



## ADVICE FOR APPLICANTS WHEN SUBMITTING A PLANNING APPLICATION

As of the 6<sup>th</sup> April 2008, the government introduced a standard application form for the submission of planning applications across England, known as the 1APP form.

The purpose of the standard form is to ensure a quicker, more predictable and efficient planning service, so that developments which require more than one type of consent under the planning regime can be applied for on one application form.

**Applications can be made electronically via the Government's Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)), where access to electronic forms for downloading is also possible; alternatively, hard copies of application forms can be made available via the Surrey Heath Borough Council's offices (either in person, email or by telephone: 01276 707222).**

The government has produced guidance for the validation of planning applications which accompanied the change over to the 1APP form. This guidance sets out the details that are required to be submitted with an application in order to make it valid and are categorised as national or local requirements.

The list of national requirements contains details which **MUST** be submitted with an application for it to be considered valid, and is set out at the back of the 1APP form. The list of local requirements are outlined following this page, including a definition of each one. A copy of the SPD, in respect to validation can be found at:

[www.surreyheath.gov.uk/planning/LocalDevelopmentFramework/validation2.htm](http://www.surreyheath.gov.uk/planning/LocalDevelopmentFramework/validation2.htm)

### **Acknowledgement and invalidation of applications**

Article 5(2) of the GDPO 1995, describes when an acknowledgement of the application must be sent to the applicant. Where, after sending such an acknowledgement, the LPA considers that the application is invalid by reason of a failure to comply with the requirements of regulation 3 of the Applications Regulations 1988, or article 4 of the GDPO or any other statutory requirement (e.g. the direction made under regulation 4 of the Applications Regulations 1988 in the authority's SPD) it must, as soon as reasonably practical, notify the applicant that the application is invalid: article 5(4) GDPO 1995.

Applicants are further advised that if an apparently valid application is later found to be invalid following registration the original start date for processing the application can be restarted by the Local Planning Authority once the required additional information is received. (Processing of Planning Applications – Best Practice Guidance on the Validation of Planning Applications).

# TYPES OF APPLICATION COVERED BY THE 1APP FORM

There are several different combinations of application that can be submitted via the 1APP form, which are listed below: -

- Householder Planning Application
- Householder Planning Application and Conservation Area Consent
- Householder Planning Application and Listed Building Consent
- Application for Planning Permission (Full)
- Application for Planning Permission (Full) and Conservation Area Consent
- Application for Planning Permission (Full) and Listed building Consent
- Application for Planning Permission (Full) and Advertisement Consent
- Application for Outline Permission with Some Matters Reserved
- Application for Outline Permission with All Matters Reserved
- Application for Approval of Reserved Matters Following Outline Approval
- Conservation Area Consent
- Listed Building Consent
- Listed Building and Advertisement Consent
- Advertisement Consent
- Lawful Development Certificate for Existing Use, Operation or Activity Including in Breach of Condition
- Lawful Development Certificate for Proposed Use or Development
- Application of Prior Notification for Agricultural Development – Proposed Building
- Application of Prior Notification for Agricultural Development – Proposed Road
- Application of Prior Notification for Agricultural Development – Excavation/Deposit of Waste Material from Farms
- Application of Prior Notification for Agricultural Development – Proposed Fish Tank
- Application for Prior Notification of Proposed Development in Respect of Permitted Development by Electronic Communications Code Operators
- Application for Prior Notification – Proposed Demolition
- Removal or Variation of Condition
- Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas
- Application for Hedgerow Removal Notice

# Additional Information (Local Requirements)

If any information considered necessary for the determination of the application is missing then the Authority is likely to make your application invalid and therefore it will not be registered, and determination of the application will not commence.

The following list summarises the type of additional information (local requirements) that may be required:

## *Affordable Housing Statement*

A statement which sets out the provision of affordable housing, both social rented and other affordable, from a proposed development.

## *Air Quality Assessment*

An assessment that allows a full consideration of potential air quality impacts arising from development.

## *Biodiversity Survey & Report*

An assessment of the possible impacts on existing wildlife and biodiversity interests whether in an urban or rural setting.

## *Daylight/Sunlight Assessment*

An assessment of potential adverse impact on current levels of sunlight/daylight enjoyed by adjoining properties or buildings, including amenity space.

## *Economic Statement*

Supporting statement of any regeneration benefits of the proposed development.

## *Environmental Statement*

A statement provided pursuant to the Town & Country Planning (Environmental Impact Assessment) Regulations 1999, where development meets thresholds in either Schedule I or Schedule II of the Regulations.

## *Flood Risk Assessment*

An assessment of the likely impact from or to development from flooding including river, tidal, groundwater and other sources and mitigation measures to reduce risk of flooding.

## *Foul Sewage and Utilities Assessment*

Assessment of the existing drainage system and how new development will connect to it or if not connecting to an existing public mains system, the reasons why and demonstration that alternative means of disposal are satisfactory.

Assessment of how new development connects to existing utility infrastructure systems including whether existing infrastructure has sufficient capacity to accommodate new development and impact of service routes to existing trees or archaeological remains.

## *Heritage Statement*

For listed buildings this is a written statement including a schedule of works, analysis of the significance of archaeology, history and character of the building or structure, principles of

and justification for proposed works and impact on special character of the building or structure, its setting and setting of adjacent listed buildings. This may also require a structural survey.

For conservation area consents, a written statement that includes a structural survey, analysis of the character and appearance of the building/structure, principles of and justification for proposed demolition and its impact on the special character of the area.

For applications either related to or impacting on the setting of a heritage asset a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the listed building or structure, its setting and the setting of adjacent listed buildings.

For all applications proposing the disturbance of ground within an area of archaeological potential or other areas involving major development an assessment of existing archaeological information.

#### *Land Contamination Assessment*

An assessment of the nature of potential contamination, its risks and whether these can be acceptably reduced.

#### *Landfill Applications*

Information to enable a waste planning authority (which is Surrey County Council, not Surrey Heath Borough Council) to fulfil its requirements under the Landfill (England & Wales) Regulations 2002.

#### *Landscaping Details*

Details of landscaping including proposals for long term maintenance.

#### *Lighting Assessment*

Assessment of external lighting proposed with development, including hours of use, beam orientation and schedule of equipment.

#### *Noise Assessment*

Assessment of the impact of noise arising either from or to a proposed development, including sensitive uses.

#### *Open Space Assessment*

An assessment of the impact of development where it is to be sited on an area of existing open space.

#### *Parking Provision*

Details of existing and proposed parking provision.

#### *Photographs and Photomontages*

A source of useful background information for example, how development impacts the street scene.

#### *Planning Obligations – Draft Heads of Terms*

Statement of proposed heads of terms pertaining to a Section 106 agreement.

*Planning Statement*

A statement setting out the context and need for a development including an assessment of how it accords with relevant national, regional and local policy.

*Site Waste Management Plan*

Statements which set out the volume and type of wastes arising from a development during construction or demolition and opportunities to re-use or recycle materials.

*Statement of Community Involvement (SCI)*

A statement which sets out how an applicant has engaged with local stakeholders and members of the public prior to submitting an application.

*Structural Survey*

Survey which could be required to support an application involving substantial demolition or barn conversions.

*Telecommunications Development – Supplementary Information*

Details which may be required to support an application for telecommunications development such as an area of search, details of consultations, details of proposed structures and technical justification as well as a signed declaration that the equipment and installation meets with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

*Town Centre Uses*

Evidence to support a town centre use as described by paragraph 1.8 of Planning Policy Statement 6: Planning for Town Centres (PPS6), including considerations contained in paragraph 3.4 of PPS6.

*Transport Assessment*

An assessment of transport impacts as well as an assessment of accessibility by all modes of transport including likely modal split of journeys and details of measures to improve access by public transport, walking and cycling.

*Travel Plan*

A travel plan for developments likely to raise significant travel impacts, for example how an individual company may provide transport for employees other than by car.

*Tree Survey/Arboricultural Implications*

Survey of trees within or adjacent to an application site, including an indication of which trees are to be retained and means of protection during construction and demolition.

*Ventilation/Extraction Statement*

Statement setting out details of positions and designs of ventilation and abatement techniques such as odour mitigation and noise reduction.