

# **Validation of Planning Applications: Local Validation List and Guidance**



**July 2014**

# Validation of Planning Applications: Local Validation List and Guidance

## A. Introduction

This document replaces 'The Validation of Planning Applications Supplementary Planning Document (SPD)' which was revoked by the Executive Committee on the 22<sup>nd</sup> July 2014. This document is not an SPD but was approved by the Executive Committee on the 22<sup>nd</sup> July 2014.

This document has been subject to an 8 week consultation period from Monday 14<sup>th</sup> April 2014 until 9<sup>th</sup> June 2014. This document will be reviewed on a two yearly basis.

This document aims to:

- 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;
- List validation item requirements which are proportionate to the nature and scale of the proposal;
- Ensure that the Council complies with current best practice advice contained in *The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order (DMPO) 2013* and,
- 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 (CS & DMP DPD)**, adopted February 2012; and, any other relevant legislation.

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. The planning pages on the Council's website <http://www.surreyheath.gov.uk/>, the Planning Portal and the **Planning Practice Guidance (PPG)** to support the NPPF <http://planningguidance.planningportal.gov.uk> are recommended as good starting places.

If in any doubt about what information needs to be submitted then please contact the Council for advice. Advice on precise requirements for a specific proposal can also be obtained as part of the Council's pre-application advice service.

This document lists validation requirements numerically from items 1 to 37. Section B provides guidance on the national mandatory requirements (items 1 to 6 respectively); Section C details the local list of plans (items 7 to 12); and, Section D details the local list of documents alphabetically (items 13 to 37). Section E is a tabulated summary providing a quick reference source as to the types of applications typically requiring each list item.

An application can be classed as either '*valid*,' '*invalid*' or '*non-validated*.' Failure to provide all the requisite mandatory and local requirements will result in the application not being registered and processed. The statutory period for determination of a planning application commences from the registration date of a valid application. In the case of a dispute over validation requirements then the applicant's attention is drawn to Article 10A and 29 of the DMPO.

The Council strongly encourages the submission of online and electronic applications. If you have any queries or require any further information please call 01276 707222 or email [development.control@surreyheath.gov.uk](mailto:development.control@surreyheath.gov.uk)

## **B. National Mandatory Requirements**

### **1. Standard Application Form**

The Government has introduced standard mandatory application forms for the submission of planning applications across England, known as the 1APP form. The 1APP form replaces application forms which local authority's previously produced themselves and so all planning applications must now be submitted on the standard application form.

An application shall be made in writing (paper or electronic application). The various types of 1APP application forms are available on the Council's website or Planning Portal. No copies of the application form are required if the application is submitted electronically. You must answer all the questions on the application form. For paper copies, unless otherwise advised, the original form plus 3 copies are required.

### **2. Fee**

The current national fees schedule is available on the Planning Portal or on the Council's website.

### **3. Location Plan & 4. Site/Block Plan**

The following paragraphs are extracted from the *'Planning Portal/ CLG Best Practice Guide: Maps, plans and Planning applications'*

A location plan shows the proposal in its surrounding context and a site plan shows the development in more detail. These plans enable the Planning Authority to identify the land to which the application refers to and should be based on an up-to-date map.

A location plan should meet the following criteria:

- Be at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites) and should show the direction north.
- Be scaled to fit on an A4 size document.
- Show sufficient roads and/or buildings on land adjoining the application site.
- Show application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red.
- A blue line should be drawn around any other land owned by the applicant that is close to or adjacent to the property.

The site plan (also known as a block plan) should be drawn at an identified standard metric scale (typically 1:100, 1:200 or 1:500). It should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should also show the direction north. A site plan should also include the following – unless they would NOT influence or be affected by the proposed development:

- 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.
- The boundary treatment including walls or fencing where this is proposed.

When using Ordnance Survey mapping for planning applications, the map should:

- Not be a Land Registry document.
- Not be used for multiple applications.
- Show OS Crown copyright as an acknowledgment.
- Not be a photocopy or screen grab image.
- Not to be copied from existing OS mapping if using hand drawn maps – such as standard sheets.
- Show the correct licence number if you wish to print or copy maps for applications.

You can create and buy both sets of plans from the Planning Portal's accredited suppliers and attach them to your online application. If you are posting your application, three copies plus the original are required.

## **5. Ownership Certificates/Agricultural Holdings Certificates**

All applications for planning permission must include the appropriate completed certificate of ownership which will be included on all relevant forms.

## 6. Design and Access Statement

The following information is extracted from the Planning Portal.

A Design and Access Statement (DAS) is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

A DAS is required with the following planning applications:

- Major\* development – both full and outline;
- Listed Building Consent applications;
- Where any part of the development is in a designated area (e.g. Conservation Area) and the proposed development consists of:
  - 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

Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a DAS.

A DAS must explain the design principles and concepts that have been applied to the development. It must also demonstrate how the proposed development's context has influenced the design. The Statement must explain the applicant's approach to access and how relevant Local Plan policies have been taken into account, any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

The level of detail in a DAS should be proportionate to the complexity of the application, but should not be long. For most straightforward planning applications, the DAS may only need to be a page long.

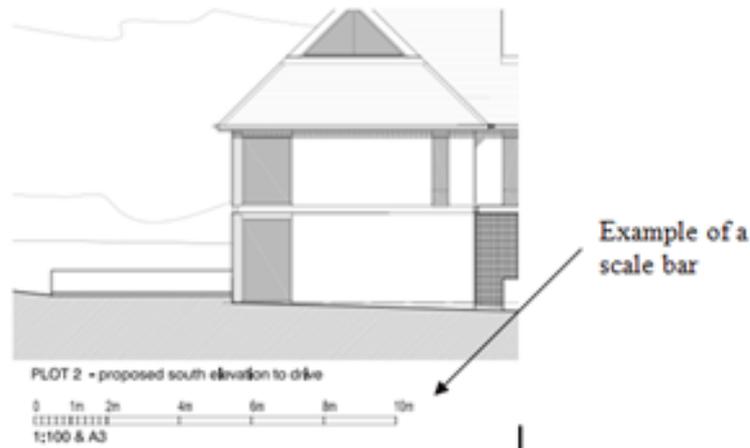
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\* Major development is defined by Part 1 of the DMPO, as development involving any one or more of the following:

- (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 sq metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

## C. Local List of Plans

All plans require a scale bar. Increasingly, in order to maximise our efficiency and save time and money, planning officers do not print out drawings and plans submitted with planning applications. Instead planning officers view drawings on computer screens or mobile tablet devices. Scale bars are therefore required on all plans in order that planning officers can calibrate digital measuring tools to scale off the drawings.



If your technical drawings are produced on a physical piece of paper or are designed to be printed at a certain scale, you must additionally include a written scale (e.g. 1:1250) and the paper size of the original (e.g. A3, A2 etc). All physical paper drawings are scanned upon receipt at the Authority. Occasionally we may need to reprint these drawings, which is why a written scale and paper size are required.

All plans must be given a drawing reference number and 'do not scale' disclaimers need to be removed from all plans.

*Article 6(1)(c)(ii) of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)* states that an application shall be accompanied by 'any other plans, drawings and information necessary to describe the development to which is the subject of the application.' This section, therefore, lists other plans which may be required. As a minimum requirement, the following plans are required:

- Existing and Proposed Floor Plans
- Existing and Proposed Elevations
- Roof Plans

In addition, the following list of plans may be required:

- **Site Levels and Finished Floor Plans**
- **Cross sections**
- **Street scene Elevations**

## **7. Existing and Proposed Floor Plans**

Floor plans should be drawn at a metric scale (typically 1:50 or 1:100). Each floor should be clearly titled (typically as ground floor, first floor etc.) and the internal space should be annotated to indicate the existing/proposed use (s). Demolition of existing buildings or walls should be clearly shown.

## **8. Existing and Proposed Elevations**

Elevations should be drawn at a metric scale (typically 1:50 or 1:100). Each elevation should be clearly titled (typically as front, rear, side elevation (s) or north, south, east and west elevation (s) respectively). Any elevation affected by the proposal must be submitted and blank elevations must also be included, where applicable.

If an elevation adjoins another building or is in close proximity, the plans should clearly show the relationship between the buildings. Where possible, the elevations should include details on the proposed building materials and the style, materials and finish of windows and doors.

## **9. Roof Plans**

Roof plans should be drawn at a metric scale (typically 1:50, 1:100, 1:200). A roof plan can be shown on the block plan and the purpose of this is to show the profile of the roof and may indicate the position of roof-lights or other features such as a chimney.

## **10. Site Levels and Finished Floor Levels**

A topographical survey/ existing site levels plan will be required in circumstances where the existing ground levels are proposed to be altered, or the site has variations in ground levels which may influence or be affected by the development. The metric scale of this plan will be dependent on the size of the site (typically 1:200 or 1:500) but should show all levels in relation to a fixed datum point.

A proposed site levels plan should be drawn at the same metric scale as the topographical survey and again be in relation to a fixed datum point.

Existing and proposed site levels plans will be required with all applications that propose a basement.

Finished floor levels will be particularly important on those sites within land liable to flood.

## **11. Cross sections**

Cross sections may be required through a building and/or through a site. Cross sections are particularly helpful where engineering works are proposed, or where changes are proposed to land levels with differences to contouring and profiling of the land. Any cross section should tally up with existing and proposed site levels plans, and be drawn to a metric scale (typically 1:20, 1:50, 1:100).

Cross sections will be required with all applications that propose a basement.

Cross sections may also be required to indicate (potential) floorspace in roofs in Green Belt locations, or where a development proposes windows in a roofspace in close proximity to and/or facing a neighbouring boundary.

Cross sections should indicate the precise position of windows and openings and show the internal floor to window cill heights.

## **12. Street scene elevations**

With the exception of householder applications, existing and proposed street scene elevation (s) at a metric scale (typically 1:100 or 1:200) will be required for any proposals which impact upon public viewpoints. As a minimum, each street scene elevation should include adjacent properties to the site, but may need to include properties in the wider area (particularly in conservation areas).

Street scene elevations should reflect changes in topography and tally up with existing and proposed level plans in order to give a true reflection of the impact of the proposal.

## D. Local List of Documents

### 13. Affordable Housing Statement

Paragraphs 173 and 174 of the National Planning Policy Framework (NPPF) require a local planning authority to set out local requirements for affordable housing. Policy CP5 of the Surrey Heath Core Strategy (CS) lists the following affordable housing thresholds:

- *Developments of 5-9 units (net) – 20% on-site provision*
- *Developments of 10-14 units (net) – 30% on-site provision*
- *Development of 15 or more units (net) – 40% on-site provision*

*The Borough Council will also negotiate a 20% affordable housing equivalent financial contribution on sites of 3-4 units (net).*

An affordable housing statement (AHS) will therefore be required for 3 or more units (net). This applies to outline and full planning applications and applies to all residential development including private retirement homes, sheltered accommodation and Extra Care schemes where these fall within Use Class C3.

Where the scheme relates to 3 - 4 units, the AHS shall include details of the financial contribution payable to include calculations. Where the scheme relates to sites of 5 or more units, the AHS shall include details of:

- Number of units to be affordable and percentage split between affordable and market housing
- For affordable units, state the split between social rented and other affordable given as either a number or percentage
- The size of the affordable units in terms of bedroom numbers broken down into social rented or other affordable i.e. X number 1 bedroom flats social rented and X number 1 bedroom flats other affordable, and so on for each dwelling type
- Details of the registered social landlord acting as a partner (where they are known)

It will not be necessary to include an AHS with a reserved matters application if this was considered at the outline stage. However, if affordable housing thresholds or site conditions have changed since the approval of outline consent then a new statement will be required to reflect the current position with, if necessary, a justification of why new threshold levels cannot be met.

If, in exceptional circumstances, the provision of affordable housing is unviable then the AHS must be supported by a financial viability appraisal justifying this. A financial viability appraisal should include: details of company

overheads; copy of financing offer/letter; copy of cost plan; board report on scheme; letter from auditors regarding land values and write offs; and sensitivity analysis showing different assumption options (e.g. low, medium and high). For mixed use schemes similar information and data will be required on the non-residential uses. All information and data should be evidenced from an independent expert or source and be benchmarked.

Where a financial contribution, in lieu of on-site provision, is proposed then evidence also needs to be submitted to support this reasoning. Evidence should include which register providers were approached, when they were approached and the prices/units discussed.

For full detailed information on the Council's affordable housing policy please refer to Policies CP5 and CP6 of the CS and the supporting Affordable Housing Interim Procedural Guidance, available on the Council's website. The Council is in the process of producing an Affordable Housing SPD which will provide future guidance.

#### **14. Air Quality Assessment**

ID: 32 of the Planning Practice Guidance (PPG) provides guiding principles of how planning can take account of the impact of new development on air quality. An air quality assessment will be required where:

- 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;
- Where biodiversity is affected particularly where there is impact upon international obligations under the Habitats Directive.

The assessment should be compliant with air quality objectives detailed within the *Air Quality (England) (Amendment) Regulations 2002*. 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 specific to the location. Any assessment should be carried out by a suitably qualified environmental scientist.

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.

## 15. Biodiversity Survey and Report

ID: 8 of the PPG, provides guidance on the natural environment. *Circular ODPM 06/2005: Biodiversity and Geological Conservation –Statutory obligations and their Impact within the Planning System* states:

*'It is essential that the presence or otherwise of protected species and the extent that they may be affected by the proposed development, is established before the planning permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision.'*

Protected species include badgers, bats, reptiles, bats, amphibians and any other species listed under the *Wildlife & Countryside Act 1981*, and/or *The Conservation of Habitats and Species Regulations 2010*. Badgers are specifically protected under the *Protection of Badgers Act 1992*. Where a proposed development, including householder applications, is likely to affect a protected species, a Protected Species Survey and Assessment (Phase I Habitat Survey) should be submitted in all cases. This must record which species are present and their number and distribution and use of the area; consider alternative designs or siting; avoidance of effects; mitigation of impacts; and, compensation for impacts that cannot be avoided including long term management. For full information requirements applicants should refer to Natural England's Standing Advice on Protected Species.

An Extended Phase I Habitat Survey and a Phase II Habitat Survey may also be required in certain circumstances.

Where a site is likely to affect/ is located within or abuts a local, county, national or internationally designated site (SPA, SAC, SSSI, SNCI, LNR and Ancient Woodland), a Biodiversity Survey and Report will be required. Policy CP14A: 'Biodiversity and Nature Conservation' of the CS provides further information on these sites and the Core Strategy Proposal's Maps indicates the locations, available on the Council's website. Supporting paragraph 5.112 of CP14A expects, where appropriate, for new developments to incorporate nature conservation interests and provide opportunities for the enhancement of habitats and species and so an application should seek to provide opportunities for enhancement.

For all new residential (net) development within the Borough applications must also comply with the mitigation requirements set out in the Council's Thames Basin Heaths Special Protection Area Avoidance Strategy Supplementary Planning Document (SPD), January 2012 (see also validation list item 25 below – Planning Obligations).

For further information and guidance please refer to the Council's website, the Planning Portal and the following links:

<http://www.naturalengland.org.uk/>

<http://www.surreywildlifetrust.org/>

<http://www.surreybats.org.uk/>

## **16. Energy Statement**

Paragraphs 93 - 99 of the NPPF, supports sustainable design principles with new developments. Policy CP2: 'Sustainable Development and Design' of the CS requires new development to incorporate sustainable design including: reduction in carbon dioxide emissions; the use of renewable and low carbon sources of energy; efficiency savings; and, resilience to climate change.

Any application that requires a Design and Access Statement should therefore be accompanied by an Energy Statement.

The Council recommends that for new or replacement dwellings at least 10% of the total energy consumption ought to be derived from renewable sources of energy. It is good practice for the Energy Statement to provide an estimation of the total energy usage of the development; to provide details of the chosen renewable technology and why other technologies have been discounted; and, to show that the development complies with Code for Sustainable Homes Level 4 and BREEAM 'very good' assessment.

For further advice on renewable technologies please see the Planning Portal website and search for Greener Homes. Attention is also drawn to Policy DM7: 'Facilitating Zero Carbon Development' of the DMP DPD. This policy requires all non-residential development to achieve a BREEAM 'very good' emissions rating, as well as listing other requirements.

## **17. Environmental Statement**

Certain developments may require an Environmental Statement (ES). For thresholds and criteria as to when an ES may be required please see the Schedule 1 and 2 Lists under the *Town and Country Planning (Environmental Impact Assessment) (EIA) (England and Wales) Regulations 2011 (SI 2011 No. 1824)*. ID: 4 of the PPG, explains the requirements of the EIA Regulations. Typically EIA development applies to larger developments and so will not apply in the majority of applications. An applicant may request a 'screening opinion' (i.e. to determine whether EIA is required) from the Council before submitting the application. In cases where an ES is not required the Council may still require environmental information to be provided, as appropriate.

## 18. Flood Risk Assessment

A site-specific Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or more in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3, as designated by the Environment Agency. A FRA will also be required for sites at medium or high risk from other sources of flooding as identified by the Borough Council's Strategic Flood Risk Assessment (SFRA). Policy DM10: 'Development and Flood Risk' of DMP DPD provides further information on localised flooding issues and information is also available on the Council's website.

Paragraphs 100 – 104 of the NPPF require an applicant to undertake site-specific Flood Risk Assessments (FRA) and ID: 7 of the PPG, explains the requirements for the content of a FRA. In brief: the FRA must identify all the risk from all forms of flooding; demonstrate how the flood risk will be managed, taking climate change into account; demonstrate compliance with the Sequential and Exception Tests (except minor development and change of use); include emergency planning and safe access and escape routes; and, give priority to the use of sustainable drainage systems (SUDS). The FRA should be proportionate to the scale of development and must be based on up to date flood modelling information.

A FRA may also be required solely to deal with surface water drainage from a new development, even where there is no fluvial risk.

Further guidance including up-to-date flood modelling can be obtained at:  
<http://www.environment-agency.gov.uk>

## 19. Foul and/or Drainage Assessment

*The Floods and Water Management Act 2010* has established the Sustainable Drainage Systems Approving Body (SAB). Surrey County Council will therefore act as the SAB and must approve drainage systems in new developments and redevelopments, before construction commences. This drainage approval body will run parallel to but be independent from the planning system. It will therefore be possible to submit either a Standalone Application directly to the SAB or a Combined Application (i.e. with the planning application) to the Planning Authority via the Planning Portal. For further information and updates on the commencement date (likely to be 2015), the thresholds (currently only to apply to major developments) please check the Planning Portal, Council's website and <http://new.surreycc.gov.uk/>

In addition to the SAB requirements applicants need to demonstrate that the SUDS conserve and enhance biodiversity (in line with Policies CP14A and DM10 of the DMP DPD)

Until such time the SAB is in force any application proposing 10 or more dwellings or residential development on sites of 0.5ha or greater or proposing

1,000sqm of gross floorspace for any other use or where the site area is 1ha or greater will be required to submit an assessment which should include:

- A basic diagram demonstrating how foul and surface water will drain from the site, showing both route and levels
- A basic diagram demonstrating how highway drainage systems will be installed and exit the site including route and levels
- If soakaways are to be used, size of soakaway chambers and connecting pipework are to be detailed
- Detail of any changes to an existing watercourse to be shown on a basic diagram showing route and levels.
- Any use of SUDS techniques should be clearly identified and included within a basic diagram.

Any application proposing the disposal of trade waste or foul sewage effluent to a system other than to the public sewer will need to submit the additional information:

- Any use of SUDS techniques should be clearly identified and included within a basic diagram.
- Method of Storage, treatment and disposal
- Assessment of the sites suitability for storing, transporting and treating sewage
- Demonstration that the development cannot connect to the public mains sewer and that the alternative means proposed are satisfactory.

## **20. Heritage Assets (Heritage Statement, Archaeological Desk-Top Study)**

Paragraph 128 of the NPPF states that: *'In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to*

*submit an appropriate desk-based assessment and, where necessary, a field evaluation.* ID.18 of the PPG provides guidance on the historic environment.

In line with the NPPF a Heritage Statement will therefore be required, where heritage assets are affected. A heritage asset includes a statutory or locally listed building, conservation areas, scheduled monuments, registered parks and gardens and sites of archaeological importance. For further information and to check whether a site contains/or is in close proximity to a heritage asset please see the following websites:

<http://www.surreyheath.gov.uk/planning/historicenvironment/default.htm>

<http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/>

<http://www.surreycc.gov.uk/recreation-heritage-and-culture/archaeology>

<http://www.exploringsurreypast.org.uk/>

<http://www.heritagegateway.org.uk>

For listed building consent applications the Heritage Statement should include:

- A justification for the works including an assessment of the significance of the building, or those parts that will be affected by the proposal, which shows how it has developed, identifying past phases of development clearly illustrated on a floor plan; and
- Evidence that the requirements of the Building Regulations have been taken into account and that the Listed Building consent can be implemented without being compromised; and
- A full explanation of the way in which proposals would affect the listed building including, impact of any extension on the character or appearance of the building or its setting; changes to or loss of any part of the building including internal structures or supports; changes to plan form, room layout or other space within the building; and
- A schedule of works (methodology); and
- Analysis of the significance of archaeology, if applicable.

In addition to a Heritage Statement, where consent is requested for substantial alterations to a listed timber framed building the following will be required:

- A full measured survey of the frame, including site levels. CAD drawings will not be acceptable for this type of survey; and

- A condition survey (including drawings and photographs) where an alteration or extension requires repairs, or where the schedule of works indicates a significant amount of repair. Where a specific problem has been identified such as cracks or splits in the timbers or movement of the frame this should be explained and the origin of the movement identified; and
- A description of the method of repair(s) (can be included within the Schedule of Works) and large scaled plans to illustrate the repairs.

In addition to a Heritage Statement, where consent is requested for the conversion of a listed timber framed building the following will be required:

- Details of external joinery; and
- Details of insulation; and
- Construction or alteration of roof junctions ; and
- Schedule of repairs and a methodology (can be included within the schedule of works)

Where consent is requested for a particularly frail or vulnerable listed building, all of the above criteria will be required. Where an application proposes any significant alterations or works to the historic fabric of the building or structure, then a structural survey will also be required.

For proposals abutting or within a conservation area, or adjacent or opposite a statutory listed building, a Heritage Statement will be required if the demolition works or building works exceed 115 cubic metres. The statement should include an assessment of the impact of the development on the character and appearance of building/structure and the area; and, principles of and justification for the proposed demolition.

To ensure the submission of proportionate details, applicants are advised to discuss Heritage Statement requirements for a specific site with the Council's Conservation Officer under the pre-application service.

For sites within an Area of High Archaeological Potential, or any sites in excess of 0.4 ha or greater, an archaeological desk top study will be required. Where a desk-based assessment suggests the likelihood of archaeological remains, the Planning Authority will require the results of an archaeological evaluation in order to inform the determination of the application. These requirements are consistent with Policy DM17: 'Heritage' of the DMP DPD.

## **21. Land Contamination Assessment**

Under paragraphs 120 and 121 of the NPPF planning policies and decisions are required to take into account issues of land pollution, land contamination and land instability. ID: 33 of the PPG provides guiding principles of how planning can deal with land affected by contamination.

Any application proposing development where contaminated land is suspected, or where a sensitive use is proposed will therefore require a land contamination assessment, potentially including an assessment of risks to human health and controlled waters. 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.

For further information see *The Environmental Protection Act 1990 Part 2A: Contaminated Land Statutory Guidance (DEFRA, April 2012)*, available at <https://www.gov.uk>

Information is also available on the Environment Agency's website and on the Borough's website:

<http://www.surreyheath.gov.uk/environment/pollution/contaminatedland.htm>

<http://www.environment-agency.gov.uk/research/planning/40407.aspx>

## **22. Lighting Assessment**

Paragraph 125 of the NPPF requires planning decisions to limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation. ID: 31 of the PPG, contains additional guidance on light pollution.

Technical lighting assessments will therefore be required for applications proposing floodlighting; external lighting attached to buildings or within car parks or open land; and, with all advertisement applications. The details that typically will need to be included will be technical and/or manufacturers specifications; light spillage diagrams; the precise location, height, angle of the lighting; scaled plans; and, the wattage of the lamps. The hours of use of the lighting should be stipulated and any measures to control switch off times.

## **23. Noise Assessment**

Paragraph 123 of the NPPF requires planning decisions to aim to avoid, mitigate and minimise adverse impacts of noise on health and quality of life, where appropriate. This is supported by DEFRA's *Noise Policy Statement for England March 2010 (NPSE)* and the *Environmental Protection Act 1990*.

Paragraphs 2.6 and 2.7 of the NPSE explains that the application of the NPSE should enable the noise implications of a development or other activity to be taken into account at the appropriate time, rather than not considered at an early enough stage or not be given adequate weight. ID: 30 of the PPG, contains further advice on noise and its relevance to planning.

Therefore, any application proposing residential development or a sensitive use adjacent to a noise generating use such as industrial estates, major highways or rail lines will require a noise impact assessment. Similarly any application proposing a potentially noise generating use which would be sited to a residential area or sensitive use will require a noise impact assessment.

Any assessment should be carried out by a suitably qualified acoustician.

## **24. Parking Provision**

Policy DM11 of the DMP DPD requires all development should ensure safe and well-designed vehicular access and egress and layouts which consider the needs and accessibility of all highway users, including cyclists and pedestrians. The supporting text explains that ensuring adequate car parking facilities are provided to cater for new residents or businesses can aid in the safe and free flow of traffic, and that regard should be had to any parking standards.

Any application, including a change of use, may therefore require an existing and proposed parking layout on the submitted block plan. Where an existing or proposed parking layout is extensive then this can be shown on a larger scale plan. If the proposed development will not result in the loss or relocation of parking spaces or rely on existing parking areas such as town centre car parks or communal parking areas, then a brief statement to indicate this should be submitted.

For further guidance on parking standards and requirements with a specific application please contact the County Highways Authority  
<http://new.surreycc.gov.uk/>

## **25. Planning Obligations (CIL, S106, SANGS)**

Paragraphs 173 – 177 and 203 – 205 of the NPPF consider planning obligations to support development. ID: 23b of the PPG provides guidance on planning obligations. ID: 25 of the PPG For specific guidance on the operation of the Community Infrastructure Levy (CIL).

Policy CP12: 'Infrastructure Delivery and Implementation' of the CS sets out a framework for obligations with contributions sought in the form of S106 contributions set out by the Development Contributions SPD and by the CIL charging schedule.

CIL will in the majority of cases replace S106 agreements to secure funds. CIL is a non-negotiable charge on development and is calculated as pounds per square metre based on the net level of development proposed. To facilitate this, the Council has issued the Infrastructure Delivery SPD. The Council's CIL Charging Schedule was subject to examination by the Planning Inspectorate in February 2014 and was deemed sound. This Charging Schedule was adopted by Full Council on the 16<sup>th</sup> July 2014 where it was resolved that CIL would be implemented and come into force on 1<sup>st</sup> December 2014. This means that all applications registered on or after the 1<sup>st</sup> October 2014 may be CIL liable.

From the 1<sup>st</sup> October 2014 the Planning Authority will therefore require all retail and residential developments, including householder planning applications and applications for certificates of lawfulness, to be accompanied by the '*Additional CIL Information Form*.' Where an application is CIL Liable, and unless the application is retrospective, the Planning Authority will also expect '*Form 1: Assumption of Liability Notice*' to be submitted. The Council's website provides copies of all required CIL forms and full information and guidance on application requirements. The Council's website also provides full information on CIL tariffs including instalment payments (Instalments Policy) and lists the infrastructure projects/types requiring CIL funding (Regulation 123 List).

The Council's CIL Charging Schedule also includes a SANGS (Suitable Alternative Natural Greenspaces) tariff for residential development. For further guidance on SANGS please see the Council's website including the Thames Basin Heaths Special Protection Area Avoidance SPD, January 2012 plus up to date information on current SANG capacity and availability in the Borough.

In addition to CIL, larger development sites and major developments which have specific infrastructure requirements may still require infrastructure to be delivered through S106 obligations and/or S278 agreements. For such scenarios applicants should fully discuss and agree requirements as part of the Council's pre-application service.

## **26. Planning Statement**

A Planning Statement will be required for all major applications, and may be required for other types of applications. However, it is good practice for all applications to be supported by a statement justifying the proposal. Any statement should set out the context and justification for the development in relation to national and local policy and be proportionate to the scale and complexity of the proposal. 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.

## **27. Retail/Leisure/Office Impact Assessments**

In accordance with paragraph 26 of the NPPF an impact assessment will be required for retail, leisure and office developments outside of Camberley Town Centre, which are not in accordance with the Surrey Heath Core Strategy and Development Management Policies Development Plan Document 2012, and where the proposed development is over 2,500 sq. metres.

The impact assessment should include assessment of:

- the impact of the proposal on existing, committed and planned public and private investment in the 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, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

To inform the Council's sequential test and in line with paragraph 24 of the NPPF the impact assessment should also include a sequential approach with an assessment of alternatives and show a flexible approach on issues such as format and scale. ID: 2b of the PPG provides guidance on the sequential test.

## **28. Statement of Community Engagement**

In accordance with the requirement of the *Localism Act 2013* or for other significant applications, applicants are encouraged to undertake pre-application engagement with the local community, in respect of their emerging proposals.

Surrey Heath's Statement of Community Involvement, March 2012 states the following:

*4.19 The Council will encourage applicants and developers to discuss their proposals with their neighbours or the community before submitting their formal application. This will not affect the statutory notifications undertaken by the Council upon registration of the application. Table 5 sets out suggestions for approaches that could be adopted by applicants. The benefit of early engagement with the community is that this may reduce delays when an application is submitted. The applicant will also be able to demonstrate how the views of the local community have been incorporated or why this was not possible.*

*4.20 In reporting the outcome of any pre-planning application consultation, applicants should indicate:  
The method of consultation used  
Who was consulted and the level of involvement  
How the matters raised in the consultation were addressed by the applicant.*

*4.21 The level of community engagement should reflect the scale of the proposed development.*

*4.22 The Borough Council will remain impartial during pre-application engagement. The extent of the Borough Council's role will be to maintain a watching brief during the process.*

Where community engagement has been undertaken, a statement should therefore be submitted which complies with the above. As a matter of course a statement of community engagement should support major applications involving 10 or more dwellings or 1000 sq. metres commercial increase.

## **29. Structural Survey**

A structural survey may be required with any application that proposes substantial demolition, for example, barn conversion applications. A structural survey will also be required where listed building consent is sought and the proposed works would significantly affect the historic fabric of the building.

## **30. Telecommunications**

All telecommunication applications (including prior approvals) will need to comply with Paragraph 45 of the NPPF. This requires applications to be supported by the necessary evidence to justify the development. This includes the outcome of consultations, a statement that self-certifies compliance with

the ICNIRP guidelines, and for any new masts evidence that alternatives have been explored including erecting antennas on an existing building, mast or other structure.

### **31. Transport Assessment**

Policy DM11 of the DMP DPD states that development which would adversely impact the safe and efficient flow of traffic movement on the highway network will not be permitted unless it can be demonstrated that measures to reduce and mitigate such impacts to acceptable levels can be implemented.

A Transport Assessment (TA) should therefore be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA must reflect the scale of the development and extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA must illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed sustainable forms of transport with measures to improve access by public transport, walking and cycling, and to reduce the need for parking, and to mitigate transport impacts.

For advice on the level of detail required for a particular scheme applicants are advised to contact the County Highways Authority prior to submission.

ID: 42 of the PPG, provides further advice on when transport assessments and transport statements are required, and what they should contain.

### **32. Travel Plan**

In accordance with paragraph 35 of the NPPF a Travel Plan will be required for all applications which generate significant amounts of movement.

To ascertain whether a Travel Plan is required, applicants are advised to contact the County Highways Authority prior to submission. This is because defining what constitutes as a 'significant amount of movement' will be dependent on a number of factors. These factors may include, for example, the nature and scale of the proposal and likely trip generation; existing highway capacity and intensity of transport; the availability and accessibility of public transport; and, the cumulative impacts of multiple developments in a particular location.

The Department of Transport has produced guidance on delivering travel plans through the planning process, available via the Planning Portal. Surrey County Council has also produced Travel Plans Good Practice Guide, 2010, available on its website.

### **33. Traveller/Gypsy applications**

Paragraph 22 of Policy H of the *Planning Policy for Traveller Sites, March 2012 (PPTS)* explains the relevant matters that the local planning authority should consider when determining planning applications for traveller sites.

Any traveller application should therefore include: information about the existing level of local provision and need for sites; the availability of alternative accommodation for the applicants; information about the personal circumstances of the applicant; an explanation on how the proposal complies with the development plan including the Site Allocations Development Plan Document.

Policy CP7 of the CS is relevant and the Site Allocations DPD will provide further criteria.

Any other validation requirements listed in this document will be required, where applicable.

The *CLG Good Practice Guide 'Designing Gypsy and Traveller Sites' 2008* give more detailed information, which may assist in preparing a planning application.

### **34. Trees in relation to an application site (Tree Survey/ Arboricultural Assessment/ Landscaping Details)**

Policy DM9 (iv) of the DMP DPD states that development will be acceptable where it achieves to *'Protect trees and other vegetation worthy of retention and provide high quality land and soft landscaping where appropriate.'*

This policy is supported by adopted Supplementary Planning Documents (SPD) including, for example, the Western Urban Area Character SPD which contains guiding principles for various character areas including retention of trees and mature vegetation.

Therefore, 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.

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, Arboricultural Method Statement and Tree Protection Plan. This information should be prepared by a qualified Arboriculturist possessing Professional Indemnity insurance.

Applications may need to be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There must be reference to landscaping and detailed landscaping proposals which follow from the Design and Access Statement, if required.

### **35. Tree works (Tree Preservation Orders and Trees in Conservation Areas)**

For tree works applications a plan will be required which identifies the tree or trees to which the application relates. This plan should be based on an up to date Ordnance Survey map and clearly show the position of the tree (s). The trees can be annotated as T1, T2, T3, etc. if works to a number of trees are proposed.

Sufficient information must be submitted to specify the precise extent of work for which consent is sought. For example, this should include the proposed height and spread of the tree after pruning if crown reduction works are proposed or, specify the precise branches to be cut back or removed. Supporting photographs may assist.

A statement of the applicant's reasons for carrying out the works must be included and if relating to tree condition and structure, appropriate evidence from a professionally qualified Arboriculturist. Where subsidence or other structural damage is alleged a report by an appropriate engineer or surveyor and one from an Arboriculturist describing any such damage and cause will be required.

For further information and advice please see:

<http://www.surreyheath.gov.uk/planning/treepreservationorders/default.htm>

### **36. Utilities Assessment**

An application should indicate how the development connects to existing utility infrastructure systems.

A utilities statement (services such as gas, electricity, water, waste water/drainage and telecommunications) will be required for proposals which trigger the thresholds for a foul sewage assessment and may be required for major applications.

A utilities statement should demonstrate that:

- Consultation with the service provider confirms the availability of utility services and that the proposal would not result in undue stress on the delivery of those services to the wider community;
- Proposals incorporate any utility company requirements for substations, telecoms equipment or other similar structures;
- All service routes have been planned to avoid as far as possible potential damage to archaeological remains and trees and their impact has been fully considered on proposed landscaping schemes; and,
- Where development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider

### **37. Ventilation/extraction details**

All applications for the use of premises for purposes within Use Classes A3 (Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (Drinking establishments – use as a public house, wine bar or other drinking establishment) and A5 (Hot food takeaways – use for the sale of hot food for consumption off the premises) will typically require details of the position and design of ventilation and extraction equipment to be shown on the scaled plans and elevations. Odour abatement techniques and acoustic noise characteristics should be submitted including any manufacturer specifications.

Similarly information will be required for air conditioning proposals and for retail, business, industrial or leisure or other similar details where ventilation or extraction equipment/plant and machinery is proposed. Applicants should discuss specific requirements with the Council's Environmental Health Officer <http://www.surreyheath.gov.uk/environment/> prior to submission of an application.

## E. Summary Table of Validation Requirements

List Item	Description	Main policy driver	Types of applications requiring this information	What is required	Further online sources of information
1.	<b>Application Form</b>	National mandatory requirement - 1APP	ALL	All questions completed and form signed	<a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a> <a href="http://www.surreyheath.gov.uk/planning/adviceforms/default.htm">http://www.surreyheath.gov.uk/planning/adviceforms/default.htm</a>
2.	<b>Fee</b>	National mandatory requirement - Circular 04/2008	ALL except: <ul style="list-style-type: none"> <li>Listed building Consent applications</li> <li>Applications for Tree works</li> </ul> (& see other exemptions )	Cheque or credit/debit card. Credit cards accrue a handling charge.	<a href="http://www.surreyheath.gov.uk/planning/adviceforms/Fees1.htm">http://www.surreyheath.gov.uk/planning/adviceforms/Fees1.htm</a>
3.	<b>Location Plan</b>	National mandatory requirement	ALL except: <ul style="list-style-type: none"> <li>Applications for Tree Works</li> <li>Variation/Removal of conditions applications</li> <li>Non-material amendment applications</li> <li>Prior approval applications</li> </ul>	Scale bar and metric. Typically 1:1250. See Section B of this document for full requirements	<a href="http://www.planningportal.gov.uk/uploads/1app/maps_plans_and_planning_apps.pdf">http://www.planningportal.gov.uk/uploads/1app/maps_plans_and_planning_apps.pdf</a>

4.	<b>Site/Block Plans</b>	National mandatory requirement	<p>ALL except:</p> <ul style="list-style-type: none"> <li>• Variation/Removal of conditions applications</li> <li>• Non-material amendment applications (unless required to show changes in site)</li> <li>• Certificates of Lawfulness applications</li> <li>• Prior approval applications</li> </ul>	Scale bar and metric. Typically 1:200 or 1:500. See Section B of this document for full requirements	<a href="http://www.planningportal.gov.uk/uploads/1app/maps_plans_and_planning_apps.pdf">http://www.planningportal.gov.uk/uploads/1app/maps_plans_and_planning_apps.pdf</a>
5.	<b>Ownership certificate (s)</b>	National mandatory requirement - Article 6 of the GDPO	ALL, except tree applications and unless otherwise stated on the form	See Section B of this document	<a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>
6.	<b>Design and Access Statement</b>	National mandatory requirement - Article 4 of the GDPO	<p>ONLY the following:</p> <ul style="list-style-type: none"> <li>• Major development both full and outline;</li> <li>• Listed Building Consent applications;</li> <li>• Where any part of the development is in a designated area (e.g. Conservation Area) and the proposed development</li> </ul>	See Section B of this document (This includes definition of what constitutes a major development)	<a href="http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designaccess">http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designaccess</a>

			<p>consists of:</p> <ul style="list-style-type: none"> <li>- The provision of one or more dwellinghouses;</li> <li>or</li> <li>- The provision of a building (including an extension to an existing building);</li> <li>- or buildings where the floor space created by the development is 100 square metres or more</li> </ul>		
7.	<b>Existing and Proposed Floor Plans</b>	Principally Policy DM9 of the Surrey Heath Core Strategy & Development Management Policies (SH CSDMP)	<p>ALL changes of use.</p> <p>ALL where operational development (building works and engineering operations) is proposed.</p> <p>Special rules apply to prior approvals</p>	Scale bar and metric. Typically 1:50 or 1:100. See Section C of this document for full requirements.	
8.	<b>Existing and Proposed Elevations</b>	Principally Policy DM9 of the SH CSDMP	ALL where operational development (building works and engineering operations) is proposed. If	Scale bar and metric. Typically 1:50 or 1:100. See	

			<p>no changes to the external appearance are proposed then only existing elevations will be required.</p> <p>Special rules apply to prior approval applications</p>	Section C of this document for full requirements.	
<b>9.</b>	<b>Roof Plans</b>	Principally Policy DM9 of the SH CSDMP	ALL where operational development (building works and engineering operations) is proposed. If no changes to the external appearance are proposed then only existing roof plan will be required.	Scale bar and metric. Typically 1:50, 1:100 or 1:200. See Section C of this document for full requirements.	
<b>10.</b>	<b>Site levels and finished floor levels</b>	Principally Policy DM9 of the SH CSDMP	<p>Where operational development is proposed on land which is not reasonably level.</p> <p>Most likely to related to proposals within the flood plain and required for all proposals which propose a basement.</p>	Scale bar and metric. Typically 1:100 or 1:50 or 1:20. See Section C of this document for full requirements.	
<b>11.</b>	<b>Cross Sections</b>	Principally Policy DM9 of the SH CSDMP	Where engineering works proposed, all applications that propose a basement, may be required to indicate (potential) floorspace within roofs	Scale bar and metric. Typically 1:20, 1:50 or 1:100. See Section C of this document for more advice.	

12.	<b>Street Scene Elevations</b>	Principally Policy DM9 of the SH CSDMP	ALL proposals which affect public viewpoints, with the exception of householder applications (A street scene elevation may, however, be requested for a householder application if it is proposed to raise the height of the entire building e.g. from bungalow to two storey house)	Scale bar and metric. Typically 1:100 or 1:200  As a minimum this should include adjacent properties but may need to include wider area, dependent on the scale and nature of the proposal.	
13.	<b>Affordable Housing Statement</b>	Policy CP5 of the SH CSDMP	ONLY outline and full applications where there is a net gain of 3 residential units (also includes private retirement homes, sheltered accommodation and Extra Care Schemes within Use Class C3)  Reserved matters applications are excluded. However, if material circumstances have changed since the grant of an outline permission then an updated statement may be required	See the Council's Affordable Housing Interim Procedural Guidance	<a href="http://www.surreyheath.gov.uk/planning/planningpolicyandconservation/default.htm">http://www.surreyheath.gov.uk/planning/planningpolicyandconservation/default.htm</a>

14.	<b>Air Quality Assessment</b>	Air Quality (England) (Amendment) Regulations 2002	<p>Typically a major application within/adjacent an AQMA; where the development could result in the designation of a AQMA; where existing air quality may have a material effect on the development; or where the development could have a material effect on a neighbouring site sensitive to air quality.</p> <p>Reserved matters applications are excluded. However, if material circumstances have changed since the grant of an outline permission then an updated statement may be required</p>	Seek advice from a suitably qualified environmental scientist.	<p><a href="http://www.surreyheath.gov.uk/environment/">http://www.surreyheath.gov.uk/environment/</a></p> <p><a href="http://www.ukairquality.net/">http://www.ukairquality.net/</a></p> <p><a href="http://planningguidance.planningportal.gov.uk/blog/guidance/air-quality-new/why-should-planning-be-concerned-about-air-quality/">http://planningguidance.planningportal.gov.uk/blog/guidance/air-quality-new/why-should-planning-be-concerned-about-air-quality/</a></p>
15.	<b>Biodiversity Survey and Report</b>	<p>Circular ODPM 06/2005</p> <p>Policy CP14 &amp; CP14A of the SH CSDMP</p> <p>Thames Basin Heaths Special Protection Area Avoidance Strategy SPD, January 2012</p>	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.	<p>Phase I Habitat Survey (&amp; an Extended Phase I &amp; a Phase II in certain circumstances)</p> <p>See Natural England's Standing Advice</p> <p>For SANGS see</p>	<p><a href="http://www.naturalengland.org.uk/">http://www.naturalengland.org.uk/</a></p> <p><a href="http://www.surreywildlifetrust.org/">http://www.surreywildlifetrust.org/</a></p> <p><a href="http://www.surreybats.org.uk/">http://www.surreybats.org.uk/</a></p> <p><a href="http://www.wsbg.co.uk/">http://www.wsbg.co.uk/</a></p> <p><a href="http://planningguidance.planningportal.gov.uk/blog/guidance/natural-">http://planningguidance.planningportal.gov.uk/blog/guidance/natural-</a></p>

				validation list item no. 25	<a href="http://www.environment.gov.uk/environment/biodiversity-ecosystems-and-green-infrastructure/">environment/biodiversity-ecosystems-and-green-infrastructure/</a>
16.	<b>Energy Statement</b>	Paras. 93-99 of NPPF  Policies CP2, DM7, DM8 of the SH CSDMP	ALL applications that require a Design & Access Statement. It is also recommended that all new/replacement dwellings are accompanied by a statement.	For dwellings a demonstration that a least 10% of total energy consumption derived from renewable sources	<a href="http://www.planningportal.gov.uk/planning/greenerhomes/generation/">http://www.planningportal.gov.uk/planning/greenerhomes/generation/</a>
17.	<b>Environmental Statement</b>	Town & Country Planning EIA Regulations 2011	ONLY in those cases as advised by the LPA and is listed under Schedules 1 and 2 of the TCP EIA Regulations 2011	Discuss on a case-by-case basis with the LPA	<a href="http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/">http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/</a>
18.	<b>Flood Risk Assessment</b>	Paragraphs 100 – 104 of the NPPF  Policy DM10 of the SH CSDMP	ONLY the following: <ul style="list-style-type: none"> <li>• Development proposals exceeding 1 hectare</li> <li>• All proposals in Flood Zone 2 or 3</li> <li>• Sites at medium to high risk from other sources of flooding</li> </ul>	See the Environment Agency Standing Advice.  If necessary, consult the Environment Agency for precise requirements, applicable to a proposal. The FRA should be proportionate to	<a href="http://www.environment.gov.uk/">http://www.environment.gov.uk/</a>  <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/">http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/</a>

				the scale of the development and be based upon up to date flood modelling.	
19.	<b>Foul and/or Drainage Assessment</b>	The Floods & Water Management Act 2010  Para 21 of NPPF	Currently any application proposing 10 or more dwellings or residential development on sites of 0.5ha or greater or proposing 1,000sqm of gross floorspace for any other use or where the site area is 1ha or greater will be required to submit a foul sewage assessment  However, note the Surrey County Council Sustainable Drainage Systems Approving Body (SAB) requirements.	Demonstrate priority given to the use of SUDS. Supporting diagrams and details as applicable.  Refer to Section D of this document and the Council's Drainage Section on its website for further guidance.  See the County Council's website for advice on SAB	<a href="http://www.surreyheath.gov.uk/">http://www.surreyheath.gov.uk/</a>  <a href="http://new.surreycc.gov.uk/">http://new.surreycc.gov.uk/</a>
20.	<b>Heritage Assets (Heritage Statement,</b>	Para. 128 of NPPF	Heritage Statement required for the following:	See Section D of this document and seek advice	<a href="http://www.surreyheath.gov.uk/planning/historicenvironment/default.htm">http://www.surreyheath.gov.uk/planning/historicenvironment/default.htm</a>

	<b>Archaeological Desk-Top Study)</b>	Policy DM17 of the SH CSDMP	<ul style="list-style-type: none"> <li>• Where a heritage asset is affected</li> <li>• All listed building consent applications.</li> <li>• Any application abutting or within a conservation area, or adjacent or opposite a statutory listed building, if the demolition or building works exceed 115 cubic metres</li> </ul> <p>Archaeological Desk-Top Study required for the following:</p> <ul style="list-style-type: none"> <li>• Sites within an Area of High Archaeological Potential</li> <li>• Sites in excess of 0.4 hectares.</li> </ul>	from the Council's Conservation Advisor &/or the County Archaeologist	<a href="http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/">http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/</a> <a href="http://www.surreycc.gov.uk/recreation-heritage-and-culture/archaeology">http://www.surreycc.gov.uk/recreation-heritage-and-culture/archaeology</a> <a href="http://www.exploringsurreyspact.org.uk/">http://www.exploringsurreyspact.org.uk/</a> <a href="http://www.heritagegateway.org.uk">http://www.heritagegateway.org.uk</a>
21.	<b>Land Contamination Assessment</b>	Paras. 120 -121 of NPPF	Required where contaminated land is suspected, or where a	See the Environmental Protection Act	<a href="http://www.surreyheath.gov.uk/environment/pollution/contaminatedland.htm">www.surreyheath.gov.uk/environment/pollution/contaminatedland.htm</a>

			sensitive use is proposed.	1990 Part 2A: Contaminated Land Statutory Guidance (DEFRA, April 2012) and, if necessary, consult with the Council's Environment & Waste Section	<a href="http://www.environment-agency.gov.uk/research/planning/40407.aspx">www.environment-agency.gov.uk/research/planning/40407.aspx</a>
22.	<b>Lighting Assessment</b>	Para. 125 of NPPF	ALL applications proposing external lighting	An assessment may need to be carried out by a qualified lighting engineer.	<a href="http://planningguidance.planningportal.gov.uk/blog/guidance/light-pollution/when-is-light-pollution-relevant-to-planning/">http://planningguidance.planningportal.gov.uk/blog/guidance/light-pollution/when-is-light-pollution-relevant-to-planning/</a>
23.	<b>Noise Assessment</b>	Para.123 of NPPF  DEFRA Noise Policy Statement for England March 2010  Environmental Protection Act 1990	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 a potentially noise generating use 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	<a href="http://planningguidance.planningportal.gov.uk/blog/guidance/noise/">http://planningguidance.planningportal.gov.uk/blog/guidance/noise/</a>
24.	<b>Parking Provision</b>	Policy DM11 of DMP DPD	ALL applications, including a change of use, may require an existing and proposed parking layout on the submitted block plan.	If necessary, consult the County Highway's Authority	<a href="http://new.surreycc.gov.uk/">http://new.surreycc.gov.uk/</a>

				Parking Standards	
25.	<b>Planning Obligations (CIL, S106, SANGS )</b>	Paras. 173 -177 & 203 – 205 of NPPF Policy CP12 of CS Development Contributions; Infrastructure Delivery; Thames Basin Heath SPA Avoidance SPDs CIL Charging Schedule/Regulation 123 List/Instalments Policy	ALL applications, including householder and applications for certificates of lawfulness, require 'CIL Additional Information Form' from 1 <sup>st</sup> October 2014  Refer to the website for further information.	Refer to the Council's SPDs. It is strongly recommended that bespoke S106 obligations are agreed during the pre-application process.	<a href="http://www.surreyheath.gov.uk/planning/planningpolicyandconservation/default.htm">http://www.surreyheath.gov.uk/planning/planningpolicyandconservation/default.htm</a>  <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/planning-obligations/">http://planningguidance.planningportal.gov.uk/blog/guidance/planning-obligations/</a>  <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/community-infrastructure-levy/">http://planningguidance.planningportal.gov.uk/blog/guidance/community-infrastructure-levy/</a>
26.	<b>Planning Statement</b>	All	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.	Proportionate to the nature of the case but should justify scheme in relation to national and local policy.	

27.	<b>Retail/Leisure/Office Impact Assessments</b>	Paras. 24 & 26 of NPPF  Policy CP10 of CS	ANY retail, leisure, office proposal outside of Camberley Town Centre not in accordance with the Development Plan and where the development is over 2,500 sq. metres	See paras. 24 and 26 of the NPPF	<a href="http://planningguidance.planningportal.gov.uk/blog/guidance/ensuring-the-vitality-of-town-centres/">http://planningguidance.planningportal.gov.uk/blog/guidance/ensuring-the-vitality-of-town-centres/</a>
28.	<b>Statement of Community Engagement</b>	Localism Act 2011  Surrey Heath's Statement of Community Involvement (SCI), March 2012	Major developments involving 10 or more dwellings or 1,000 sq.m floorspace.	Demonstration of compliance with advice contained in the SCI	<a href="http://www.surreyheath.gov.uk/planning/planningpolicyandconservation/default.htm">http://www.surreyheath.gov.uk/planning/planningpolicyandconservation/default.htm</a>
29.	<b>Structural Survey</b>	Para. 128 of NPPF  Policy DM17 of the SH CSDMP	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.	Survey to be completed by a qualified person	
30.	<b>Telecoms</b>	Para. 45 of NPPF	ALL telecommunication applications (including prior approvals)	Evidence to justify including outcome of consultations;	<a href="http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/delivering-">http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/delivering-</a>

				ICNIRP compliance; consideration of alternative options	<a href="https://www.gov.uk/government/publications/guidance-on-transport-assessment">sustainable-development/5-supporting-high-quality-communications-infrastructure/#paragraph_44</a>
31.	<b>Transport Assessment</b>	Policy DM11 of DMP DPD	Where a proposal has significant transport implications.	Content dependent on scale and nature of proposal. Discuss requirements with the County Highways Authority.	<a href="https://www.gov.uk/government/publications/guidance-on-transport-assessment">https://www.gov.uk/government/publications/guidance-on-transport-assessment</a>  <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/">http://planningguidance.planningportal.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/</a>  <a href="http://new.surreycc.gov.uk/">http://new.surreycc.gov.uk/</a>
32.	<b>Travel Plan</b>	Para. 35 of NPPF	Where a proposal generates significant amounts of movement.	Content dependent on scale and nature of proposal. Discuss requirements with the County Highways Authority.	<a href="http://new.surreycc.gov.uk/">http://new.surreycc.gov.uk/</a>  <a href="http://planningguidance.planningportal.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/">http://planningguidance.planningportal.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/</a>
33.	<b>Traveller/Gypsy applications</b>	Policy H of Planning Policy Statement for Traveller Sites, March 2012	ANY traveller application	To include: Information on existing level of local provision & need for sites;	<a href="https://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/goodpracticeguides/gypsytraveller">https://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/goodpracticeguides/gypsytraveller</a>

		Policy CP7 of CS & Site Allocations DPD		availability of alternative accommodation; Information on personal circumstances; explanation of compliance with the development plan.	
34.	<b>Trees in relation to an application site (Tree Survey/ Arboricultural Assessment/ Landscaping Details)</b>	Policy DM9 (iv) of DMP DPD plus supporting SPDs	<p>ANY applications where there are trees within the site or on the edge of the site likely to be affected by the development.</p> <p>Tree Survey required for trees with a diameter greater than 75 mm within influencing distance of the proposed development.</p> <p>A Design &amp; Access Statement, if required, must make reference to landscaping. Landscape details will be required for all outline applications where this forms part of the submission or for reserved matters applications.</p>	<p>The species, position of trees &amp; canopy spread to be accurately shown on the block plan.</p> <p>Tree Survey must be compliant with BS5837:2012 &amp; must include an Arboricultural Implication Assessment, Arboricultural Method Statement &amp; Tree Protection Plan. This should be prepared by a qualified Arboriculturist</p>	<a href="http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/">http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/</a>

				possessing Professional Indemnity Insurance.	
35.	<b>Tree works (Tree Preservation Orders and Trees in Conservation Areas)</b>	Policy DM9 (iv) of DMP DPD	ALL trees works applications	<p>Plan which clearly identifies the tree (s) based on up to date Ordnance Survey map</p> <p>Sufficient information to specify the precise extent of works.</p> <p>Statement of reasons for works.</p> <p>If applicable, evidence from qualified experts where subsidence or other structural damage is alleged</p>	<p><a href="http://www.surreyheath.gov.uk/planning/treepreservationorders/default.htm">http://www.surreyheath.gov.uk/planning/treepreservationorders/default.htm</a></p> <p><a href="http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/">http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/</a></p>
36.	<b>Utilities Assessment</b>	DM9 of DMP DPD	Proposals requiring a foul sewage assessment & may be required for major	Demonstrate consultation and agreement with	

			applications.	service provider; show on plans how the proposal incorporates service routes; sub-stations etc.; ensure that proposal does not adversely affect trees, archaeology etc.	
37.	<b>Ventilation/ extraction details</b>	Paras. 109 - 110, 120 & 123 of NPPF  Environmental Protection Act 1990	ANY proposal for a change of use to Classes A3 – A5 of the Use Classes Order.  Or, any proposal for plant and machinery and air conditioning	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	<a href="http://www.surreyheath.gov.uk/environment/">http://www.surreyheath.gov.uk/environment/</a>