

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

NOVEMBER 2017

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1. Introduction

- 1.1 The Town and Country Planning Development Management Procedure Order 2015 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 states in paragraph 193 that “local planning authorities should publish a list of their information requirements for applications which should be proportionate to the nature and scale of development proposals” and which is relevant, necessary and material to the application in question.
- 1.3 The previous published version of this document was dated April 2015. This document will be used in the validation of planning applications from January 2017 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 January 2019 if not before.
- 1.4 Since 31 January 2013 (SI 2012 No.3109), where layout and scale are reserved matters applicants no longer have to provide information relating to the approximate location of buildings, routes or open spaces (layout) or state the upper and lower limits of the height, width and depth for any building(s) proposed (scale), when making an outline planning application.
- 1.5 Runnymede Borough Council offer [pre application advice](#) which has recently been updated

2. National and Local requirements

- 2.1 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.

2.2 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. 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. For paper copies, unless otherwise advised, only 1 copy of the completed standard application form is required to be submitted.

2.3 The Correct Fee (where one is necessary)

Must be submitted with your application otherwise it will remain invalid until payment is received.

Please see the [current national fee schedule](#).

It is possible to pay for your planning application in a variety of ways, with the preferred option being through the [planning portal](#) when you submit your application.

Alternatively payments can be made through the Runnymede Borough Council online payments page available [here](#) or by phone by calling 01932 425131.

2.4 Ownership and Agricultural Holdings Certificates

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

2.5 Part 1 Notice

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

2.6 **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 on the Planning Portal.

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.

2.7 **Site/Block Plan**

Three copies of the site plan should be submitted plus the original (unless submitted electronically). This should be drawn at a scale of 1:500 or 1:200 and should accurately show:

The direction of north;

- a) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries; In addition, the following information should also be shown unless these would not influence or be affected by the proposed development:
- b) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- c) All public rights of way crossing or adjoining the site;
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- e) The extent and type of any hard surfacing; and
- f) Boundary treatment including walls or fencing where this is proposed.

2.8 **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 meters 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” or in document CLG Guidance on information requirements and validation and Statutory Instruments 2013 No 1239 and 2013 No.1238.

2.9 **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) (EIA) (England and Wales) Regulations 2011 (SI 2011 No. 1824) 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.

2.10 **Localism and Community Engagement**

Part 6 of the Localism Act 2011 makes pre-application consultation a requirement for developments of a certain size (yet to be determined). It will therefore be crucial for developers to engage at an early stage, helping to bring communities on with them as plans progress. However for larger schemes, applicants are encouraged to engage with local communities prior to submitting an application.

3. **Local Information Requirements**

Under national legislation, Article 6(1)(c)(ii) of the Town and Country Planning (Development Management Procedure)(England) Order 2010 (SI 2010 No. 2184) 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.

- 3.1 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.

- 3.2 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.

3.3 **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. 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.

3.4 **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.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

3.5 **Existing Topographical Survey**

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. If a Sustainable Drainage Statement is to be submitted, this should contain or should refer to an existing topographical survey.

3.6 **Proposed site levels and finished floor levels**

A site plan (1:200 or 1:500 scales) 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.

3.7 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.

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.

3.8 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.

3.9 Green Belt applications for extensions to existing dwellings or replacement dwellings

For applications in the Green Belt for residential extensions, and for replacement dwellings, existing and proposed cross-sections at a scale of 1:50/1:100 indicating the extent of the roof space above 1.5 meters in height.

Further guidance is provided in the Council's Adopted Supplementary Planning Guidance: [Residential extensions and Replacement Dwellings in the Green Belt](#), which is available for viewing on the Council's website.

3.10 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. This was first introduced by The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013 and has since been updated on 15 April 2015. 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 GPDO as amended 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.

4. Planning Obligations (SANGS/Infrastructure Tariff/Affordable Housing)

On 28 November 2014, the Government changed national policy so that local planning authorities can no longer collect financial contributions for local infrastructure improvements for minor residential developments and for developments under 1000sqm floor space. In addition, the Government introduced a vacant buildings credit which can be offset against the provision of affordable housing. Since this date, the Council has therefore not been collecting local infrastructure contributions under the 'tariff' procedure previously in place. In addition, under Regulation 123 of the Community Infrastructure Levy (CIL) Regulations, after 6 April 2015, local planning authorities will no longer be able to use section 106 planning obligations to pool funding together from multiple planning permissions to provide infrastructure.

However, there will still be a requirement for developers of major development to consider the infrastructure impacts of the proposal, affordable housing requirements and any other requirements to make the development acceptable such as land dedication to the highway authority. These matters will continue to be dealt with by a bespoke negotiated Section 106 agreement. Applications in these cases shall be accompanied by a draft s106 agreement

based on discussions at pre-application stage with all the relevant stakeholders.

4.1 **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. The Council, to assist applicants in providing a scheme for the mitigation of the effects of the development on the TBHSPA the applicant/developer in such cases has two options:

The first is to provide, lay out and ensure the maintenance of, in perpetuity, of a Suitable Alternative Natural Greenspace (SANG), which is likely only to be suitable for schemes of in excess of 60 dwellings. The achievement of this is likely to be through the mechanism of a Planning Obligation under Section 106 of the Town and Country Planning Act, 1990 (as amended).

The second is to enter into a land transaction, for an appropriate financial sum (£2,000 per net additional dwelling), with the Council to obtain a consent to utilise part of one of the Council's SANGs in mitigation. This will be secured by way of a condition.

A S106 agreement will also need to be submitted which secures the £630 per net additional dwelling in respect of the SAMM contribution. The Council has provided, to assist applicants, an editable proforma template available on the Council's website which can be used and submitted with the application.

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.*

4.2 **Affordable Housing**

For applications where affordable housing is required, applications will need to be accompanied by an agreed final draft S106 agreement to secure the affordable housing and the agreement will need to detail the number, type and tenure mix of the affordable housing, including a nominations agreement if relevant. Commercial sites may also be expected to contribute to affordable housing. Further advice on the Council's affordable housing requirements is set out in its adopted [Supplementary Planning Guidance on Affordable Housing](#) and the advice following the change in national policy on 28 November 2014 is available for viewing on the Council's website. Following the Government's change in policy, an applicant shall provide the figure of the existing and proposed gross internal floorspace for residential development of floorspace of 1000 sqm or more.

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 requiring such obligations. If an applicant does not wish to provide the level of affordable housing required by the policy in force at the time of an application, full viability information to enable an independent assessment to be undertaken will be required to be submitted.

4.3 **Requirements for gypsy and traveller proposals**

An application should provide information about the existing level of local provision for gypsies and travellers and the availability of alternative accommodation for the applicants. Information is also required if the condition of the site would be changed, for example by making any changes to the land levels, or any remediation works to contaminated land. Details of landscaping and how boundaries would be treated should be submitted as well as details of any amenity buildings, parking for cars and other vehicles, and any space anticipated for animals. The CLG Good Practice Guide ['Designing Gypsy and Traveller Sites 2008'](#) gives

more detailed information which may assist in preparing a planning application. Information about the personal circumstances of the applicant and/or their family members can also be provided.

4.4 **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. The zones are shown within [Runnymede's interactive mapping service \(Maps\)](#). The FRA must be based on up to date information supplied by the Environment Agency and the Council's Strategic Flood Risk Assessment (SFRA) which was published in May 2009, and is available for viewing on the Council's website.

The FRA will cover a wide range of applications including new or replacement dwelling(s) and extensions to non-residential buildings. The FRA should be proportionate to the scale of the development, but should:

- a) identify all the risks from all forms of flooding;
- b) demonstrate how these flood risks will be managed, taking climate change into account;
- c) 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
- d) 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 3a and 3b information relating to the Sequential Test and Exception Test should also be provided. The Functional Flood Plain Zone 3b 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 and is available on the Council's website. Development must show floor levels set 300mm above 1 in 100 flood event or to match existing floor levels with a flood resilience design.

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 Governments Website.

4.5 **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 changed Government policy in respect of surface water drainage. The WMS prescribed that surface water drainage is to be a material planning consideration for major developments, coming into effect on 6 April 2015. The Government expects that development will incorporate Sustainable Urban Drainage Systems (Suds). The Lead Local Flood Authority (which for Runnymede is Surrey County Council) is to be a statutory consultee. 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. Applicants for major development are therefore required to submit a Sustainable Drainage Statement and the completed proforma. 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.

4.6 **Transport Assessment/Transport Statement**

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 transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. Surrey County Highway Authority expects all residential estate roads to be designed in accordance with Manual for Streets. 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 \(2007\)](#) and [Surrey County Council Design Guide](#).

4.7 **Travel Plan/Travel Statement**

A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts and to promote journeys by means other than the private car. Further advice is available in [Good Practice Guidelines: Delivering Travel Plans through the Planning Process 2009 \(CLG & DfT\)](#) and [SCC Travel Plans Good Practice Guide \(2010\)](#). This guidance contains a list of useful resources that should be considered.

4.8 **Ecology: Protected Species/Designated Sites**

Where a proposed development may have possible impacts on wildlife and biodiversity, 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 Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 or Protection of Badgers Act 1992.

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
- 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 LPA

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 should also consider the enhancement of biodiversity of a site in the production of any landscape/planting plan.

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. 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). Applicants are required to consider any impacts of their development proposals on these sites and comply with any national or European Regulations or any adopted local mitigation strategy. 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 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 has produced Standing Advice on [protected species](#) and [ancient woodland](#). For further advice regarding bats, please contact the [Surrey Bat Group](#). For further information relating to ecology and conservation of wildlife please contact [Surrey Wildlife Trust](#).

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

Where an application involves works or development that affect trees within a site, the species, position of trees and canopy spread should be accurately shown on a site plan. The plan must indicate any trees which are to be felled or affected by the proposed development. Existing trees should be retained where practicable and protected during the construction of development. The location of any trees within adjacent properties that may be affected by the application should also be shown. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary. This information should be prepared by a qualified arboriculturalist. Further guidance is also provided in BS5837:2012 - Trees in Relation to Design, Demolition and Construction.

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping which follow from the design concept in the Design and Access Statement.

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

4.11 **Heritage: Conservation Areas/Listed Buildings**

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. 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 relevant [historic environmental record](#) should have been 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. Applicants are advised to discuss proposals with the Conservation Officer before any application is made. This can be done through the updated [pre-application advice process](#).

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.

4.12 **Heritage: Archaeology and Scheduled Ancient Monuments**

For sites in excess of 0.4ha and sites within Areas of High Archaeological Potential as defined in the Runnymede Borough Local Plan 2001, an archaeological desk top study will be required. 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 Ancient Monument (SAM), full details of the proposed impact on the SAM will be required to be provided.

4.13 **Loss of Open Space**

Plans should show any areas of existing or proposed open space within or adjoining the application site. The term 'Open space' includes space falling within the definitions in the Town and Country Planning Act 1990. Any application proposing the loss of some or all of an open space area should be accompanied by a statement providing justification for its loss.

4.14 **Retail/Leisure/Office Impacts Assessments**

The NPPF (para 26) requires that where applications are proposed for retail, leisure and office development outside of town centres, and are not in accordance with an up-to-date Local Plan, an impact assessment is required if the development is over 2,500sqm. This should 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 wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to 10 years from the time the application is made.

4.15 **Sequential Assessment for main town centre uses**

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 include a thorough assessment exploring alternative options considered and if more central opportunities are rejected, that it is for sound reasons which are clearly explained and justified. It is also advised that alternative sites to be included in the sequential approach which should be discussed and agreed with the LPA.

4.16 **Environment: Contaminated Land Reports**

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.
- Where contamination is known or suspected, the applicant should provide such information as is necessary to determine whether the proposed development can proceed. 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 and by what means.

In addition any site boundary within 500 metres of an industrial installation regulated as Part I of the Pollution Prevention and Control Regulations 2000 (PPC Regs 2000) and within 250 metres of Part II regulated sites defined under the PPC Regs 2000 will require a contaminated land report. Further advice is contained within the Pollution Prevention and Control Act 1999 and Pollution Prevention and Control Regulations 2000.

4.17 **Statement of Community Engagement**

In accordance with any requirement 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.

4.18 **Renewable Energy**

Climate change considerations are integral to the planning system, including the design of new developments. Applications requiring a Design and Access Statement (DAS) should demonstrate how climate change mitigation (through the minimisation of energy consumption, efficient use of energy and the supply of types of energy including from low-carbon and

renewable sources to help reduce overall carbon emissions) and adaptation measures (to provide resilience to future climate impacts) have been considered in the design of the proposal.

4.19 Environment: Noise Assessment and Sound Insulation

Application proposals that raise issues of noise and/or disturbance (e.g. air conditioning units, air source heat pumps, refrigeration/condenser units) or are considered to be a noise sensitive development and which are close to existing sources of noise should be supported by a Noise Impact Assessment prepared by a suitably qualified person. Such assessments are likely to include the need for details of current background noise levels and how these will be affected by the development. Any mitigation measures needed should also be discussed and conclusions drawn. Advice should be sought from the Council's Environmental Protection Service for individual requirements for different development proposals.

4.20 Environment: Air Quality Assessment

There are two Air Quality Management Areas (AQMA) in the Borough. The M25 AQMA follows the M25 motorway in Runnymede 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. This information might be incorporated into an Environmental Statement, if one is necessary.

4.21 Groundwater Survey

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. For sites within 'dry islands', particularly in Chertsey, Addlestone, Hamm Court, and New Haw, a Flood Risk Assessment (FRA) may be required.

4.22 Supporting Planning Statement

For major applications this document identifies 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.

4.23 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 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.

4.24 Certificate of Lawfulness for an Existing Use

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, utility bills and statutory declarations from independent witnesses.

4.25 Summaries of Planning Applications

Where the supporting information for major applications exceeds 100 pages (excluding the application form), applicants should submit a summary of the whole scheme. The summary should not be more than 20 pages long and should provide an overview of the proposal and a clear description of its key impacts. The principal aim of a 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.

4.26 **Crime considerations**

All planning applications requiring a Design and Access Statement should include a section on Crime Prevention. Information is required to be submitted which demonstrates how crime prevention measures have been considered in the design of the proposal and how the design of the development reflects the attributes of safe sustainable places.

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.

4.27 **Environment: Lighting Assessment**

Technical lighting details will be required for floodlighting, external lighting attached to buildings, located in car parks, or within open land, and with all illuminated advertisement applications. The details should include height of mounting, levels and spread of illumination and hours of use.

4.28 **Structural Survey**

A structural survey will be required for applications where substantial demolition is involved, particularly with barn conversions, and for substantial works to a Listed Building

4.29 **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 movements will also be required.

GLOSSARY

AQMA	Air Quality Management Area
CLG	Department of Communities and Local Government
DAS	Design and Access Statement
DfT	Department for Transport
EIA	Environmental Impact assessment
FRA	Flood Risk Assessment
IAN	Interim Advice Note
LPA	Local Planning Authority
SAM	Scheduled Ancient Monument
SAMM	Strategic Access Management and Monitoring
SCC	Surrey County Council
SFRA	Council's Strategic Flood Risk Assessment
SNCI	Site of Nature Conservation Importance
SPA	Special Protection Area
SSSI	Site of Special Scientific Interest
TBHSPA	Thames Basin Heaths Special Protection Area