



**VALIDATION OF PLANNING APPLICATIONS SUBMITTED
TO THE LOCAL PLANNING AUTHORITY**

JULY 2020

1. **INTRODUCTION**

1.1 The Town and Country Planning Development Management Procedure Order 2015 (as amended) requires local planning authorities to publish a list of local information requirements in respect of the submission of planning applications. This document sets out the information required by Runnymede Borough Council to validate a variety of application submissions and includes sections detailing the national mandatory requirements and the local list requirements. It seeks to provide guidance to all applicants and thus provides a degree of certainty and clarity as to the level of information required to make a valid application.

1.2 The NPPF 2019 states in paragraph 44 that “local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions.....Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question”. In addition to being specified on an up-to-date local list published on the local planning authority’s website, information requested with a particular planning application must be:

- reasonable having regard, in particular, to the nature and scale of the proposed development; and
- about a matter which it is reasonable to think will be a material consideration in the determination of the application.

These statutory tests are set out in section 62 (4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015. Further Government guidance on the information that is required to validate a planning application can be found on the National Planning Practice Guidance at [National Validation Requirements](#)

1.3 The previous published version of this document was dated November 2017. This July 2020 document will be used in the validation of planning applications from July 2020 and will be subject to consultation. The document will be amended if required following the receipt of any consultation responses. The document is to be reviewed on a two-yearly basis (at least) and therefore the next review date will be May 2022 if not before.

1.4 Runnymede Borough Council offer pre application advice. The service has recently been updated, further information can be found [here](#). Applicants who have questions about the use of personal data pursuant to the Data Protection Act 2018 may wish to discuss them with the local planning authority.

1.5 **Summaries of Planning Applications/Cover letters/Supporting Planning Statement**

Where planning applications comprise a series of supporting documents, in particular for major schemes, applicants are requested to provide a summary of the development and the submission contents in a supporting covering letter, including a schedule of drawings and documents. The principal aim of a written summary is to introduce the scheme to parties who are not familiar with the details of the proposed development. If a development is already subject to EIA the non-technical summary of the resulting Environmental Statement is likely to provide most of the necessary information. If any substantial changes are made to supporting documents during the determination period, the summary should be updated to reflect these changes.

1.6 For major applications, it is recommended a planning statement should be submitted and should identify the context and need for a proposed development and includes an assessment of how the proposed development accords with policies in national planning guidance, the development plan, Supplementary Planning Documents (SPDs) or Interim Advice Notes (IANs) published by the Council and other relevant documentation and material planning considerations. Such statements should cross-reference the additional, often more technical, supporting documents and can assist planning officers in understanding the overall planning considerations of the development and the applicant’s reasons underpinning the application as submitted.

NATIONAL AND LOCAL REQUIREMENTS

Different types and scale of application will require different levels of information and supporting documentation to be submitted. The list will apply in all cases, and sets out mandatory requirements for applications. Plans submitted shall include details of the scale of the plan and include a scaling bar and/or annotated measurement to enable electronic scaling of the plans.

1. **The Completed Application Form**

An application shall be made in writing (paper or electronic application) to the Council on a form published by the Secretary of State. In order to speed up the validation process, it is the Council's preference that planning applications be made electronically including supporting documents. The forms for Runnymede are available on the Planning Portal or from the Council's website. No copies are required if the application is submitted electronically. You must answer all of the questions on the application form. If a paper application is the only option for an applicant, only 1 copy of the completed standard application form is required to be submitted. Full applications for residential schemes, will be required to specify the number of dwellings proposed in the description of development and generic 'residential development' descriptions will not be accepted.

2. **The Correct Fee** (where one is necessary)

Must be submitted with your application otherwise it will remain invalid until payment is received. Payments can be made through the Council's website – select the Pay for it link; or by BACS; or if submitting via the Planning Portal, on their website. The Planning Portal website and the Government website National Planning Practice Guidance have further information about the national fee schedule.

3. **Ownership and Agricultural Holdings Certificates, and Part 1 Notice**

All applications for planning permission must include the appropriate completed certificate of ownership which will be included on all relevant forms. A notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate.

4. **The Location Plan**

An application must be accompanied by a location plan which identifies the land to which it relates. This plan must be based on an up-to-date map, typically at a scale of 1:1250 or 1:2500. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. Location and block plans can be purchased via the website www.planningportal.gov.uk

The application site must be edged clearly with a **red** line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A **blue** line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

5. **Site/Block Plan**

This should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of north;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written external dimensions showing the maximum width, depth, height (to ridge and eaves) and distance to boundaries.

In addition, the following information should also be shown unless these would **not** influence or be affected by the proposed development:

- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) All public rights of way crossing or adjoining the site;

- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) The extent and type of any hard surfacing; and
- g) Boundary treatment including walls or fencing where this is proposed.

6. **Design and Access Statement**

A Design and Access Statement (DAS) must accompany applications where:

- a) The proposed development is major development;
- b) Where any part of the development is in a designated area (e.g. Conservation Area) and the proposed development consists of:
 - i) The provision of one or more dwellinghouses; or
 - ii) 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;
- c) The application is for listed building consent

Further information regarding the content of DAS is available on the Planning Portal Website under “Design and Access Statements” and in the Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended), and also the Government’s National Planning Practice Guidance.

7. **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (SI No.571, 2017) require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable the LPA to give proper consideration to the likely environmental effects of a proposed development. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. Where EIA is required, it should be noted that the Regulations now require a submitted Environmental Statement to be based upon the most recent EIA Scoping Opinion as may have been issued (assuming no material change to the development considered in that Opinion) and be produced by competent experts. Where there have been material changes to the development since the Scoping stage, these changes should be clearly highlighted.

Environmental Statements should be submitted with a clearly stated weblink or CD/DVD for onward submission by the LPA to the Secretary of State in accordance with the Regulations.

8. **Habitat Regulations Assessment**

The Conservation of Habitats and Species Regulations 2017 (the Habitats Regulations) require that an Appropriate Assessment be carried out for relevant applications to determine whether the scheme would affect the integrity of a relevant protected habitat. A relevant application should therefore be supported by a Habitat Regulations Assessment (HRA).

9. **Statement of Community Engagement**

In accordance with the requirements of the Localism Act or for other significant applications, applicants are encouraged to undertake pre-application engagement with the local community in respect of their emerging proposals which can be beneficial to both parties. Where community engagement has taken place a statement outlining the process, responses and how proposals may have changed in response to the comments received should be outlined.

Other than for certain specified wind turbine developments, pre-application consultation is not mandatory. However, it is considered crucial for developers to engage at an early stage, helping to bring communities on with them as plans progress, in particular for major developments. The NPPF ⁸⁷ states that early engagement has significant potential to improve the effectiveness of the planning

application systems for all parties. The Council encourages applicants for large major schemes to enter into a Planning Performance Agreement. Pre-application engagement with Neighbourhood Forums within the Borough is strongly recommended (currently Thorpe, Virginia Water, Englefield Green).

LOCAL INFORMATION REQUIREMENTS

Under national legislation, Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure)(England) Order 2015 (SI 2015 No. 595) states that an application for planning permission should be accompanied by “any other plans, drawings and information necessary to describe the development which is the subject of the application.” These requirements are not specified in the mandatory national validation list and it is for Local Planning Authorities to determine the information requirements for applications.

The Council has therefore prepared the following list of minimum requirements which may be required to be submitted with an application depending on the scale and complexity of that application. It is important to note that not all of the local information will be required in every case. The information specified in the local list does not preclude any applicant from submitting additional information, even if it is not on the list, if the applicant considers that it would assist the explanation and understanding for their application. Applicants are also requested to ensure that the submitted ‘suite’ of supporting documents cross-reference one another where applicable – for example transport statements with air quality, or land level information with arboricultural impact assessments to ensure consistency for the assessment process and in any conclusions that need to be drawn by Officers and consultees.

All plans should be drawn to an identified standard metric scale and given a title and or drawing number. As the Council has moved to an electronic planning system, plans should be submitted in pdf format with a scale bar. To assist applicants and customers, dimensions of extensions and new buildings, and distances to relevant boundaries, should be clearly marked on the plan. A schedule of submitted drawing references and titles should also be provided.

10. **Plans/Elevations/Floorspace**

10.2 **Existing and Proposed floor plans**

These should be drawn to a scale of 1:50 or 1:100, including written dimensions, and should explain the proposal in detail. For major development, plans should be accompanied by a schedule of gross internal floor areas for each dwelling or house-type. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.

10.2 **Existing and Proposed Elevations**

These should be drawn to a scale of 1:50 to 1:100, including written dimensions, and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included if only to show that this is in fact the case.

10.3 **Roof plans**

Plans drawn at a scale of 1:50 or 1:100 showing the shape of the roof and is typically shown on the block/site plan.

10.4 **Street scene**

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, showing the site in relation to adjoining buildings and detailing the positions of the openings on each property. A street scene elevation should be submitted to show the development in context, having regard to the scale of the development proposed. The extent of street scene coverage can be discussed with Council officers through pre-application engagement, but for major developments this should also be considered alongside site-wide cross section drawings. Householder applications also need to include street scene elevations, to include attached dwellings, particularly for side extensions, roof alterations, and 88
dormer windows.

10.5 **Community Infrastructure Levy (CIL) – Floorspace figures**

The Council intends to adopt a Runnymede CIL which will require certain specified types of development to pay towards community infrastructure as set out in the CIL Charging Schedule as listed on the Council website. This will be a statutory requirement pursuant to CIL Regulations 2010 (as amended). Liable developments and associated planning applications must therefore specify the gross internal floorspace of buildings and those to be demolished or retained (in full or in part). Applications will need to be accompanied by an Additional CIL Information form and the template and further information will be provided on the Council website later this year.

11. **Existing Topographical Survey and Existing and proposed levels**

11.1 A topographical survey of the existing site is required to be submitted where the existing ground levels are proposed to be altered or the site is sloping and/or has variations in ground levels. This plan should be to a scale appropriate to the size of the site and enabling all information on the plan to be clearly read. The plan should show all levels in relation to a fixed datum point off the site and also include the positions of all trees on site (if any) to allow for a true representation of all trees in relation to existing levels. If a Sustainable Drainage Statement is to be submitted, this should contain or should refer to an existing topographical survey.

11.2 **Proposed site levels and finished floor levels**

A site plan (1:200 or 1:500 scale) should also be provided to show the proposed site levels and finished floor levels, again in relation to a fixed datum point off site. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. The existing and proposed levels should also be taken into account when drawing any street scene plans and showing the relationship between the proposed development and adjoining buildings. Where extensive areas of cut and fill of land levels are proposed the submission of coloured Isopachyte plans showing the respective volumes of cut and fill (m³) across the application site will be beneficial.

These plans should include the provision for no-dig construction if any is used. For example; if a no-dig construction method is being used, such as pile and beam foundation, any finished levels should include this. No-dig is above ground level construction and therefore it could have an impact on the finished levels of the proposed. i.e. 250-600mm extra in height.

11.3 **Existing and proposed cross sections through building and/or site**

Plans drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s) should be submitted. In all cases where a proposal involves a change in ground levels or provision of a basement, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Plans showing existing and proposed levels will be required where land is being restored and/or the landform is being altered. Major developments should provide site-wide cross sections, showing the relationship with land-form, boundaries, vegetation and buildings on a North-South and East-West plane. Pre-application discussions can agree the extent and orientation of these sections, with appropriate street scene elevations and may be at scales greater than 1:100 to indicate relative development scale without detailed elevational treatment.

For householder development, in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified and you may therefore need to provide cross sections.

12. **Green Belt applications**

12.1 **Extensions to buildings and replacement and new buildings**

For applications in the Green Belt for extensions to buildings, for replacement and new buildings, existing and proposed cross-sections at a scale of 1:50/1:100 indicating the extent of the roofspace above 1.5 metres in height. Existing and proposed floorspace figures. Details of the date of construction

and metric dimensions of existing 'original' buildings (including out-buildings) should also be supplied wherever possible to assist the Council in assessing the extent of material enlargement (where applicable) of existing buildings associated with such proposals. Note that any buildings extended prior to 1st July 1948 are deemed 'original'. Applicants are directed to Policy EE14 of the Runnymede 2030 Local Plan for further information requirements and any forthcoming associated Supplementary Planning Document.

12.2 **Infilling and Redevelopment in the Green Belt**

Applications should be accompanied by a Green Belt statement which describes the extent of the existing and proposed footprint and floorspace of buildings and hardstanding, and landscape features, and applicants are directed to Policy EE17 of the Runnymede 2030 Local Plan for further information requirements.

12.3 **Other developments in the Green Belt**

Applications should provide information to demonstrate compliance with the relevant policies in the Runnymede 2030 Local Plan.

13. **Prior Approval applications for changes of use of buildings and for larger home extensions**

The Government introduced new classes of development that do not require planning permission but require the applicant to notify the Local Planning Authority to determine whether prior approval is required. There are a range of classes of permitted development involving the prior approval procedure and the requirements can vary, as set out in the Town and Country Planning (General Permitted Development)(England)Order 2015 (as amended). In terms of plans for larger home extensions, the Government only requires a written description of the development and a plan indicating the site and showing the proposed development. However, it would be more helpful to neighbouring residents if a more detailed block plan is submitted and at least sketch elevations.

In respect of prior approval notifications for changes of use, the Order prescribes the matters for consideration by the Local Planning Authority in each case, and therefore the appropriate plans and evidential technical information should be submitted. E.g. noise assessments, flood risk assessment, structural reports and contamination reports.

14. **Planning Obligations (SANGS/Infrastructure Tariff/Affordable Housing)**

14.1 Planning obligations (under s.106 of the Town and Country Planning Act, as amended) assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning obligations may only constitute a reason for granting planning permission if they meet the tests that they are necessary to make the development acceptable in planning terms. They must be:

- necessary to make the development acceptable in planning terms;
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

These tests are set out as statutory tests in regulation 122 (as amended by the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019) and as policy tests in the National Planning Policy Framework. These tests apply whether or not there is a levy charging schedule for the area. The 2019 amendments to the regulations removed the previous restriction on pooling more than 5 planning obligations towards a single piece of infrastructure. This means that, subject to meeting the 3 tests set out in CIL regulation 122, charging authorities can use funds from both the levy and section 106 planning obligations to pay for the same piece of infrastructure regardless of how many planning obligations have already contributed towards an item of infrastructure.

Pre-application discussions should be able to identify likely planning obligations on a site by site basis. With regard to affordable housing provision, such obligations can only be permitted on major developments (10 or more dwellings or above 0.5ha site area). Applicants are referred to the Infrastructure Delivery and Prioritisation SPD which specifies liability for major developments within the Borough on a tariff basis. In some instances a s106 Unilateral Undertaking may be accepted and a template is provided on the Council website [insert link]. Otherwise, applications may be submitted with draft Heads of Terms set out to support onward negotiation and formal agreement.

14.2 **Thames Basin Heaths SPA**

For sites falling within 400m – 5km of the Thames Basin Heaths Special Protection Area (TBHSPA), the Council in association with Natural England has adopted Interim Advice which requires Suitable Alternative Natural Green Spaces (SANGS) to be provided funded by contributions from applicants per net additional dwelling and a financial contribution to the Strategic Access Management and Monitoring Project (SAMM). The Council's Interim Advice Note is available on the [planning pages](#) of the Council's website. A completed Unilateral Undertaking which provides for SANGS and SAMM will be required prior to the validation of the application and a template is available on the Council's website. In the alternative, if an applicant chooses to provide a bespoke alternative green space provision, this will need to be secured by way of a bespoke section 106 agreement.

Applications requiring a bespoke s106 agreement will be required to submit (with any such application) an agreed final draft S106 Agreement detailing the obligations, which will be capable of being completed prior to a decision on application being made within statutory time period. *Applicants should clarify the mitigation/avoidance required for a proposed development as part of pre-application discussions to avoid delays in dealing with any application requiring such obligations.*

For residential schemes of 50 new dwellings and above, located between 5km and 7km from the SPA and Appropriate Assessment may be required to determine likely impact and requirements for mitigation, and the appropriate mitigation secured in accordance with the above requirements.

15. **Affordable Housing Statement**

For applications where affordable housing is required, applications will need to be accompanied by either draft Heads of Terms set out within the supporting Planning Statement or where possible, an agreed final draft S106 agreement to secure the affordable housing. The agreement will need to detail the number, type and tenure mix of the affordable housing, including a nominations agreement if relevant.

The affordable housing requirements are set out in the Runnymede Local Plan 2030 (policy SL20) and NPPF 2019 and applies to developments of 10 or more (net) additional units. Applicants should clarify the affordable housing requirement for a proposed development as part of pre-application discussions to avoid delays in dealing with any application.

The Council will have regard to scheme viability and where viability evidence demonstrates that the full amount of affordable housing cannot be delivered the Council will take a negotiated approach to the final percentage of affordable housing and the type and tenure mix. The Council will also apply Vacant Building Credit to establish the quantum of affordable housing where applicable and having regard to advice contained in the National Planning Practice Guidance (NPPG).

16. **Viability Assessment Statement**

Where applicants seek to challenge the Council's requirement for certain infrastructure or other Planning Obligations intended to be secured through s.106 Agreement, they will normally be requested to supply a viability assessment produced by a suitably qualified expert. The developer will also be expected to confirm agreement to pay all of the reasonable fees associated with the Council's procurement of an independent viability review of evidence submitted by the applicants.

17. **Flood Risk Assessment**

A Flood Risk Assessment (FRA) will be required for new developments in Flood Zones 2 and 3, and for development proposals on sites of 1 hectare or greater in Flood Zone 1 or otherwise if located on land surrounded by higher risk flood zones (known as a dry island). The zones are shown on maps available from the Environment Agency. The FRA must be proportionate to the scale of development proposed and level of flood risk, based on up to date information supplied by the Environment Agency (see EA Standing Advice at <http://www.environment-agency.gov.uk/research/planning/82584.aspx>) and the Council's Strategic Flood Risk Assessment (SFRA) which was published in April 2018 and is available for viewing on the Council's website and having regard to the advice in the NPPG.

The FRA should:

1. identify all the risks from all forms of flooding;
2. demonstrate how these flood risks will be managed, taking climate change into account and details of flood resilience measures for the lifetime of the development;
3. include the design of surface water management systems including Sustainable Urban Drainage Systems (SUDS) (or appropriate alternative approaches in cases of high ground water levels or clay soils that do not allow free drainage); and
4. address the requirement for safe access to and from developments in areas at risk of flooding.

In accordance with the NPPF and the guidance in the National Planning Practice Guidance, for applications in Flood Zones 2, 3a and 3b information relating to the Sequential Test and Exception Test should also be provided in line with the EA advice. The Functional Flood Plain Zone is defined in the Council's SFRA and is available for viewing on the Council's mapping pages.

For applications for residential extensions, and non-residential extensions under 250m² in Flood Zones 2 and 3, the Council has provided a FRA template that can be submitted for the above proposals. Development must show floor levels set 300mm above 1 in 100 flood event or to match existing floor levels with a flood resilience design. The relevant template can be found [here](#).

For developments in Egham and Chertsey Town Centres in Flood Zone 1, reference in the FRA must be made to the safe escape route identified in the Council's SFRA, including the provision of a map showing the safe escape route. In addition details should also be given as to how developers intend to inform all proposed and future occupiers of the development of the safe escape route, including a map and other relevant publicly available information e.g. how to register with the advanced flood warning system provided by the Environment Agency. Further information can be found on the Flood Information Service page of the Government's Website.

18. **Sustainable Urban Drainage Statement (SUDS)**

Flood risk can also be derived from surface water even where there is no fluvial flooding risk. The Written Ministerial Statement (WMS) dated 18 December 2014 prescribed that surface water drainage is to be a material planning consideration for major developments, coming into effect on 6 April 2015 and this remains in force. The Town and Country Planning (Development Management Procedure) Order 2015 requires all major development planning applications to be the subject of consultation with the Lead Local Flood Authority (Surrey County Council). As such, applicants for major development are required to submit a Sustainable Drainage Statement.

The Government expects that development will incorporate Sustainable Urban Drainage Systems (SUDS). The County and District councils in Surrey have worked collaboratively to produce a guidance document to assist developers, with a proforma which developers can use to summarise their sustainable drainage strategy through the use of SUDS. [Flood Risk and Sustainable Drainage Template](#)

Given the significant flood risk that Runnymede experiences, it is also recommended that applicants for new development that does not comprise major development (with the exception of changes of use and householder development) also submit a Sustainable Drainage Statement.

19. **Green and Blue Infrastructure (GBI) - Checklist**

The Council will use the GBI Planning Checklist as set out in a Green and Blue Infrastructure SPD that is anticipated to be adopted later in 2020. It will be necessary for applicants of all types of developments, in particular major schemes but also including minor and householder developments, to review the GBI aspects of development proposals submitted at the pre-application and planning application stages against the guidance set out in this SPD which will be accessible on the Council website. For householder development, a proportionate approach will be taken.

20. **Transport Assessment/Transport Statement**

- 20.1 Information should include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Such information should describe and analyse existing ⁹²

transport conditions, how the development would impact upon those conditions and any measures proposed to mitigate impacts to an acceptable level, in particular with regard to highway safety. It is important that such transport assessments are able to demonstrate avoidance of 'severe' impacts on the highway network, as stipulated in the NPPF, as development may need to be refused in these circumstances.

Furthermore, such documents consider the connectivity of the development with regard to sustainable modes of transport (rail, bus, cycle and foot) and related enhancements that the development would be able to deliver. Transport Statements for major developments (or Travel Plans – see below) should seek to identify targeted traffic generation thresholds and tie sustainable transport mitigation measures to any exceedances that occur through survey and monitoring measures implemented in the early years of occupancy of the development. These measures can be secured through planning condition or section 106 planning obligations.

In advance of adoption of a Runnymede CIL, proposed developments may be liable to contribute towards priority strategic infrastructure, including works to the A320 and Junction 11 of the M25. Applicants should have regard to the Runnymede Infrastructure Delivery and Prioritisation SPD (draft February 2020) and engage in pre-application discussion with planning officers to confirm the tariffs that might be applied and to be secured through section 106 agreement. Other than allocated sites in the Runnymede Local Plan 2030, it is likely that, upon adoption of a Runnymede CIL, other developments will cease to be liable for tariff payments pursuant to the SPD.

Surrey County Highway Authority expects all residential estate roads to be designed in accordance with Manual for Streets and with further reference to Manual for Streets 2 (as applicable). Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. Further information is available in Department for [Transport Guidance Manual for Streets \(2007\)](#), MfS2 (2010), the [Surrey County Council Design Guide](#) and the [SCC Transport Development Planning Good Practice Guide \(2017\)](#).

20.2 **Construction Transport Management Plan**

Proposed major developments should be supported by Construction Transport Management Plans to show how the demolition/construction processes will be managed in relation to constructor parking, deliveries, cleaning of the highway etc. Further information can be sought from the County Highway Authority.

21. **Travel Plans**

The NPPF states that all developments giving rise to significant amounts of transport movement must be accompanied by a Travel Plan. The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives eg walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. Further advice is set out within National Planning Practice Guidance and the SCC Travel Plan Good Practice Guide (2018) and supporting templates.

22. **Biodiversity and Protected Species/Designated Sites**

22.1 **Phase 1 Habitat Survey and protected species**

Where a proposed development may have possible impacts on wildlife and biodiversity, in particular upon protected sites or protected species, information should be provided on existing biodiversity interests and an assessment of possible impacts, including any proposals for mitigating, management and compensating for such effects. Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Natural Environment and Rural Communities Act 2006, Conservation of Habitats and Species Regulations (2017)(the 'Habitats Regulations') and Protection of Badgers Act 1992 (as amended).

Where a proposed development, including householder applications, is likely to affect protected species, a Protected Species Survey and Assessment (Phase 1 Habitat Survey) should be submitted. This must record which species are present and their numbers, identify their distribution and use of the area, consider alternative designs or sitings, avoidance of effects, mitigation of impact, and any compensation for impacts that cannot be avoided, including

long term management. Such assessments will be required in all cases where protected species are known to be present, and will normally be required for sites where bats, owls, breeding birds, dormice, badgers, reptiles and amphibians may be present including:

- derelict land, allotments and railway land
- agricultural buildings
- buildings with weather boarding/hanging tiles and those pre-dating 1960, within 200m of woodland or water
- pre-1914 buildings within 400m of woodland or water, or those with gable ends/slate regardless of location
- structures such as bridges, tunnels, ice-houses, cellars, air raid shelters etc
- lighting proposals of churches and listed buildings or floodlighting of green spaces within 50m of woodland or water
- proposals affecting woodland, hedgerows or lines of trees
- works affecting trees older than 100 years, trees with cavities, trees with girth greater than 1m at chest height.
- Woodlands including veteran or ancient woodlands or those that include trees as described.
- Priority habitat inventory as identified by Natural England;
- proposals within 200m of rivers or other aquatic habitats

If there is potential for a protected species to be present in or near a site as identified by a Phase 1 survey, then a detailed site survey is required to be undertaken prior to the submission of the application with the results and proposed mitigation measures submitted with the application.

If a proposal is likely to affect any designated site (e.g. SSSI or SNCI) an Ecological Survey and Assessment will be required. This will record which habitats and features are present, avoidance of adverse effects, mitigation of unavoidable impacts and compensation. The designated sites relevant to Runnymede are Sites of Special Scientific Interest and Sites of Nature Conservation Importance as shown on the Runnymede Local Plan Proposals Map. Other important habitats such as fresh water ponds, ancient woodland and unimproved grassland should also be protected. *Applicants should also refer to Natural England's Standing Advice on protected species and ancient woodland when preparing applications as this also provides information on when a protected species survey may be required and the type of survey required.* Where relevant, all applications will be required to show how protected species and important habitats have been considered by applicants.

Applicants are also required to consider the impact of their proposal on any European Designation including Special Areas of Conservation (SACs), Special Protection Areas (SPAs) or Ramsar site either within or outside of the Borough. Applicants are required to consider any impacts of their development proposals on these sites and comply with the Habitats Regulations as incorporated into UK law. Regulations or any adopted local mitigation strategy.

Part of the Borough is covered by the London and South West Water Bodies Special Protection Area. In addition adjoining the western boundary of the Borough is the Thames Basin Heaths Special Protection Area (TBHSPA). Consideration should also be given by applicants to relevant wetland sources linked to any SPA. For proposal sites falling within 400m – 5km of the TBHSPA, please see section 4.1.1 of this document for further advice.

Detailed guidance on dealing with nature conservation and development is given in Association of Local Government Ecologists Local Requirements for Biodiversity: Validation Checklists June 2007. Natural England's Standing Advice on protected species is available at <https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications> and ancient woodland is available at <https://www.gov.uk/guidance/ancient-woodland-and-veteran-trees-protection-surveys-licences> For further advice regarding bats, please contact the Surrey Bat Group <http://surreybats.org.uk/home.htm> For further information relating to ecology and conservation of wildlife please contact Surrey Wildlife Trust www.surreywildlifetrust.org.uk

22.2 **Biodiversity enhancement/net gain**

All types of development are expected to enhance biodiversity and the Council will be publishing guidance in a Green and Blue Infrastructure Supplementary Planning Document. Applicants should refer to policies EE11 and EE12 of the Runnymede 2030 Local Plan. A proportionate biodiversity enhancement statement should be submitted with applications to demonstrate how enhancements will be achieved, including maintenance proposals. Applicants should ensure that any proposals in

statements should be reflected in site plans. The Government has published an Environment Bill which introduces biodiversity net gain. When this becomes statute, developments will need to demonstrate how this will be complied with and if necessary, the Council will provide additional guidance. It is possible that 10% net biodiversity gain will need to be demonstrated and a Biodiversity Net Gain Plan may need to be submitted.

23. **Trees within an application site (Tree Survey/Arboricultural Statement)**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), further information may be required. You will need to specify which trees are to be retained and the means of protecting these trees during construction works. This information should be prepared by a suitably qualified arboricultural consultant and must be in line with the British Standard BS5837:2012 - Trees in Relation to Design, Demolition and Construction.

For applications where trees might be affected, the application may need to be accompanied by the following information:

- tree survey including root protection areas (RPAs)
- tree retention/removal plan
- tree protection plan
- details of retained trees with RPA's on the proposed layout
- arboricultural impact assessment

Depending on the site you may also be required to submit some or all of the following:

- details of existing and proposed finished levels
- arboricultural method statement
- details for any proposed development activities and/or specialist engineering within RPAs
- a strategic hard and soft landscape design including species and locations of new planting

This information should be prepared by a person, who has through relevant education, training and experience, gained expertise in the field of trees in relation to construction

24. **Heritage: Conservation Areas/Listed Buildings – Heritage Statement**

In accordance with the NPPF, a description of the significance of any heritage asset affected and any contribution made by their setting is required to be provided. Heritage assets may be affected by direct physical change or by change in their setting. Being able to properly assess the nature, extent and importance of the significance of a heritage asset, and the contribution of its setting, is very important to understanding the potential impact and acceptability of development proposals. Understanding the significance of a heritage asset and its setting from an early stage in the design process can help to inform the development of proposals which avoid or minimise harm.

Applicants are expected to describe in their application the significance of any heritage assets affected, including any contribution made by their setting. In doing so, applicants should include analysis of the significance of the asset and its setting, and, where relevant, how this has informed the development of the proposals. The level of detail to be provided 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 Surrey [Historic Environmental Record](#) should be consulted. If demolition is proposed in a conservation area, a statement explaining the justification for the proposed demolition and its impact on the special character of the area will be required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. Appropriate marketing evidence will be required to demonstrate that a heritage asset has no viable use in the circumstances set out in paragraph 195b of the National Planning Policy Framework. Applicants are advised to discuss proposals with the Conservation Officer before any application is made. This can be done through the pre-application service.

Where works are proposed to a listed building, the statement should also include details of the

works proposed to the listed building(s), an analysis of the significance of the history, character and fabric of the building/structure, the justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings. A structural survey may also be required in some cases and foundation details if a new basement is being proposed.

Planning permission is required for demolition of buildings within a Conservation Area. Applicants proposing such demolition shall provide a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the conservation area may be required. For applications adjacent to a conservation area or listed building, an assessment of the impact of the development on the character and appearance of the area may be required. The setting of a heritage asset is defined in the Glossary of the National Planning Policy Framework.

Wherever possible, especially in minor and householder developments, the provision of relevant heritage statements can be incorporated within the Design and Access Statement, to avoid unnecessary duplication. However, major developments will normally be expected to provide a separate Heritage Statement and guidance in the preparation of these can be found at <https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>

25. **Heritage: Archaeology and Scheduled Monuments – Heritage Statement/Archaeological Assessment**

For sites in excess of 0.4ha and sites within Areas of High Archaeological Potential as defined in the Runnymede Local Plan 2030, an archaeological assessment will be required and where appropriate the results of site evaluation and mitigation strategy (where archaeological assets have been identified). Additional supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens. For sites affecting a Scheduled Monument (SM), full details of the proposed impact on the SM will be required to be provided, with regard to the advice notes issued by Historic England (see 4.9).

26. **Open Space Statement**

Open space, which includes all open space of public value, can take many forms, from formal sports pitches to open areas within a development, linear corridors and country parks. It can provide health and recreation benefits to people living and working nearby; have an ecological value and contribute to green infrastructure as well as being an important part of the landscape and setting of built development, and an important component in the achievement of sustainable development. The term 'open space' includes space falling within the definitions in the Town and Country Planning Act 1990.

Plans should show any areas of existing or proposed open space within or adjoining the application site. Any application proposing the loss of some or all of an open space area should be accompanied by a statement providing robust evidence that there is a proven surplus of provision, the benefit for the community of its loss outweighs the harm caused by its loss or that an alternative can be provided in line with policy SL25 of the Runnymede Local Plan 2030 and with regard to advice contained in the Council's Blue and Green Infrastructure SPD.

27. **Retail/Leisure/Office Impacts Assessments**

Where applications are proposed for retail, leisure and office development outside of Addlestone, Chertsey and Egham town centres as defined in the Runnymede 2030 Local Plan centre hierarchy, an impact assessment will be required where retail development exceeds 500 sqm and where other such developments would be over 2,500sqm. This should have regard to advice in the NPPF and include an assessment of:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the

scheme).

Regard should be had to Neighbourhood Plans where these are in force for the particular area as these may include alternative thresholds.

28. **Sequential Assessment for main town centre uses**

The NPPF states that local planning authorities must apply a sequential test to planning applications for main town centre uses which are neither in an existing centre nor in accordance with an up-to-date plan. Main town centre uses should be located in town centres, then in edge of centre locations; and only if suitable sites are not available (or expected to become available within a reasonable period) should out of centre sites be considered.

The sequential approach forms a key policy consideration. Applicants should provide sufficient information to enable a sequential test to be carried out by the Local Planning Authority. The applicant's information should consider:

- has the need for main town centre uses been assessed? The assessment should consider the current situation, recent up-take of land for main town centre uses, the supply of and demand for land for main town centre uses, forecast of future need and the type of land needed for main town centre uses;
- can the identified need for main town centre uses be accommodated on town centre sites? When identifying sites, the suitability, accessibility, availability and viability of the site should be considered, with particular regard to the nature of the need that is to be addressed;
- If the additional main town centre uses required cannot be accommodated on town centre sites, what are the next sequentially preferable sites that they can be accommodated on?

It is advised that alternative sites to be included in the sequential approach should be discussed and agreed with the LPA as part of pre-application discussions.

29. **Contaminated Land Assessment**

Planning applications will require a contaminated land report on sites in the following circumstances:

- sites which appear to be in a condition by reason of substances in, on or under the land that significant harm is being caused or there is a significant possibility of such harm being caused by the development process;
- sites where pollution of controlled waters is being or is likely to be caused; and
- where the proposed use would be particularly vulnerable

Reports should be prepared having regard to guidance contained in BS: 10175: Investigation of Contaminated Sites – Code of Practice (2011). Where contamination is known or suspected, the applicant should provide such information as is necessary to determine whether the proposed development can proceed and having regard to the wider environment. Reports should determine the existence or otherwise of contamination, its nature and the risks it may pose, and whether these can be satisfactorily reduced to an acceptable level by way of a suitable remediation scheme. Whilst final details of remediation may be secured by planning conditions, in some instances, subject to the nature and extent of contamination risk, details may be sought at the application stage to ensure that remediation can be achieved. Early dialogue with the Council's Contaminated Land Officer should be undertaken. Policy EE2 in the Runnymede 2030 Local Plan is relevant.

Applicants must ensure that regard is also had to the requirements of the Environmental Permitting (England and Wales) Regulations 2016 (as amended) and the separate approvals process therein.

30. **Renewable and Low Carbon Energy and Sustainable Design – Energy and Sustainability Statement**

The NPPF gives support to the promotion of renewable and low carbon energy in new developments. Climate change considerations are integral to the planning system, including the design of new development and having regard to national and local commitments to reducing carbon emissions.

Major development applications are required to submit an Energy and Sustainability Statement that shows how the energy hierarchy has been applied to the development, specifically:

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- (a) Be lean: use less energy
- (b) Be clean: supply energy efficiently
- (c) Be green: use renewable energy.

Developments of 1,000sq m of net additional floorspace will be expected to incorporate measures to deliver a minimum of 10% of the development's energy needs through renewable and/or low carbon technologies. Those of 10,000sqm – 50,000sq m should consider (and demonstrate evidence thereof) decentralised sources of energy. Schemes above this threshold will be expected to provide on-site new decentralized low carbon or renewable networks in excess of the minimum 10% standard. Energy Statements should set out an analysis of potential energy sources, an assessment of those which are or are not feasible and where applicable not viable.

In terms of sustainable design, applicants should address measures for supporting sustainable travel (eg. cycling), passive solar gain and cooling, sustainable construction techniques and materials, recycling measures, net gains in biodiversity (eg. green roofs), electric vehicle charging, water efficiency (of 110 litres per person per day or otherwise in line with Building Regulations) and also address accessibility as set out in policy SD8 of the Runnymede Local Plan 2030. A 'fabric first' approach will be supported in line with the energy hierarchy. Applicants must also have regard to the Council's Runnymede Design Guide SPD (currently in draft) which will further inform sustainable design considerations for developments within Runnymede. The use of BREEAM or similar tools to measure sustainable design quality will also be supported.

Minor development and householder applications will also need to demonstrate how energy and sustainable design considerations have been addressed having regard to policy SD8, including renewable energy. For householder applications, the information submitted should be proportionate to the proposed development.

31. **Noise Impact Assessment Report including Mitigation/Construction Environment Management Plan**

Applicants are advised to consider noise mitigation measures at the site layout planning stage, including internal habitable room layouts, and through appropriate design measures and material specifications. Where necessary, further measures may be sought through a Construction and Environment Management plan. Application proposals that result in or being subject to external noise impacts above the Lowest Observed Adverse Effect Level will be expected to implement measures to mitigate these impacts.

Applicants should be aware that it is not only the primary development/use that can require assessment, but in addition related plant such as air conditioning units, air source heat pumps, refrigeration/condenser units. Such developments must be supported by a Noise Impact Assessment carried out by a competent expert. Furthermore, under the 'agent of change' principle, as referenced in the NPPF, applicants must assess and mitigate the impact of a change to the external noise environment, notably upon existing properties, public open spaces and businesses (including community facilities). Advice should be sought from the Council's Environmental Health team for individual requirements for different development proposals.

Further guidance can be found at [BS 8233:2014– Guidance on sound insulation and noise reduction for buildings \(British Standards Institute 2014\)](#); In addition at the [NPPG Noise guidance](#) page.

32. **Air Quality Assessment**

There are two Air Quality Management Areas (AQMA) in the Borough. The M25 AQMA follows the M25 motorway in Runnymede (and as extended into the Vicarage Road area of Egham) and the Addlestone AQMA covers the High Street and Station Road areas. Application proposals within 70 metres of the AQMA, adjacent to the AQMA, or other proposals elsewhere that impact upon air quality or are potential pollutants, should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. Such measures may include (but not be limited to) consideration of site layouts to ensure sensitive development is not within areas of poorest air quality, place sensitive uses at higher storeys, revise internal arrangements to position non habitable rooms on polluted facades, avoid features e.g. balconies encouraging residents to spend significant

periods of time in polluted external environments and the provision of car free areas.

The agent of change principle, as noted above, is equally relevant to developments giving rise to air quality or other potential sources of nuisance (eg dust). Where necessary, further measures may be sought in a Construction and Environmental Management Plan.

Applicants are referred to the latest Council Air Quality Modelling Report (2018) at: <https://www.runnymede.gov.uk/article/15876/Air-Quality>

33 **Groundwater, Water Supply and Water Quality Assessment**

Assessment of water quality impacts, including groundwater, would ordinarily be considered for EIA development. For other schemes, the Council may require assessment of impacts upon water quality having regard to factors such as Environment Agency groundwater source protection zones (SPZs), the Thames River Basin Management Plan, the Water Environment Regulations (2017) and the requirements of the Water Framework Directive (as incorporated into UK law) and Habitat Regulations 2017 (as amended).

Such assessments should also, where appropriate, be cross-referenced with other supporting documents, including Design and Access Statements, Sustainable Drainage Strategies, Arboricultural Impact Assessments, Biodiversity Gain Plans, Contaminated Land Assessments and Water Quality assessments. The Council's Blue and Green Infrastructure SPD will provide further details of these requirements. Regard may also be had to the Council's Outline Water Cycle Study which formed part of the evidence base supporting the Runnymede Local Plan 2030. This can be found on the Council's website: <https://www.runnymede.gov.uk/article/15570/Infrastructure>

Where basements are proposed, a groundwater survey is required where there is a high water table and an assessment of the cumulative impact on ground water conditions should be included.

34 **Sunlight and Daylight Assessment**

This will be required for major applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space or for any application for development that may themselves be adversely affected by adjoining sites or where one part of the proposed development may be impacted upon by another part of the development. Where required, all submissions must include an overshadowing study, showing shadow diagrams at different times of day and throughout the year within the development and for neighbouring properties. Information provided should be based on best practice contained in the BRE standards. In certain circumstances, it may be helpful for minor and householder applications to provide this information.

35 **Utilities Framework**

For major schemes above 50 dwellings, applicants should identify the existing infrastructure and identify where an increase in capacity is required and what measures these will involve. The applicant should demonstrate they have contacted the relative utility providers. For complex schemes please seek pre-advice before submitting your application. This may have bearing upon site phasing.

36 **Crime considerations**

All planning applications requiring a Design and Access Statement (DAS) should include a section on Crime Prevention measures. The NPPF makes it clear that planning decisions must consider crime and the fear of crime in planning new development. This can be most usefully incorporated in the Design and Access Statement. Reference can also be made to the Council's Design Guide SPD.

For applications which have anti-social behaviour implications (such as wine bars, night clubs etc), a statement should be submitted detailing how crime prevention issues have been addressed including perception of crime, any known anti-social behaviour problems in the area, and in cases where a scheme would rely on on-street parking, how the applicant considers that this would not result in a direct increase in crime.

37. **Lighting Assessment**

Technical lighting details will be required for floodlighting, external lighting attached to buildings, located in car parks or in streets within new development, or within open land, and with all illuminated advertisement applications. The details should include height of mounting, wattage levels and spread of illumination and hours of use. Regard to the biodiversity implications of such installations will need to be demonstrated, in particular to avoid disturbance to protected species or sites.

38. **Structural Survey**

A structural survey will be required for relevant applications affecting a Listed Building, and also for buildings in the Green Belt which an applicant is relying on to support new development through the demolition of these buildings.

39. **Marketing Report**

This may be required for any application proposing the loss or change of use of a public house (including part change of use), for any application for a building or site in (or last in) employment or retail use where the proposed use does not involve equivalent job creation or retention or for any application proposing the demolition of a designated or undesignated heritage asset, on grounds of redundancy. The purpose of a Marketing Report will be to demonstrate that all efforts have been made and options explored to prevent the loss of buildings and uses that make a valuable contribution to the Borough. Please refer to the Local Plan policies for further details.

40. **Telecommunications**

Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supporting information including the area of search, whether the site has been identified in the roll-out plan, details of any consultation undertaken, details of the proposed structure, and technical justification (including the existing and proposed coverage plans) and information about the proposed development. A signed declaration that the equipment and installation is in full compliance with the ICNIRP guidelines is required. It is recommended that applications for Prior Approval are also supported by the above information.

41. **Certificate of Lawfulness for an Existing or Proposed Use or Development- Evidence to support applications**

The onus is on applicants to submit full supporting evidence with any such application. Examples of which can include (but are not limited to) statutory declarations from applicants, utility bills, invoices, and statutory declarations from independent witnesses.

42. **Site Waste Management Plan**

Proposed major developments should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform Site Waste Management Plans: guidance for construction contractors and clients. These do not require formal approval by planning authorities but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

43. **Microclimate Assessment**

The Council will require for all schemes proposing tall buildings over 25m in height. The requirements will be specific to the scheme in question but are likely to include overshadowing and wind assessments. The aim will be to determine the potential for unsafe and/or unpleasant conditions in internal and external environments and to identify mitigation measures where required. The overshadowing analysis can be presented as part of the daylight/sunlight assessment where this is also required

44. **Wind Turbines**

Proposals for one or more turbines of 11m or higher, or with a rotor diameter more than 2m, should be accompanied by a letter from Ministry of Defence (MOD) Defence Estates Safeguarding, in line with guidance published by the CAA and British Wind Energy Association. Supporting information regarding noise and air traffic movements will also be required. Further guidance is set out in the Written Ministerial Statement of June 18th 2015. The Highways Agency also provides advice for the siting of wind turbines at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/237412/dft-circular-strategic-road.pdf

45 **Applications for Works to Trees e.g. Tree Preservation Orders and Trees in Conservation Areas**

For applications relating to works to trees, a plan of the site is required. The plan can be hand drawn for smaller sites/applications, but should clearly show the position of the tree(s), annotated as T1, T2 etc, in relation to buildings and a named road. For large sites with numerous trees, it may be necessary to provide a plan showing only those trees subject to proposed works in order to provide clarity. Photographs showing the tree(s) subject of the application would be beneficial in assessing the proposal as would a colour coded plan.

As part of the application, details of the proposed works to the tree(s) are required: Pruning works must be expressed in metres, except for crown thinning, that can be expressed as a percentage. If consent is granted it is vital that anyone implementing the consent can readily determine the extent of the works which have been approved without the need to seek further clarification.

e.g T1 – Oak – crown reduce by 3m, crown raise to 3m above ground level, crown thin by 20%, reduce east side of crown to provide up to 2m clearance from building.

Applications that include tree felling must be accompanied by details of proposed replanting (species, size, location, schedule of planting) or reasons for not replanting. Applications for works to a tree covered by a Tree Preservation Order must include reasons for the works. The greater the amenity value of the tree(s) and the greater the impact of the proposed works, the stronger the reasons must be to justify the works.

If works are being justified on the basis of damage to other structures e.g. pipes, a report from a suitably qualified person should also be submitted.

If works are being justified on the basis of the condition of the tree, written arboricultural advice/diagnostic information from an expert may be required.

If the reason for the works is based on alleged damage to the property by subsidence - A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals as well as a report from an arboriculturist to support the tree work proposals will be required

If the reason for the works is based on other alleged structural damage - Written technical evidence from an appropriate expert, including description of damage and possible solutions will be required.

The following document provides guidance on making and application for tree works and should be read before submitting your application. [Application for tree works.](#)