

August 2008

1 APP Guidance Notes Checklist 2



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ADDITIONAL (LOCAL) REQUIREMENTS FOR:

Application for Planning Permission (Includes Change of Use and Full Telecommunications' Applications)

Application for Planning Permission and Conservation Area Consent for Demolition

Application for Planning Permission and Listed Building Consent

Application for Planning Permission and Advertisement Consent

Application for Outline Planning Permission with Some Matters Reserved

Application for Outline Planning Permission with All Matters Reserved

Application for Approval of Reserved Matters Following Outline Approval

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.

In addition to the National Requirements, it is a Local Requirement for Surrey Heath Borough Council planning applications in respect of the above to include the following:

All of the above applications either alone or applied with conservation area or listed building consent must submit the supporting information, where it meets the defined criteria.

If an applicant considers that any of the information as listed is not required; a short statement to justify why this is the case should be submitted. However, the final discretion on whether an item of supporting information is required rests with the Local Planning Authority.

Where an application requires the submission of more than one of the assessments set out, a single composite statement can be submitted which covers all required information, provided that each requirement is set out in a different section and clearly indicated in a 'contents' page. This includes justification of why a statement may not be necessary.

Affordable Housing Statement

Any development proposing a net addition of 15 dwellings or more will be required to submit an affordable housing statement. The affordable housing statement 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 should be noted that the affordable housing thresholds will change once the Core Strategy and Development Management DPD is adopted and the thresholds within that document will take precedence over the current 15 dwelling criteria. Any application that is submitted following adoption of that DPD should therefore refer to that document for further guidance.

A statement will also be required where a development falls just below the current affordable housing threshold of 15 dwellings, which explains why the development site cannot accommodate the level of dwellings required to trigger the affordable housing threshold.

It will not be necessary to include an affordable housing statement 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.

Air Quality Assessment

Any application proposing development within an Air Quality Management Area (AQMA) will require an air quality assessment. Please see the attached website link showing the Air Quality Management Area in the Borough. [Click here to view the Air Quality Management Area](#)

Any application proposing development of 10 or more dwellings, 1,000sqm or over of gross floor area or on sites of 1ha or greater will also be required to submit an air quality assessment.

The assessment should be compliant with air quality objectives detailed within the Air Quality (England)(Wales)(Amendment) Regulations 2002.

Any assessment should be carried out by a suitably qualified environmental scientist.

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.

Biodiversity Survey and Report

A biodiversity survey and report will be required for any application where the site is located within or abuts a local, county, national or internationally designated site, or where it is reasonably likely that either protected species or habitats are present within or adjacent to an application site. Whether a proposed application is within or abuts a local, national or international site can be checked on the Natural England web-page 'Nature on the Map' available at:

<http://www.natureonthemap.org.uk/map.aspx?map=nreserves>

The Surrey Heath Local Plan proposals maps can be viewed to check whether an application is within or adjacent to county wildlife site (SNCI), available at <http://www.surreyheath.gov.uk/planning/PlanningPolicyandConservation/localplan2000.htm>

Advice on whether a protected species is likely within a given site, and advice on the type of information to include in an assessment can be found in the publication '*Validation of Planning Applications : Pilot Draft June 2007*' on the web-site of the Association of Local Government Ecologists, specifically table 1 in Annexe A. This document is available at: - <http://www.alge.org.uk/publications/index.php>

A statement setting out mitigation measures to address the impact of the proposal on the Thames Basin Heaths SPA will also be required where applicable.

The survey or report could either be in the form of an ecological or species only survey, depending on site conditions. Advice on these matters can be found in '*Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*' which is available at: <http://www.communities.gov.uk/publications/planningandbuilding/planningbiodiversity>

This excludes applications for change of use where no operational development is proposed. Also 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.

Economic Statement

An economic statement will be required with an application that proposes 1,000sqm of gross floor area or more, unless the floor area is for residential use. This will include change of use applications where the total gross floor area is 1,000sqm or more.

An economic statement should include the following: -

- Any regeneration benefits from the proposed development including details of any new jobs that may be created or supported
- Relative gross floorspace totals for each proposed use (where known)
- Any community benefits
- Reference to any regeneration strategies that lie behind or are supported by the proposal

Reserved matters applications will be excluded 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.

Environmental Statement

An environmental statement will be required for any application which meets the thresholds set by either Schedule I or Schedule II of the Town & Country Planning (Environmental Impact Assessment) Regulations 1999. Please see: <http://www.opsi.gov.uk/SI/si2006/20063295.htm>

If an applicant is unsure whether their proposed development either meets or exceeds the thresholds, they should refer to Annex A of Circular 02/99: *Environmental Impact Assessment* available at: <http://www.communities.gov.uk/documents/planningandbuilding/pdf/155958>

Reserved matters applications will be excluded only 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

Town Centre Uses – Evidence to Accompany Applications

A town centre use is defined by paragraph 1.8 of Planning Policy Statement 6: Planning for Town Centres (PPS6) as

- Retail (including warehouse clubs and factory outlet centres);
- Leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls);
- Offices, both commercial and those of public bodies; and
- Arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities).

A copy of PPS6 can be found at:

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147399>

If an application is submitted for such a use within or on the edge of Camberley Town Centre as defined in the Surrey Heath Local Plan 2000 or whichever development plan is in force at the time, and is 1,000sqm or over in floor area, then an assessment based on the criteria set out in paragraph 3.4 of PPS6 will be required.

If an application is submitted for a town centre use which is outside Camberley Town Centre as defined in the Surrey Heath Borough Local Plan 2000 or whichever development plan is in force at the time, and proposes 500sqm or over of floor area, then an assessment based on the criteria set out in paragraph 3.4 of PPS6 will be required.

This will include change of use applications of existing buildings or land with the same gross floor area as the above thresholds.

Reserved matters applications will be excluded 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.

Flood Risk Assessment

Any application which proposes development within flood zones 2 or 3 or is over 1ha in area and within flood zone 1 or is located in an area of medium or high probability of flood risk from other sources of flooding as set out in the Council's Strategic Flood Risk Assessment (SFRA) will require a flood risk assessment. The flood risk assessment should include a consideration of the sequential test or approach as outlined in Planning Policy Statement 25: Development and Flood Risk, a copy of which can be found at: -

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement25>

A flood risk assessment should identify the risk from all sources of flooding both to and from a development and demonstrate how these will be managed taking climate change into account. The flood risk assessment should also identify opportunities to reduce the probability and consequences of flooding and include the design of any surface water management systems including SUDS. The requirement for safe access to and from the site in areas at risk of flooding should also be addressed.

The Environment Agency has produced standing advice on flood risk and Flood Risk Assessments, which is available at: <http://www.pipernetworking.com/floodrisk/fra1.html>

This will include change of use applications where operational development is proposed.

Reserved matters applications will be excluded 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.

Foul Sewage and Utilities Assessment

Any application proposing 10 or more dwellings or residential development on sites of 0.5ha or greater or propose 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 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:

- 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.

Guidance on what should be included in a non-main drains assessment can be found in Circular 03/99 available at:

<http://www.communities.gov.uk/publications/planningandbuilding/circularplanningrequirement>

A utilities assessment (services such as gas, electricity, water, waste water/drainage and telecommunications) will also be required for proposals which trigger the thresholds for the foul sewage assessment. 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
- Where development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

This will include change of use applications for existing buildings or land that meet the above criteria and where connections to the existing foul sewer will be altered. Reserved matters applications will be excluded 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.

Proposals for development on Yorktown Business Park and along the London Road (A30) between the Meadows roundabout and Frimley Road must pay particular regard to the potential impact of any landscaping scheme on utilities. Applicants should consult the Yorktown Landscape Strategy Supplementary Planning Document (April 2008) which proposes a series of tree lined avenues in this area. It is the responsibility of the developer, at the time of submitting the planning application, to demonstrate to the local planning authority that the landscaping scheme will not disrupt the utilities. The applicant is expected to make the necessary consultations with the utility companies and to propose any mitigation measures as appropriate. This could include, for example, the installation of a tree root barrier. Applications should be accompanied by plans showing the location of the utilities where appropriate.

Heritage Statement

Any application proposing development affecting county sites of archaeological importance or an area of high archaeological potential as defined under the Surrey Heath Borough Local Plan 2000 (www.surreyheath.gov.uk/planning/PlanningPolicyandConservation/localplan2000.htm) or whichever development plan is in force at the time will require the submission of a heritage statement. This includes outline applications and change of use applications where operational development is also proposed.

The Heritage Statement should contain the results of an assessment of existing archaeological information and follow the advice contained within paragraphs 18-26 of Section B of Planning Policy Guidance Note 16: *Planning and Archaeology*, a copy of which is available at:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance9>

Areas of high archaeological potential are shown on the Surrey Heath Local Plan 2000 proposals map, which is available at:

<http://www.surreyheath.gov.uk/planning/PlanningPolicyandConservation/localplan2000.htm>

Reserved matters applications will be excluded 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.

A Heritage Statement will be required, where listed building consent is also being applied for. The statement should include: -

- A justification for the works including a history of the building 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.

Where consent is requested for substantial alterations to a listed timber framed building, the following information additional to the above 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
- Description of the method of repair(s) (can be included within the Schedule of Works, but should also be accompanied by large scale plans to illustrate the repairs)

Where consent is requested for the conversion of a listed timber framed building, the following will also be required in addition to the heritage statement: -

- Details of external joinery; and
- Details of insulation; and
- Construction or alteration of eaves; 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.

Further advice is set out within Planning Policy Guidance Note 15: *Planning and the Historic Environment* available at:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance8>

To check whether an archaeological or historic interest feature is located near a proposal site, a database is available at: <http://www.exploringsurreyspast.org.uk> by simply searching by postcode.

To check whether a property or structure is listed, details are contained within a list available on the Council's web-site at:

<http://www.surreyheath.gov.uk/planning/HistoricEnvironment/ListedBuildings.htm>

It should be noted that the list contains both locally and statutorily listed buildings.

For complex or large land holdings (e.g. former MOD sites, large land holdings, farms or estates) which include a heritage asset, a conservation management plan will be required. Details of information to be included within such a plan can be found at: -

<http://www.hlf.org.uk/English/PublicationsAndInfo/AccessingPublications/GuidanceNotes.htm>

Finally a statement will be required where conservation area consent is also being applied for including change of use applications where operational development is proposed. The statement should include: -

- An assessment of the impact of the development on the character and appearance of the area

- An analysis of the character and appearance of the building/structure
- Principles of and justification for proposed demolition

To check whether a site is within a conservation area, details can be found on the Surrey Heath Local Plan 2000 proposals map available at:

<http://www.surreyheath.gov.uk/planning/PlanningPolicyandConservation/localplan2000.htm>

Land Contamination Assessment

Any application proposing development on sites where contaminated land is suspected, or where a sensitive use is proposed will require a land contamination assessment potentially including an assessment of risks to human health and controlled waters. This will include change of use applications where operational development is proposed. Guidance on when a land contamination assessment may be required and the level of detail expected in such an assessment is contained in paragraphs 23 and 24 of Planning Policy Statement 23: *Planning and Pollution Control* available at:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement23>

and paragraphs 2.42-2.45 of Annex 2 of Planning Policy Statement 23 available at: <http://www.communities.gov.uk/publications/planningandbuilding/pps23annex2>

Reserved matters applications will be excluded 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.

Noise Impact Assessment

Any application proposing residential development or a sensitive use as described by Planning Policy Guidance Note 24: *Planning & Noise* adjacent to a noise generating use such as industrial estates, major highways or rail lines will require a noise impact assessment. Any assessment should have regard to the advice set out in Annexes 1 and 3 of PPG24, a copy of which can be found at: -

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/156558>

Similarly any application proposing a potentially noise generating use which would be sited adjacent to a residential area or sensitive use will require a noise impact assessment.

This includes change of use applications.

Any assessment should be undertaken by a suitably qualified acoustician.

Reserved matters applications will be excluded 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.

Parking Provision

Any application including a change of use will require an existing (where applicable) 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 re-location 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.

Planning Statement

A Planning Statement will be required for all applications including change of use. The statement shall set out the context and justification for the development in relation to national, regional and local policy.

(Additional information is available at:

www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolycystatements/planningpolycystatements/planningpolycystatementdeliverin/

(PPS1 Delivering Sustainable Development)

www.communities.gov.uk/publications/planningandbuilding/ppscclimatechange (Planning and Climate Change)

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.

Statement of Community Involvement (SCI)

As per the Council's adopted Statement of Community Involvement (SCI) the Council will request a statement on how the public were consulted on the proposed application prior to its formal submission if it meets the thresholds set out in the Council's adopted SCI. Such a statement should include:

- 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.

It should be noted that the Council can only request that a statement be submitted where it meets thresholds set out in the adopted SCI, not require it.

A guidance leaflet titled 'Community Involvement in major large scale planning applications' is available on the Council's web-site at:

<http://www.surreyheath.gov.uk/planning/AdviceForms/Useful.htm>

The Council has also produced a leaflet with regard to consulting the public on major schemes within Camberley Town centre which is available on request.

Structural Survey

A structural survey will be required with any application that proposes the conversion of a building located in a rural area (excluding conversion of an existing dwelling to other uses) and will also be required where listed building consent is sought and the proposed works would significantly affect the historic fabric of the building.

(Additional information available at: <http://www.rics.org/> (Royal Institute of Chartered Surveyors)

Telecommunication Development – Supplementary Information

Any application proposing the installation of telecommunication equipment should include: -

- An area of search
- Details of any consultation undertaken
- Details of proposed structure

- Technical justification and information about the proposed development including the appraisal of alternative sites and mast sharing
- A signed declaration that the equipment has been designed in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionising Radiation Protection (ICNIRP)

(Additional information available at

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance4>

(Planning Policy Guidance Note 8)

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147776>

(Code of Practice on Mobile Phone Network Development)

Transport Assessment

A transport statement will be required with any application which proposes between 50-80 residential units. A transport assessment will be required with any application which exceeds 80 residential units.

Advice on how to prepare a transport statement or transport assessment can be found at:

<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

Reserved matters applications will be excluded 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.

Travel Plan

A travel plan will be required with any application which exceeds the thresholds as given by advice contained within pages 7-9 of the Surrey County Council publication '*Travel Plans Good Practice Guide*' available at:

<http://www.surreycc.gov.uk/sccwebsite/sccwspublications.nsf/docidLookupFileResourcesByUNID/docid80850B31C9F93EA180257339005DC09E?openDocument>

A travel plan will also be required for proposals which extend an existing development or site above the thresholds given in the above publication.

Reserved matters applications will be excluded 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.

Tree Survey/Arboricultural Implications

A tree survey carried out to British Standard BS5837 'Trees in relation to construction – Recommendations' will be required for all applications where trees covered by a Tree Preservation Order (TPO) and trees of girth 75mm or greater (as measured 1.5m from its base) are sited within a falling distance of the proposed development. This includes change of use applications proposing operational development.

All major development proposals will also require an arboricultural method statement in line with British Standard 'BS5837'.

Any survey should be carried out by a suitably qualified arboriculturalist.

Reserved matters applications will be excluded 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.