Statement								
Financial Viability Assessment								
Health Impact Assessment								




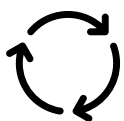
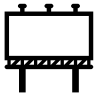













































Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Heritage Statement								
Landscape & Visual Impact Assessment								
Landscaping Scheme								
Marketing Exercise								
Noise Assessment								





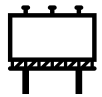





































Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Pollution Assessment								
Retail Impact Assessment								
Rural Workers Needs Assessment								
Severe Weather Management Plan								



















Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Site Connectivity Plan								
SI06 Draft Heads of Terms								
Statement of Community Involvement								
Structural Survey								
Telecoms Report								



Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Thames Basin Heath Unilateral Undertaking								
Transport Assessment and Travel Plan								
Utilities Assessment								
Ventilation/Extraction Details								



Quick Summary Guide								
Item	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Waste Management Storage and Collection Strategy								



Quick Summary Guide: Fee, Forms and Plans (Text-only version)

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Completed Application Form	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED
Fee	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED
CIL Form I	ALWAYS REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	NOT REQUIRED	OFTEN REQUIRED	NOT REQUIRED	OFTEN REQUIRED
Site Location Plan	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED
Site Plan/Block Plan	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	OFTEN REQUIRED
Floor Plans Existing and Proposed	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	NOT REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	OFTEN REQUIRED



ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Elevations Existing and Proposed	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	OFTEN REQUIRED
Roof Plans Existing and Proposed	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	NOT REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	SOMETIMES REQUIRED
Street Scene Elevations	NOT REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Elevations Existing and Proposed	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	OFTEN REQUIRED
Site levels and finished floor levels	SOMETIMES REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED
Cross Sections	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED



ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Phasing Plan	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Parking Management Plan	NOT REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED



Quick Summary Guide: Supporting Documents (Text-only version)

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Tree Survey, AIA and AMS	OFTEN REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED
Design and Access Statement	NOT REQUIRED	ALWAYS REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	NOT REQUIRED
Planning Statement	SOMETIMES REQUIRED	ALWAYS REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Flood Risk Assessment	SOMETIMES REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Habitats Survey	SOMETIMES REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Affordable Housing Statement	NOT REQUIRED	OFTEN REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED



ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Air Quality Assessment	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Archaeology Desk Based Assessment	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Biodiversity Net Gain Information	NOT REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Contaminated Land Assessment	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Construction Environmental Management Plan (CEMP)	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Crime Prevention Statement	NOT REQUIRED	OFTEN REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED



ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Delivery & Servicing Management Plan	NOT REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Demolition Method Statement	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	ALWAYS REQUIRED	NOT REQUIRED
Drainage Assessment (SuDS)	NOT REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Energy Statement	NOT REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Financial Viability Assessment	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Health Impact Assessment	NOT REQUIRED	OFTEN REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED



ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Heritage Statement	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	ALWAYS REQUIRED	ALWAYS REQUIRED	NOT REQUIRED
Landscape & Visual Impact Assessment	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Landscaping Scheme	NOT REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Marketing Exercise	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Noise Assessment	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Pollution Assessment	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Retail Impact Assessment	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED



ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Rural Workers Needs Assessment	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Severe Weather Management Plan	NOT REQUIRED	OFTEN REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Site Connectivity Plan	NOT REQUIRED	OFTEN REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
SI06 Draft Heads of Terms	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Statement of Community Involvement	NOT REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Structural Survey	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED



ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building Works	CA/Listed Building Demolition	Lawful Certificate
Telecoms Report	NOT REQUIRED	NOT REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Thames Basin Heath Unilateral Undertaking	NOT REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	OFTEN REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Transport Assessment and Travel Plan	NOT REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Utilities Assessment	NOT REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Ventilation/Extraction Details	NOT REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Waste Management Storage and Collection Strategy	NOT REQUIRED	OFTEN REQUIRED	SOMETIMES REQUIRED	SOMETIMES REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED



Section 2: Complete List of Requirements and Guidance

Fee, Forms and Plans List

All plans must be at a recognisable metric scale and the recommended scale is stated. All plans must include a scale bar for digital measuring purposes.

A Schedule of Drawings List is encouraged with all planning applications, but particularly major development proposals.

Supporting Documents List

The most frequently required documents are listed first and then all other documents are listed alphabetically.



Fee, Forms and Plans List



Item	Driver	When Required	Requirements/Further Advice
<p>Site Location Plan</p> <p>(Scale 1:1250 or 1:2500 Wherever possible should fit onto A4 or A3 paper)</p>	<p>National requirement.</p> <p><i>Article 7 of Town and Country Planning (Development Management Procedure) Order 2015, as amended (DMPO 2015).</i></p>	<p>ALL applications.</p>	<p>Plan requirements advice (Please read)</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> • Be an up to date licenced OS plan (not title or registry plans due to copyright) • Direction of north • At least two named roads (where possible). • All the surrounding buildings, roads and footpaths on land adjoining the site • A red line around all land required for the development (including access to the public highway where relevant) • A blue line around all other land owned by the applicant close to or adjoining the site.
<p>Site Plan/Block Plan</p> <p>(1:200 or 1:500)</p>	<p>Local requirement.</p> <p><i>DMPO 2015.</i></p> <p><i>Surrey Heath Core Strategy and Development Management Policies Document 2012 (CDSMP 2012).</i></p>	<p>ALL applications.</p>	<p>The plan should show the proposed development in relation to the site boundaries and other existing buildings on the site. This plan should show direction north. The plan should also include the following – unless they would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site. • The position of all trees on the site, and those on adjacent land • The extent and the type of any hard surfacing (including appropriate drainage details) • The boundary treatment including walls or fencing where this is proposed. • Parking Arrangements



Item	Driver	When Required	Requirements/Further Advice
Floor Plans - Existing and Proposed (1:50 or 1:100)	Local requirement. <i>DMPO 2015. CDSMP 2012.</i>	ALL changes of use. ALL where operational development (building works and engineering operations) is proposed.	Need to comply with the following: <ul style="list-style-type: none"> • Unique drawing number reference • Annotate the use of each room • Show door and window openings • Highlight walls to be demolished and distinguish between existing and proposed if showing existing and proposed on the same plan Floor area calculations are required for proposals in the Green Belt (either annotated on the plans or in a supporting document) and should detail original size, existing and proposed calculations.
Elevations - Existing and Proposed (1:50 or 1:100)	Local requirement. <i>DMPO 2015. CDSMP 2012.</i>	ALL where operational development (building works and engineering operations) is proposed. If no changes to the external appearance are proposed then only existing elevations will be required.	Need to comply with the following: <ul style="list-style-type: none"> • Unique drawing number reference • Annotate each elevation as either front, rear, side or north, south, east, west • Show door and window openings • Indicate external elevations Volume calculations are required for proposals in the Green Belt (either annotated on the plans or in a supporting document) and should detail original size , existing and proposed calculations.



Item	Driver	When Required	Requirements/Further Advice
Roof Plans - Existing and Proposed (1:50, 1:100 or 1:200)	Local requirement. <i>DMPO 2015. CDSMP 2012.</i>	ALL where operational development (building works and engineering operations) is proposed. If no changes to the external appearance are proposed then only the existing roof plan will be required.	Need to comply with the following: <ul style="list-style-type: none"> • Unique drawing number reference • Need to show key features on the roof such as chimney, parapet, railings, rooflights
Street Scene Elevations – Existing and Proposed (1:100 or 1:200)	Local requirement. <i>DMPO 2015. CDSMP 2012.</i>	ALL major and minor developments where fronting a highway, and other important public viewpoints, or visible from public view.	These plans should provide an accurate view of the development site showing relative height and land levels of the new development in comparison to neighbouring properties from the highway, including any intervening features. Need to comply with the following: <ul style="list-style-type: none"> • Unique drawing number reference • At the very least the neighbouring properties ought to be included and their address annotated.
Site levels and finished floor levels (1:100 or 1:50 or 1:20).	Local requirement. <i>DMPO 2015. CDSMP 2012.</i>	ALL major developments and where operational development is proposed on land which is not reasonably level. Proposals within flood zones 2 and 3. ALL basement proposals.	Need to comply with the following: <ul style="list-style-type: none"> • Unique drawing number reference • Require above Ordnance datum points (AOD)



Item	Driver	When Required	Requirements/Further Advice
Cross Sections (1:20, 1:50 or 1:100)	Local requirement. <i>DMPO 2015. CSDMP 2012.</i>	Where engineering works proposed. ALL basement proposals. May be required to indicate usable floorspace within a roof, particularly Green Belt locations, and for new dwellings to calculate internal space standards.	Need to comply with the following: <ul style="list-style-type: none"> • Unique drawing number reference • Need to show window positions and head heights (1.5 metre above for habitable space)
Parking Management Plan	Local requirement.	Often required for majors and may be required for changes of use/ minors (e.g. for flatted developments with communal parking or mixed use sites)	Need to comply with the following: <ul style="list-style-type: none"> • Unique drawing number reference • Identify the users
Phasing Plan	Local requirement.	Only for major/strategic sized developments above 50 dwellings	Need to comply with the following: <ul style="list-style-type: none"> • Unique drawing number reference



Supporting Documents List

Item	Driver	When Required	Requirements/Further Advice
Tree Survey, Arboriculture Impact Assessment (AIA) and Arboriculture Method Statement (AMS)	Local requirement. <i>CSDMP2012. BS5837:2012</i>	ANY applications where there are trees within the site or on the edge of the site likely to be affected by the development. This will include householder applications, minors and majors.	Need to comply with the following: <ul style="list-style-type: none"> • The species, position of trees & canopy spread need to be annotated and accurately shown on the block plan. • Trees with a diameter greater than 75 mm within influencing distance of the proposed development need to be surveyed. • Must be compliant with BS5837:2012 & must include an AIA, AMS & Tree Protection Plan. This should be prepared by a qualified Arboriculturist possessing Professional Indemnity Insurance. <p>Surrey Heath - Tree Guidance</p>



Item	Driver	When Required	Requirements/Further Advice
Design and Access Statement	National requirement. <i>DMPO 2015.</i>	<p>ONLY the following:</p> <p>Major development both full and outline; Listed Building Consent applications</p> <p>Where any part of the development is in a designated area (e.g. Conservation Area) and the proposed development consists of:</p> <p>The provision of one or more dwellinghouses; or, the provision of a building (including an extension to an existing building); or buildings where the floor space created by the development is 100 square metres or more</p>	<p>Needs to be proportionate to the complexity of the application.</p> <p>Government Guidance - DAS</p> <p>As part of the DAS/or standalone plans, Computer Generated Images (CGIs) are required for major development proposals.</p>



Item	Driver	When Required	Requirements/Further Advice
Planning Statement	Local requirement. <i>CSDMP 2012.</i>	<p>ALL major applications, including full or outline, but reserved matters applications will be excluded where a statement has been submitted and considered at outline stage. However, if material circumstances have changed since the grant of outline permission then an updated assessment may be required.</p> <p>Minor applications for new residential.</p> <p>Other applications may require a statement where there is a change of use or Green Belt justification.</p>	<p>Proportionate to the nature of the case but should justify scheme in relation to national and local policy. This may be a covering letter or detailed document.</p> <p>It should also include information regarding commercial activities including anticipated staffing levels, site visitors, proposed hours of operation etc.</p> <p>Other statements can be appended to this statement. For example, where applicable and necessary (inter alia): A Needs Assessment (e.g. agricultural); Crime Prevention Statement; an Economic Statement; Health Impact Assessment; Fire Statement (proposals over 7 storeys or 18 m in height); Marketing Exercise; Inclusive Design Statement; Basement Impact Assessment.</p> <p>For Green Belt proposals this ought to include very special circumstances arguments (where applicable).</p>



Item	Driver	When Required	Requirements/Further Advice
Flood Risk Assessment (FRA)	National requirement. <i>National Planning Policy Framework (NPPF).</i> <i>CSDMP 2012.</i>	ONLY the following: <ul style="list-style-type: none">• Sites exceeding 1 hectare• All proposals in Flood Zone 2 or 3 including minor development and change of use Sites at medium to high risk from other sources of flooding	Government Guidance - FRA Follow the EA standing advice for a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3
Habitats Survey/Ecology Report	Local requirement. <i>NPPF.</i> <i>CSDMP 2012.</i> <i>Thames Basin Heaths Special Protection Area Avoidance Strategy SPD, January 2012.</i>	ALL applications, including householder, on sites likely to affect protected species; and/or, likely to affect/is located within or abuts a local, county, national or internationally designated site of nature conservation.	Phase I Habitat Survey (& an Extended Phase I & a Phase II in certain circumstances) will be required. Government Guidance - Protected Species



Item	Driver	When Required	Requirements/Further Advice
Affordable Housing Statement	Local requirement. <i>CSDMP 2012</i> <i>Interim Affordable Housing Guidance DPD</i>	ONLY outline and full applications where there is a net gain of 10 residential units (also includes private retirement homes, sheltered accommodation and Extra Care Schemes within Use Class C3) If material circumstances have changed since the grant of an outline permission then an updated AH statement at Reserved Matters stage may be required	Surrey Heath Guidance - AH
Air Quality Assessment	Local requirement. <i>NPPF.</i> <i>The Air Quality (England) (Amendment) Regulations 2002</i>	Typically an air quality assessment will only apply to major applications. Excluded are reserved matters applications where an assessment has been submitted and considered at outline stage. However if material circumstances have changed since the grant of outline permission then an updated assessment may be required.	An assessment will be required where: <ul style="list-style-type: none"> • The proposed development is within or adjacent to an Air Quality Management Area (AQMA); • The development could itself result in the designation of a AQMA/introduce new point sources of air pollution; • Existing air quality may have a material effect on the proposed development (for example, a development adjacent to the M3 motorway); • The development could significantly affect traffic in the immediate vicinity of the proposed development site or further afield; • The proposed construction or development could have a material effect on a neighbouring site sensitive to air quality;



Item	Driver	When Required	Requirements/Further Advice
Air Quality Assessment (Continued)	Local requirement.	See above.	<ul style="list-style-type: none"> Where biodiversity is affected particularly where there is impact upon international obligations under the Habitats Directive. <p>Assessments should be proportionate to the nature and scale of development proposed and the level of concern about air quality, and because of this are likely to be specific to the location. Any assessment should be carried out by a suitably qualified environmental scientist.</p> <p>An Emissions Mitigation Assessment (EMA) ought to be included detailing the appropriate avoidance and mitigation measures that will be implemented.</p> <p>Government Guidance - Air Quality</p> <p>Surrey Heath Air Quality</p> <p>Institute of Air Quality Management Guidance</p>
Archaeological Desk Based Assessment	Local requirement. <i>NPPF.</i> <i>CSDMP 2012.</i>	Required for sites within an Area of High Archaeological Potential or sites in excess of 0.4 hectares.	Government Guidance - Historic Environment



Item	Driver	When Required	Requirements/Further Advice
Biodiversity Net Gain Information	<p>National/Local requirement. <i>NPPF.</i></p> <p><i>Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021).</i></p> <p><i>The Biodiversity Gain Requirements (Exemptions) Regulations [2024]</i></p> <p><i>The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations [2024]</i></p> <p><i>The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]</i></p>	<p>Major developments received from 12 February 2024.</p> <p><u>All</u> changes of use (but see exemptions) received from 12 February 2024.</p> <p>Minor developments received from 2 April 2024.</p>	<p>The Council's Biodiversity Statement template must be completed in all cases:</p> <p>Complete Part A of the template if you are claiming exemption as self or custom build, or under the de-minimis habitat exemption. Evidence will be required as to why the proposal is exempt.</p> <p>Complete Parts A and B of the template if your proposal is eligible for BNG, and the following must also be submitted:</p> <ul style="list-style-type: none"> • A completed biodiversity metric spreadsheet (as excel file type) • An onsite biodiversity baseline plan • An onsite biodiversity draft proposed plan <p>The information about any offsite habitat biodiversity gains required, will depend on the proposed approach. If local biodiversity units or national credits will be purchased, full details are unlikely to be required. If a separate biodiversity gain site is proposed, then detailed information about this will be required at application stage.</p> <p>See Surrey Heath Biodiversity Net Gain Guidance for further advice on application requirements, including demonstrating self or custom build eligibility or a de minimis habitat exemption.</p>



Item	Driver	When Required	Requirements/Further Advice
Contaminated Land Assessment	Local requirement. <i>Part 2A, Environmental Protection Act 1990</i>	Required where contaminated land is suspected, or where a sensitive use is proposed.	A report should determine the existence or otherwise of contamination, its nature and the risks it poses, and whether these can be satisfactorily reduced to an acceptable level and by what means. The report must be prepared by a competent professional. Government Guidance - Land Contamination
Construction Environmental Management Plan (CEMP)	Local requirement. <i>NPPF.</i> <i>Environmental Protection Act 1990.</i> <i>CSDMP 2012.</i>	Major developments for new dwellings and commercial proposals, including changes of use.	The CEMP should include details on the following: <ul style="list-style-type: none"> • Scope of works (including measures for traffic management) • Details of access arrangements • Loading and unloading of plant and materials • Storage of plant and materials • Provision of boundary hoarding behind any visibility zones of construction traffic routing. • Proposed working hours • Means to prevent deposition of mud on the highway • Work programme Where appropriate, details on how to protect biodiversity designations



Item	Driver	When Required	Requirements/Further Advice
Crime Prevention Statement	Local requirement. <i>NPPF.</i> <i>CSDMP 2012.</i>	Required for major developments.	Secured by Design Government Guidance - Safer Places
Delivery and Servicing Management Plan	Local requirement. <i>CSDMP 2012.</i>	Developments for new dwellings and commercial proposals, including changes of use.	As a minimum the plan should include: <ul style="list-style-type: none"> • The location of loading and unloading • The hours of loading and unloading • The frequency and size of vehicles • Swept paths • Details to mitigate noise and light pollution • Location of storage areas for bins, compactors (see also Waste Management Strategy)
Demolition Method Statement	Local requirement.	Prior approvals for demolition, and any major or minor proposal whereby significant demolition is proposed close to sensitive receptors such as the highway or residential properties.	The Demolition Method Statement should describe in full the following: <ul style="list-style-type: none"> • Reasons for demolition • Scope of works • Method and sequence of demolition • Details of access arrangements • Proposed working hours • Any identified hazards • Any Personal Protective Equipment (PPE) required. • Work programme • Where relevant, surveys and mitigation measures to safeguard trees/protected species and habitats affected by the demolition



Item	Driver	When Required	Requirements/Further Advice
Drainage Assessment/ Sustainable Drainage Systems (SuDS) Strategy	Local requirement. <i>The Floods & Water Management Act 2010</i>	ALL new/replacement dwellings. All major applications for non-residential development that require a Design & Access Statement.	Surrey Heath Sustainable Drainage Systems Guidance
Energy Statement	Local Requirement. <i>Surrey Heath Climate Change Action Plan 2021</i>	ALL new/replacement dwellings. All major applications for non-residential development that require a Design & Access Statement.	<p>The Council expects the following to be demonstrated:</p> <ul style="list-style-type: none"> • At least 10% of total energy consumption derived from renewable sources (If renewables have been discounted, an explanation why). • Baseline annual CO2 emissions and energy costs • Energy efficiency of the building fabric (passive design strategy) • Heating, ventilation and lighting factors • Low and zero carbon feasibility report – renewable energy technologies • The contribution and cost breakdown of each proposed renewable energy technology <p>Surrey Heath Climate Change and Sustainable Aims</p>



Item	Driver	When Required	Requirements/Further Advice
Environmental Impact Assessment (EIA) and Environmental Statement (ES)	National requirement. <i>Town and Country Planning (Environmental Impact Assessment) Regulations 2017</i>	ONLY required for certain types of applications, typically major development proposals, defined as Schedule 1 and Schedule 2 projects under the regulations.	Government Guidance - EIA
Financial Viability Assessment (FVA)	Local requirement. <i>NPPF.</i> <i>CSDMP 2012</i>	Required for 10 or more units when the Council's threshold for affordable housing is not being met.	Any viability assessment should be supported by appropriate available evidence informed by engagement with developers, landowners, and infrastructure and affordable housing providers. Any viability assessment should follow the government's recommended approach to assessing viability as set out in this National Planning Guidance and be proportionate, simple, transparent and publicly available. Government Guidance - Viability and decision taking
Health Impact Assessment (HIA)	Local requirement. <i>NPPF.</i> <i>Emerging policy.</i>	Required for major developments.	This can be included as part of the Planning Statement. The scope of a HIA will vary depending on the size of the development and its location. Government Guidance - HIA in Spatial Planning



Item	Driver	When Required	Requirements/Further Advice
Heritage Statement	National requirement. <i>NPPF.</i> <i>CSDMP 2012.</i>	Mandatory if the works are within a Conservation Area or the property is a Listed or Locally Listed Building or affects any heritage asset or their setting (A heritage asset also includes scheduled monuments).	<p>The level of details should be proportionate to the importance of the heritage asset, scale of development and be sufficient to understand the potential impact of the proposal on the significance of the heritage asset.</p> <p>A Heritage Statement should be prepared by an appropriate expert where necessary and among other matters should include:</p> <ul style="list-style-type: none"> • A description of the significance of the heritage asset, with reference to the relevant historic record, including any contribution made by their setting • Explain the impact of the proposed works on the significance of the asset • An explanation of how the proposed development protects/enhances the heritage asset. • It should demonstrate how the proposed development responds to the scale, proportions, height, massing, historic building lines, the pattern of historic development, use, design, detailing and materials of the heritage asset. <p>For works to a listed building, a description on how the proposal retains the integrity and significance of the building as a whole, the location and hierarchy of rooms, historic floor levels, the structure of the building including foundations, fabric as well as features such as original staircases, original roof structures and other features identified as being of significance.</p>



Item	Driver	When Required	Requirements/Further Advice
Heritage Statement (Continued)	National requirements	See above	<ul style="list-style-type: none"> • An explanation of how the proposal seeks good/exceptional design that integrates with and makes a positive contribution to the heritage asset. • Where any harm is caused, provide full justification, setting out the degree of harm caused, whether substantial or less than substantial, alternatives which have been considered to avoid harm and any public benefits including heritage benefits. <p>The Heritage Statement can be included in the Design and Access Statement, where provided.</p> <p>Government Guidance - Historic Environment</p>
Landscape and Visual Impact Assessment (LVIA)	Local requirement. <i>NPPF.</i> <i>CSDMP 2012.</i>	ONLY for major development proposals above 50+ dwellings and non-residential development schemes in the Green Belt or open countryside when the landscape is significantly affected. Additionally, any tall building i.e. any building or structure which is significantly higher than its neighbours and/or recognisably changes the skyline (CABE/English Heritage 2007 definition)	Landscape Institute Guidance



Item	Driver	When Required	Requirements/Further Advice
Landscaping Scheme	Local requirement. <i>NPPF.</i> <i>CSDMP 2012.</i>	Major development proposals and minor development proposals, where appropriate.	<p>You must provide details of the planting of trees and shrubs, surface materials, boundary screen walls and fences. The scheme should describe the: Materials; Species; Tree and plant sizes, numbers and planting densities; Levels, gradients and any earthworks required; and, Timing of the implementation of the scheme.</p> <p>It should also include proposals for long-term maintenance and landscape management. Where applicable, this should cross-reference with SuDS Strategy and the Biodiversity Net Gain assessment. Landscaping schemes should be integral to good design and considered at the earliest stage of the design process. The retention of trees and high quality landscaping schemes should be a positive part of the design process.</p>
Lighting Assessment	Local requirement. <i>NPPF.</i> <i>CSDMP 2012.</i>	If the application involves new or replacement external spotlights or floodlights or streetlighting and lighting within car parks/parking courts	<p>The assessment should provide details of the external lighting or floodlighting, including:</p> <ul style="list-style-type: none"> • A description of the significance of the heritage asset with reference to the relevant historic record. • Hours of operation • Light spillage (Isolux) diagrams • Light levels • Column heights • Layout plan with beam orientation and light maps • Equipment design <p>Impact on nearby dwellings, wildlife, habitat or roads and use of planting to mitigate effect(s)</p>



Item	Driver	When Required	Requirements/Further Advice
Marketing Exercise	Local requirement. <i>CSDMP.</i>	Change of use applications involving the loss of a protected use including retail and commercial floorspace, and any other employment floorspace. Additionally, rural uses, particularly marketing rural workers accommodation.	Supporting information will need to include, for example: evidence of marketing for period of time (at least 12 months), estate agent and valuer information.
Noise Assessment	Local requirement. <i>NPPF. Noise Policy Statement for England 2010</i> <i>CSDMP.</i>	ALL applications proposing residential development or a sensitive use adjacent to noise generating use such as industrial estates, major highways or rail lines; or, an application proposing potential noise generation (e.g. plant or machinery) that could affect its environs.	An assessment should be carried out by a qualified acoustician. If necessary, consult with the Council's Environment & Waste Section
Pollution Assessment	Local requirement. <i>NPPF. Environmental Protection Act 1990.CSDMP.</i>	ALL applications proposed on or near a site that may be impacted by, or may give rise to pollution.	See Noise Assessment and Land Contamination Assessment. An assessment should be carried out by suitably qualified scientific experts.



Item	Driver	When Required	Requirements/Further Advice
Retail Impact Assessment	Local requirement. <i>NPPF.</i> <i>CSDMP.</i>	Required for all retail and leisure developments over 2,500 sqm gross floor space, and ANY retail, leisure, office proposal outside of Camberley Town Centre not in accordance with the Development Plan	The assessment should include any assessment as required by the Development Plan. It should include the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area. Government Guidance - Retail and Town Centres
Rural Workers Needs Assessment	Local requirement. <i>NPPF.</i> <i>CSDMP.</i>	Proposals for dwellings or changes of use in the countryside or Green Belt connected to the agricultural use of the land.	Any applicable evidence to demonstrate the need to support the agricultural use. Should be prepared by agricultural experts.
SI06 Draft Heads of Terms	Local requirement.	Typically reserved for major development proposals. Required on a case-by-case basis.	Bespoke and need to be discussed as part of the pre-application process. The draft heads of terms should set out clearly the obligations that the developer/landowner is willing to be bound by, in order to meet the needs generated by the development that are not going to be met as part of the development scheme itself. The draft heads of terms should also include the agreed timing/triggers for satisfying the obligations.



Item	Driver	When Required	Requirements/Further Advice
Severe Weather Management Plan	Local requirement. <i>Emerging policy</i> <i>Surrey Heath Climate Change Action Plan 2021</i>	Major development proposals and potentially vulnerable development.	The design of the development ought to accommodate measures to offset the effects of adverse weather. This plan can be included as part of the Design and Access Statement or Planning Statement.
Site Connectivity Plan - Communications	Local requirement. <i>NPPF</i>	Major residential development proposals and employment generating development.	Demonstration that the proposal will be provided with up to date communications infrastructure.
Statement of Community Involvement (SCI)	Local requirement. <i>Surrey Heath's Statement of Community Involvement SPD 2020</i>	Typically reserved for major development proposals.	The Statement of Community Engagement will need to demonstrate how the applicant has complied with Surrey Heath's Statement of Community Involvement 2020 and show how the views of the local community have been sought and taken into account in the development proposals. Surrey Heath SCI - Recommendations
Structural Survey	Local requirement.	May be required if a proposal involves substantial demolition and change of use or where there are significant alterations or works to the historic fabric of a listed building. Required for priors to residential.	Survey to be completed by an appropriately qualified person.



Item	Driver	When Required	Requirements/Further Advice
Telecommunications Report	Local requirement. <i>NPPF.</i>	ONLY for telecommunications applications.	<p>The telecommunications report should provide the following:</p> <ul style="list-style-type: none"> • Outcome of any consultation with the local community, including nearby schools and colleges • Area of any search and sequential test • Details of the proposed structure • Technical justification and information about the proposed development. • For an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed ICNIRP guidelines <p>For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, ICNIRP guidelines will be met.</p>
Thames Basin Heath Unilateral Undertaking	Local requirement. <i>Thames Basin Heath Avoidance Strategy SPD 2019</i>	ALL net dwellings.	<p>To secure SAMP payments. For Surrey Heath SANG capacity please refer to the Council's website.</p> <p>Surrey Heath - SANG and SAMP mitigation</p> <p>Surrey Heath - SAMP UU Template</p> <p>For a private SANG then a bespoke legal agreement will be required. Please discuss requirements with the department.</p>



Item	Driver	When Required	Requirements/Further Advice
Transport Assessment and Travel Plan	Local requirement. <i>NPPF.</i> <i>CSDMP.</i>	Where a proposal has significant transport implications. Typically major development proposals.	The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal. The TA to include a draft travel plan. Government Guidance - TA
Utilities Assessment	Local requirement. <i>NPPF.</i> <i>CSDMP.</i>	Proposals requiring a foul sewage assessment & for all major developments.	Demonstrate consultation and agreement with service provider; show on plans how the proposal incorporates service routes; sub-stations etc.; ensure that proposal does not adversely affect trees, archaeology etc.
Ventilation/Extraction Details	Local requirement. <i>NPPF.</i> <i>Environmental Protection Act 1990.</i> <i>CSDMP.</i>	Any proposal for restaurant/public house/ takeaway uses. Any proposal for plant and machinery and air conditioning units and air source heat pumps	Proportionate to the size of the proposal but should typically include design and position of equipment, information on odour abatement techniques and acoustic noise characteristics, and, any manufacturers specifications
Waste Management, Storage and Collection Strategy	Local requirement. <i>CSDMP.</i> <i>Residential Design Guide SPD 2017</i>	All new residential developments and commercial developments, including changes of use.	There is a requirement to make appropriate arrangements and/or space for the storage and collection of recycling and refuse on site. These details will need to be included on the plans with a collection and management strategy.



Section 3: Requirements for Other Types of Applications

Post Permission Submissions

This list includes non-material amendment applications and approval of details reserved by conditions.

Priors Approvals

Specific and full requirements are stated by the Town and Country Planning (General Permitted Development) (England) Order 1995 (as amended) (GPDO) and must be referred to. This list only summarises the requirements for the most typical GPDO submissions.

Other Submissions

This includes Tree Works applications and applications to modify/discharge a Section 106 legal agreement. For any other submissions not listed in this document please contact the Planning Department.



Post Permission Submissions

Application Type	Requirements/Further Guidance
Non-Material Amendment (s)	<ul style="list-style-type: none"> • Standard Application Form • Fee • As approved and proposed comparison plans to a recognised scale with scale bar • Supporting statement to explain the changes <p>Government Guidance - Flexible Options for Planning Permission</p>
Approval of Details Reserved by Condition (s)	<ul style="list-style-type: none"> • Standard Application Form • Fee • Photographs of sample materials, with manufacturers specifications, as relevant for minor developments (Schedule of materials, with specification of material type, manufacturer, product name, colour name, RAL number) • Material samples are typically required for major developments, to be submitted to the LPA. • Building details, as and if applicable, detailed drawings of typical details e g fenestration, doors, porches, roof details etc in scale 1:20, 1:5. • Plans to a recognised scale with scale bar, as relevant • Documents and other plans, drawing, photos and information, as relevant



Prior Approvals

Application Type	Requirements/Further Guidance
<p>Part 2, Class A of GPDO: Prior Approval for Larger Home Extensions</p>	<ul style="list-style-type: none"> • Fee • The application must be accompanied by: <ol style="list-style-type: none"> (a) a written description of the proposed development including <ol style="list-style-type: none"> (i) how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse; (ii) the maximum height of the enlarged part of the dwellinghouse; and (iii) the height of the eaves of the enlarged part of the dwellinghouse; (iv) where the enlarged part will be joined to an existing enlargement of the dwellinghouse, the information in subparagraphs (i) to (iii) must be provided in respect of the total enlargement (being the enlarged part together with the existing enlargement to which it will be joined) (b) a plan indicating the site and showing the proposed development (and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined); (c) the addresses of any adjoining premises; (d) the developer's contact address; and (e) the developer's email address if the developer is content to receive communications electronically. <p>Planning Portal Guidance on Requirements & the Process</p>



Application Type	Requirements/Further Guidance
<p>Part 2, Class AA of GPDO: Prior Approval for Enlargement of a Dwellinghouse by Construction of Additional Storeys</p>	<ul style="list-style-type: none"> • Fee • The application must be accompanied by: <ul style="list-style-type: none"> (a) a written description of the proposed development, including details of any works proposed; (b) a plan which is drawn to an identified scale and shows the direction of north, indicating the site and showing the proposed development; and (c) a plan which is drawn to an identified scale and shows: <ul style="list-style-type: none"> (i) the existing and proposed elevations of the dwellinghouse, and (ii) the position and dimensions of the proposed windows. <p>GPDO as Revised</p>
<p>Part 3, Classes A -V of GPDO: Prior Approval for Changes of Use (includes changes of use to dwellinghouses)</p>	<ul style="list-style-type: none"> • Fee • See the Conditions and Procedures for Applications paragraphs within the relevant class of the legislation for current requirements. • Require the necessary plans and documentation to support the submission, as relevant. The list includes, amongst other things, Flood Risk Assessment, Transport Assessment, Noise Assessment, Land Contamination Assessment. <p>GPDO as Revised</p>



Application Type	Requirements/Further Guidance
Part 4, Classes A-E of GPDO: Prior Approval for Temporary Uses	<ul style="list-style-type: none"> • Fee • See the Conditions and Procedures for Applications paragraphs within the relevant class of the legislation for current requirements.
Part 6, Classes A – E of GPDO: Agricultural and Forestry	<ul style="list-style-type: none"> • Fee • Must include a written description of the development, the materials to be used and a plan indicating the site <p>Planning Portal Guidance - Prior Approval Agricultural and Forestry</p>
Part 11, Classes A & B of GPDO: Heritage and Demolition	<ul style="list-style-type: none"> • Fee • Where demolition is urgently necessary in the interests of safety or health and the measures immediately necessary in such interests are the demolition of the building the developer must, as soon as reasonably practicable, give the local planning authority a written justification of the demolition • In all other cases, the method of demolition and any proposed restoration of the site • See the Conditions in the legislation for current and full requirements <p>GPDO as Revised</p>



Application Type	Requirements/Further Guidance
Part 16 of GPDO: Communications	<ul style="list-style-type: none">• Fee• See the Conditions and Procedures for Applications paragraphs within the relevant class of the legislation for current requirements. <p>GPDO as Revised</p>
Part 20, Classes ZA – AD: Construction of New Dwellinghouses	<ul style="list-style-type: none">• Fee• See the Conditions and Procedures for Applications paragraphs within the relevant class of the legislation for current requirements. <p>GPDO as Revised</p>



Other Submissions

Application Type	Requirements/Further Guidance
Tree Works Application (Protected Trees)	<ul style="list-style-type: none"> • Standard application form. • A sketch map of the tree(s) location in relation to a fixed structure such as a house or outbuilding (where applicable) it is helpful to include boundaries, other properties and relevant features to aid identification. Adjoining properties and roads should be included. • The tree type and its condition. • Description of the intended works and reasons for them (Greater detail might be required where trees are proposed to be felled.) • The pruning specification for each tree should be accurate and clear to avoid ambiguity (Nb. reductions stated in percentage are ambiguous and will not be accepted). The current dimensions should be stated in both height and spread and also state the dimensions which are to remain, post pruning (in metres), or the average equivalent in branch length (in metres). • The specification must be detailed enough for the local authority to understand the proposals <p>Council's Guidance on Trees and Preservation Orders</p>



Application Type	Requirements/Further Guidance
Modification or Discharge of a SI06 Legal Agreement	<ul style="list-style-type: none"> • Contact the Council for the relevant form. The following will be required: <ol style="list-style-type: none"> (a) the name and address of the applicant; (b) the address or location of the land to which the application relates and the nature of the applicant's interest in that land; (c) sufficient information to enable the authority to identify the planning obligation which the applicant wishes to have modified or discharged; (d) the applicant's reasons for applying for the modification or discharge of that obligation; and (e) such other information as the authority consider necessary to enable them to determine the application. • A map identifying the land to which the obligation relates • Any other information considered relevant to the determination of the application. <p>Government Legislation - 1992 Regulations</p>

