

**PLANNING AND REGULATORY COMMITTEE
NOTICE OF MEETING**

Date: Wednesday, 20 December 2023
Time 10.30 am
Place: Council Chamber, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF

Contact: Joss Butler

Email: joss.butler@surreycc.gov.uk

[For queries on the content of the agenda and requests for copies of related documents]

APPOINTED MEMBERS [11]

Ernest Mallett MBE	West Molesey;
Jeffrey Gray	Caterham Valley;
Victor Lewanski	Reigate;
Scott Lewis	Woodham and New Haw;
Catherine Powell	Farnham North;
Jeremy Webster	Caterham Hill;
Edward Hawkins (Chairman)	Heatherside and Parkside;
John Robini	Haslemere;
Richard Tear (Vice-Chairman)	Bagshot, Windlesham and Chobham;
Jonathan Hulley	Foxhills, Thorpe & Virginia Water;
Chris Farr	Godstone;

EX OFFICIO MEMBERS (NON-VOTING) [4]

Saj Hussain	Chair of the Council	Knaphill and Goldsworth West;
Tim Oliver	Leader of the Council	Weybridge;
Tim Hall	Vice Chair of the Council	Leatherhead and Fetcham East;
Denise Turner-Stewart	Deputy Leader and Cabinet Member for Customer and Communities	Staines South and Ashford West;

APPOINTED SUBSTITUTES [09]

Stephen Cooksey	Dorking South and the Holmwoods;
Nick Darby	The Dittons;
Amanda Boote	The Byfleets;
David Harmer	Waverley Western Villages;
Trefor Hogg	Camberley East;
Riasat Khan	Woking North;
Mark Sugden	Hinchley Wood, Claygate and Oxshott;
Buddhi Weerasinghe	Lower Sunbury and Halliford;
Fiona White	Guildford West;
Keith Witham	Worplesdon;
Luke Bennett	Banstead, Woodmansterne & Chipstead;
Harry Boparai	Sunbury Common & Ashford Common;

Register of planning applications: <http://planning.surreycc.gov.uk/>

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive any apologies for absence and notices of substitutions under Standing Order 41.

2 MINUTES OF THE LAST MEETING

(Pages 1 - 6)

To confirm the minutes of the meeting held on 21 November 2023..

3 PETITIONS

To receive any petitions from members of the public in accordance with Standing Order 84 (please see note 5 below).

4 PUBLIC QUESTION TIME

To answer any questions received from local government electors within Surrey in accordance with Standing Order 85 (please see note 6 below).

5 MEMBERS' QUESTION TIME

To answer any questions received from Members of the Council in accordance with Standing Order 68.

6 DECLARATIONS OF INTERESTS

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

7 SURREY COUNTY COUNCIL PROPOSAL WA/2023/01785 - THE ABBEY SCHOOL, MENIN WAY, FARNHAM, SURREY, GU9 8DY

(Pages 7 - 28)

The remodelling of the school buildings, erection of extensions, construction of a hard play area and associated landscaping and parking followed by the demolition of the caretakers bungalow without compliance with Condition 1 (plan numbers) and condition 3 (parking layout) of planning permission ref: WA/2021/02235 dated 17 February 2022.

**8 SURREY COUNTY COUNCIL'S LOCAL LIST: REQUEST
FORMAL ADOPTION OF LOCAL LIST FOR THE VALIDATION
OF COUNTY DEVELOPMENT AND COUNTY MATTERS
PLANNING APPLICATIONS**

(Pages 29 -
268)

This report is to advise Members of the responses in regard to the recent consultation on the proposed Local List for the Validation of Planning Applications received by Surrey County Council (the "Local List") and the amendments that have been made as a result. The Local List is prepared by the County Planning Authority to clarify what information is usually required for applications of a particular type, scale or location.

Officers request that the committee formally adopt the revised and updated Local List allowing for periodic reviews of the Local List and for Officers to update technical notes, in engagement with relevant consultees, when and if required.

9 DATE OF NEXT MEETING

The next meeting of the Planning & Regulatory Committee will be on 31 January 2024.

Joanna Killian
Chief Executive
12 December 2023

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

Note: *This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.*

Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries regarding this, please contact the representative of Legal and Democratic Services at the meeting

NOTES:

1. Members are requested to let the Democratic Services Officer have the wording of any motions and amendments not later than one hour before the start of the meeting.
2. Substitutions must be notified to the Democratic Services Officer by the absent Member or group representative at least half an hour in advance of the meeting.
3. Planning officers will introduce their report and be able to provide information or advice to Members during the meeting. They can also be contacted before the meeting if you require information or advice on any matter. Members are strongly encouraged to contact the relevant case officer in advance of the meeting if you are looking to amend or add conditions or are likely to be proposing a reason for refusal. It is helpful if officers are aware of these matters in advance so that they can better advise Members both before and during the meeting.
4. Members of the public can speak at the Committee meeting on any planning application that is being reported to the Committee for decision, provided they have made written representations on the application at least 14 days in advance of the meeting, and provided they have registered their wish to do so with the Democratic Services Officer no later than midday on the working day before the meeting. The number of public speakers is restricted to three objectors and three supporters in respect of each application.

5. Petitions from members of the public may be presented to the Committee provided that they contain 100 or more signatures and relate to a matter within the Committee's terms of reference. The presentation of petitions on the following matters is not allowed: (a) matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985; and (b) planning applications. Notice must be given in writing at least 14 days before the meeting. Please contact the Democratic Services Officer for further advice.
6. Notice of public questions must be given in writing at least 7 days before the meeting. Members of the public may ask one question relating to a matter within the Committee's terms of reference. Questions on "confidential" or "exempt" matters and planning applications are not allowed. Questions should relate to general policy and not detail. Please contact the Democratic Services Officer for further advice.
7. On 10 December 2013, the Council agreed amendments to the Scheme of Delegation so that:
 - All details pursuant (applications relating to a previously granted permission) and non-material amendments (minor issues that do not change the principles of an existing permission) will be delegated to officers (irrespective of the number of objections).
 - Any full application with fewer than 5 objections, which is in accordance with the development plan and national policies will be delegated to officers.
 - Any full application with fewer than 5 objections that is not in accordance with the development plan (i.e. waste development in Green Belt) and national policies will be delegated to officers in liaison with either the Chairman or Vice Chairman of the Planning & Regulatory Committee.
 - Any application can come before committee if requested by the local member or a member of the Planning & Regulatory Committee.

The revised Scheme of Delegation came into effect as of the date of the Council decision.

TOWN AND COUNTRY PLANNING ACT 1990 – GUIDANCE ON THE DETERMINATION OF PLANNING APPLICATIONS

This guidance forms part of and should be read in conjunction with the Planning Considerations section in the following committee reports.

Surrey County Council as County Planning Authority (also known as Mineral or Waste Planning Authority in relation to matters relating to mineral or waste development) is required under Section 70(2) of the Town and Country Planning Act 1990 (as amended) (1990 Act) when determining planning applications to “*have regard to (a) the provisions of the development plan, so far as material to the application, (b) any local finance considerations, so far as material to the application, and (c) any other material considerations*”. This section of the 1990 Act must be read together with Section 38(6) of the Planning and Compulsory Purchase Act 2004 (2004 Act), which provides that: “*If regard is to be had to the development plan for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise.*”

Development plan

In Surrey the adopted development plan consists of the:

- Surrey Minerals Local Plan 2011 (comprised of the Core Strategy and Primary Aggregates Development Plan Documents (DPD))
- Surrey Waste Local Plan 2020 (for the period 2019-2033 and comprised of the Surrey Waste Local Plan Part 1 Policies and Surrey Waste Local Plan Part 2 Sites)
- Aggregates Recycling Joint Development Plan Documents (DPD) for the Minerals and Waste Plans 2013 (Aggregates Recycling DPD 2013)
- Any saved local plan policies and the adopted Local Development Documents (development plan documents and supplementary planning documents) prepared by the eleven Surrey district/borough councils for their area.
- South East Plan 2009 Policy NRM6 Thames Basin Heaths Special Protection Area (apart from Policy NRM6 and a policy relating to the former Upper Heyford Air Base in Oxfordshire the rest of the plan was revoked on 25 March 2013)
- Any neighbourhood plans (where they have been approved by the local community at referendum)

Set out in each report are the development plan documents and policies which provide the development plan framework relevant to the application under consideration.

Material considerations

Material considerations will vary from planning application to planning application and can include: relevant European policy; the National Planning Policy Framework (NPPF) 2023 and subsequent updates; the March 2014 national Planning Practice Guidance (PPG) and updates; National Planning Policy for Waste (NPPW) October 2014; Waste Management Plan for England 2021; extant planning policy statements; Government Circulars and letters to Chief Planning Officers; emerging local development documents (being produced by Surrey County Council, the district/borough council or neighbourhood forum in whose area the application site lies).

National Planning Policy Framework and Planning Practice Guidance

The [National Planning Policy Framework](#) (NPPF) was revised in September 2023. The revised NPPF replaces the previous NPPF published in March 2012 and revised in July 2018, February 2019, and July 2021. It continues to provide consolidated guidance for local planning authorities

and decision takers in relation to decision-taking (determining planning applications) and in preparing plans (plan making).

The NPPF sets out the Government's planning policies for England and how these are expected to be applied and the associated March 2014 [Planning Practice Guidance](#) (PPG) provides related guidance. The NPPF should be read alongside other national planning policies on [Waste](#), [Travellers](#), [Planning for Schools Development](#), [Sustainable Drainage Systems](#), [Parking](#), and [Starter Homes](#).

At the heart of the NPPF is a presumption in favour of sustainable development (paragraphs 10 and 11). The NPPF makes clear that the planning system has three overarching objectives in order to achieve sustainable development, which are interdependent and need to be pursued in mutually supportive ways in order to take opportunities to secure net gains across each of the different objectives. These objectives are economic, social and environmental.

The presumption in favour of sustainable development in the NPPF does not change the statutory principle that determination of planning applications must be made in accordance with the adopted development plan unless material considerations indicate otherwise. The NPPF is one of those material considerations. In determining planning applications the NPPF (paragraph 11) states that development proposals that accord with the development plan should be approved without delay. Where there are no relevant development plan policies, or the policies which are most important in determining an application are out of date, permission should be granted unless the application of policies in the NPPF that protect areas or assets of particular importance provides a clear reason for refusing the development proposed or any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in the NPPF as a whole.

The NPPF aims to strengthen local decision making and reinforce the importance of up to date plans. Annex 1 paragraph 219 states that in determining planning applications, local planning authorities should give due weight to relevant policies in existing plans according to their degree of consistency with the NPPF (the closer the policies are to the policies in the Framework, the greater the weight they may be given).

Human Rights Act 1998 Guidance For Interpretation

The Human Rights Act 1998 does not incorporate the European Convention on Human Rights into English law. It does, however, impose an obligation on public authorities not to act incompatibly with those Convention rights specified in Schedule 1 of that Act. As such, those persons directly affected by the adverse effects of decisions of public authorities may be able to claim a breach of their human rights. Decision makers are required to weigh the adverse impact of the development against the benefits to the public at large.

The most commonly relied upon articles of the European Convention are Articles 6, 8 and Article 1 of Protocol 1. These are specified in Schedule 1 of the Act.

Article 6 provides the right to a fair and public hearing. Officers must be satisfied that the application has been subject to proper public consultation and that the public have had an opportunity to make representations in the normal way and that any representations received have been properly covered in the report.

Article 8 covers the right to respect for a private and family life. This has been interpreted as the right to live one's personal life without unjustified interference. Officers must judge whether the development proposed would constitute such an interference and thus engage Article 8.

Article 1 of Protocol 1 provides that a person is entitled to the peaceful enjoyment of his possessions and that no-one shall be deprived of his possessions except in the public interest. Possessions will include material possessions, such as property, and also planning permissions and possibly other rights. Officers will wish to consider whether the impact of the proposed development will affect the peaceful enjoyment of such possessions.

These are qualified rights, which means that interference with them may be justified if deemed necessary in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

Any interference with a Convention right must be proportionate to the intended objective. This means that such an interference should be carefully designed to meet the objective in question and not be arbitrary, unfair or overly severe.

European case law suggests that interference with the human rights described above will only be considered to engage those Articles and thereby cause a breach of human rights where that interference is significant. Officers will therefore consider the impacts of all applications for planning permission and will express a view as to whether an Article of the Convention may be engaged.

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MINUTES of the meeting of the **PLANNING AND REGULATORY COMMITTEE** held at 10.30 am on 21 November 2023 at Council Chamber, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF.

These minutes are subject to confirmation by the Committee at its next meeting.

Members Present:

Ernest Mallett MBE
Victor Lewanski
Scott Lewis
Catherine Powell
Jeremy Webster
Edward Hawkins (Chairman)
John Robini
Richard Tear (Vice-Chairman)
Jonathan Hulley

Apologies:

Jeffrey Gray

71/23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies for absence were received from Jeffrey Gray.

72/23 MINUTES OF THE LAST MEETING [Item 2]

The Minutes were APPROVED as an accurate record of the previous meeting.

73/23 PETITIONS [Item 3]

There were none.

74/23 PUBLIC QUESTION TIME [Item 4]

There were none.

75/23 MEMBERS' QUESTION TIME [Item 5]

There were none.

76/23 DECLARATIONS OF INTERESTS [Item 6]

There were none.

77/23 SURREY COUNTY COUNCIL PROPOSAL EL2023/1953 - LAND SOUTH-WEST OF WATERSIDE DRIVE, WALTON ON THAMES, SURREY [Item 7]

Officers:

Janine Wright, Principal Planning Officer

James Lehane, Principal Transport Development Planning Officer

Officer Introduction:

1. The Principal Planning Officer introduced the report and update sheet and then provided Members with a brief overview. Members noted that the report was for the construction of a new special educational needs school, including sport courts and pitches, vehicle parking, landscaping and new vehicular and pedestrian access from Waterside Drive. Full details of the application could be found within the report.

Speakers:

Alex Burrows spoke in support of the application and made the following comments:

1. Stated that she was the new head teacher designate for Hopescourt School and a member of the local community.
2. That the community was in desperate need for a school that could meet the needs of local children with additional needs and disabilities.
3. That there was an acute shortage of schools for autistic children and children with complex communication and interaction needs.
4. That her daughter had attended over six schools due to unmet needs which resulted in periods of significant challenges related to mental health and wellbeing.
5. That she had spoken to a number of families who could not find a suitable school place for their autistic son or daughter.
6. That many children in the community travelled more than five miles each way between home and school. Many of those children had sensory needs that made their journeys particularly challenging.
7. Provided an example of a child with autism who had been out of school for over a year.
8. That children with autism were frequently bullied, isolated and, in some cases, were in a mental health crisis.
9. That bespoke designed schools like Hopescourt School could provide direct access to open spaces, areas for sensory therapy and space and resource for flexible teaching.
10. That the building had been designed with natural surroundings and autistic children in mind.
11. That change and political support for autistic children was drastically needed.
12. That Hopescourt School would support children with their journey into adulthood and meaningful employment.

The Vice-Chairman asked for clarification on whether the head teacher was involved with the planning of the site from an early stage. The speaker explained that she was recruited last May so was not involved from an early stage.

The Local Member, Rachael I Lake, made the following comments:

1. That there had been many complaints due to the short time given to read the details of the application.
2. That the need for a special educational needs school was close to her heart.
3. That Surrey County Council had to be seen giving the best possible opportunities for residents, the environment and children.
4. That she believed that there was an alternative site available for the school.
5. That Members should not overlook the fact that the site was in the green belt just because there were special circumstances for the application.
6. That the openness of the green belt was one of the top priorities.
7. Suggested to Members that the application be postponed and that the building design be reversed so that it could run alongside the green belt boundary.
8. That the site had issues with drainage.

A Member asked for clarification on the Local Member's comments on reversing the building. The Local Member explained that she had received advice from external Planning colleagues that it would not be difficult to reverse the building and follow the same pattern as Heathside Walton-on-Thames.

Key points raised during the discussion:

1. Officers explained that Members should consider the application in front of them and that any alternative designs should not be relevant to the committee. Members also noted that the whole site was in the green belt. Members further noted that, due to the nearby gas pipeline, there were likely physical constraints which dictated the design of the building.
2. A Member said that they supported the application and did not agree with the objection from Elmbridge Borough Council.
3. A Member asked for an overview of the traffic flow and parking details of the application. Officers explained that, due to the nature of the school, it was accepted that a vast majority of people would arrive by motor vehicles and so the approach for the site was fairly typical for Special Educational Need (SEN) schools and involved a staggered arrival with stacking arrangements within the site. A Parking Management Plan was required to monitor the situation and react if necessary. The officer confirmed that they were satisfied with the evidence provided that there would be no reason to expect that there would be an uplift in vehicles parking on the public highway.
4. A Member stated that they were concerned with the flooding potential of the site and especially near the proposed car parking area. Following discussion, officers confirmed that they were satisfied that the conditions imposed would ensure that there was no flooding on the site as sustainable drainage measures would be in place.
5. Members noted that alternative sites were considered and that the proposed site was considered to be the most appropriate.
6. Officers highlighted that Condition 29 covered all the retention of the trees, landscaping and hard standing schemes.
7. Officers stated that operating costs for the proposed site should not be a consideration of the Planning and Regulatory Committee.

8. A Member asked for detail on the regulations in place to allow a site to be built on the green belt. Officers explained that the National Planning Policy Framework set out national policy around green belt and that the proposed site was considered to be a form of inappropriate development however officers believed that there were 'very special circumstances' due to the 'need' for the development and the community and educational benefits.
9. Members requested that Condition 15 was amended to include a requirement to do up to date infiltration testing which was agreed.
10. Members noted that the site was Flood Zone 1 and that discussion were had with the lead local flood authority who had raised no objections.
11. In regard to condition 29(a), a Member asked that reference to the mature trees on site be included which was agreed.
12. The Chairman moved the recommendation which was unanimously agreed.

Actions / Further information to be provided:

None.

Resolved:

That, pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992, planning application ref: EL2023/1953 be referred to the Secretary of State under paragraph 10 of the Town and Country Planning (Consultation) (England) Direction 2021, and in the absence of any direction by the Secretary of State, BE PERMITTED subject to the amended conditions and informatives set out within the report and update sheet.

78/23 SURREY COUNTY COUNCIL PROPOSAL SP23/00557/SCC - FORMER SUNBURY FIRE STATION, STAINES ROAD WEST SUNBURY ON THAMES TW16 7BG [Item 8]

Officers:

Chris Turner, Senior Planning Officer

Officer Introduction:

1. The Senior Planning Officer introduced the report and provided Members with a brief overview. Members noted that the report was for redevelopment of the former Sunbury Fire station site for a mixed use hub building incorporating Class E and Class F1 uses including library plus 12no. supported independent living units (use class C3). Full details of the application could be found within the report.

Key points raised during the discussion:

1. Officers explained to Members that the Local Plan in Spelthorne was used by officers to determine the planning application however it was the decision maker's responsibility to determine what conditions should apply. Members further noted that the application being considered was a full application.

2. A Member thanked officers for organising a site visit.
3. Officers stated that there was no proposal to implement a pedestrian crossing near the site. A Member said that it was disappointing that a pedestrian crossing had not been proposed.
4. A Member asked whether officers were satisfied with the scale of the proposed building and whether options to include additional storeys. Officers explained that the application was determined as submitted and that they were unable to consider alternative designs. Further to this, another Member stated that they felt the site was under developed as there was an opportunity to increase the scale.
5. The Chairman moved the recommendation which received unanimous support.

Actions / Further information to be provided:

None.

Resolved:

That, pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992, application no. SP23/00557/SCC be PERMITTED subject to the conditions within the report and update sheet.

79/23 DATE OF NEXT MEETING [Item 9]

The date of the next meeting was noted.

Meeting closed at 11.35 am

Chairman

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To: Planning & Regulatory Committee

Date: 20 December 2023

By: Planning Development Manager

District(s) Waverley

Electoral Division(s):

Farnham Central

Mr MacLeod

Farnham South

Ms Martin

Case Officer:

Chris Turner

Purpose: For Decision

Grid Ref: 484946 146202

Title: Surrey County Council Proposal WA/2023/01785

Summary Report

The Abbey School, Menin Way, Farnham, Surrey, GU9 8DY

The remodelling of the school buildings, erection of extensions, construction of a hard play area and associated landscaping and parking followed by the demolition of the caretakers bungalow without compliance with Condition 1 (plan numbers) and condition 3 (parking layout) of planning permission ref: WA/2021/02235 dated 17 February 2022.

The Abbey School is located to the south-west of Menin Way, north of Tilford Road and The Close. The site sits adjacent to South Farnham School which is located to the north of the site.

Residential properties are located to the north-west, south-west and south-east of the site.

The application site comprises the existing school building which is relatively contained within the centre of the site. Under planning permission WA/2021/02235 permission was granted for the remodelling of the school buildings, erection of extensions, construction of a hard play area and associated landscaping and parking followed by the demolition of the caretaker's bungalow. The works for this planning permission have already begun. The proposal was for the expansion of the existing school for children with learning difficulties and educational needs to accommodate an additional form entry to become a 3 form entry school amounting to 170 students, an additional 60 spaces.

This current application has been submitted under section 73 and 73A of the Town and Country Planning Act which allows for amendments to previously approved planning applications in part retrospectively.

The application seeks to amend the previous application with some minor design changes which comprise:

- Removal of the metal mesh to the single storey roof of the proposed Block F
- Inclusion of Air Source Heat Pumps and associated 2.5m high acoustic enclosure at ground level
- Erection of a 1.8m high metal fence in black to the rear of Block F and associated pedestrian gate for maintenance only.

As the design of the scheme is secured through planning conditions 1 and 3 of WA/2021/02235. The current application therefore seeks to amend these conditions where they refer to the amended plans.

The recommendation is to GRANT planning permission ref: WA/2023/01785 subject to conditions.

Application details

Applicant

SCC Property & Weydon Multi Academy Trust

Date application valid

20 July 2023

Period for Determination

19 October 2023

Amending Documents

Plant Noise Assessment Addendum Report 277B.RP.3.0 // 30 October 2023

Summary of Planning Issues

This section identifies and summarises the main planning issues in the report. The full text should be considered before the meeting.

Is this aspect of the proposal in accordance with the development plan? Discussed **Paragraphs in the report where this has been**

Principle of Development	Yes	21-26
Design and Visual Amenity	Yes	27-34
Impact on Residential Amenity	Yes	35-44

Illustrative material

Site Plan

Proposed Site Plan (Extract) dated May 2021 PL-102 Rev C

Aerial Photographs

Aerial 1 : Abbey School, Farnham - surrounding area

Aerial 2 : Abbey School, Farnham - application site

Site Photographs

Figure 1 - Looking north west

Figure 2 – ASHP

Figure 3 – Security fence

Figure 4 - Extent of fencing

7

Background

Site Description

1. The Abbey School is located to the south-west of Menin Way, north of Tilford Road and The Close. The site sits adjacent to South Farnham School which is located to the north of the site.
2. Residential properties are located to the north-west, south-west and south-east of the site.
3. The application site comprises the existing school building which is relatively contained within the centre of the site. Works have begun on the site as per planning permission WA/2021/02235. This WA/2021/02235 application was granted planning permission subject to conditions.
4. Abbey School is a two-form entry school and caters for children aged 16-11 who have learning difficulties and additional needs. The school currently has approximately 110 pupils. The previous application WA/2021/02235 and current application before the committee are seeking to accommodate an additional 60 spaces, taking the total number of pupils at the site to 170.

Planning History

5. The most relevant planning permission is Planning permission ref: WA/2021/02235 which granted permission for the remodelling of the school buildings, erection of extensions, construction of a hard play area and associated landscaping and parking followed by the demolition of the caretaker's bungalow.
6. The vast majority of this planning permission has been implemented. The caretaker's bungalow has been removed and the school extensions have been constructed. The plant subject to this planning application, security and acoustic fencing has also been constructed and therefore the proposal is in part retrospective.
7. The reason for this application is that the original application ref: WA/2021/02235 did not include a detailed design for the associated plant and a condition was not imposed on the permission requesting such details to be submitted. Plant was indicated to be located on the roof of the single storey element of the sports hall. The applicant has subsequently been in discussions with a neighbouring property and the applicant has relocated the plant to the rear of the sports hall and submitted detailed designs of the plant, an acoustic fence to enclose the plant, a security fence to prevent access to the roofs of the sports hall and also a small amendment to car parking layout to include disabled parking.

The proposal

8. The application is seeking permission for:

- Removal of the metal mesh to the single storey roof of Block F - This is no longer required as the air source heat pumps are no longer proposed in this location.
 - Inclusion of Air Source Heat Pumps and associated 2.5m high acoustic enclosure at ground level - The air source heat pumps are proposed to be located to the rear of the sports hall on the south eastern elevation.
 - Erection of a 1.8m high metal fence in black to the rear of Block F and associated pedestrian gate for maintenance of the heat pumps and to restrict access to the side of the sports hall. - This is to ensure that the single storey roof of the sports hall is not accessible which is located adjacent to the neighbour Ambulo.
 - Amendment to the car parking layout – comprising the inclusion of two disabled parking bays.
9. As per the previous decision WA/2021/02235, the applicant is also seeking extensions and alterations to the school including the demolition of an existing caretakers bungalow and provision of additional parking to accommodate an additional form entry to become a 3 form of entry school totalling to 170 students, an additional 60 spaces. These elements were approved as part of this previous permission and the demolition has been completed and most of the works materially implemented.
10. In order to achieve these changes, the applicant is seeking to vary condition 1 and condition 3 of WA/2021/02235. Condition 1 lists those approved drawings that the development shall be carried out in accordance with and condition 3 which refers to the parking layout so that it refers to the correct amended drawing number.

Consultations and publicity

District Council

11. Waverley Borough Council – No comments received.

Consultees (Statutory and Non-Statutory)

12. Borough Environmental Health Officer – Requested amended information

Parish/Town Council and Amenity Groups

13. Farnham Town Council – No comments received.

Summary of publicity undertaken and key issues raised by public

14. The application was publicised by the posting of two site notices and an advert was placed in the local newspaper. A total of 194 owner/occupiers of neighbouring properties were directly notified by letter.
15. 7 letters of objection were received. These were objections on the grounds of:
- No consideration has been given to the nearest residential dwellings.
 - The proposals are in breach of Government Regulations
 - The acoustic assessment is inadequate
 - The construction works related to the school have been very disruptive and the ASHPs will add to further disruption.
 - There is an existing low hum.

- No consideration was given to the siting of the ASHPs during the development of the school extensions
- No consideration has been given to potential vibration impacts from the proposal.
- Sound proofing should be added to the ASHPs.
- The ASHPs should be placed elsewhere on the site.

Planning considerations

Introduction

16. The guidance on the determination of planning applications contained in the Preamble/Agenda front sheet is expressly incorporated into this report and must be read in conjunction with the following paragraphs.
17. In this case the statutory development plan for consideration of the application consists of the Surrey Waste Plan 2019-2033, Waverley Local Plan Part 1 2018, Waverley Local Plan Part 2 2023, Farnham Neighbourhood Plan 2012-2032 and Waverley Residential Extensions SPD.
18. Since the previously approved planning application, which this application is seeking to amend Waverley Borough Council has adopted its Local Plan Part 2 and is therefore a material consideration in the consideration of this planning application and is afforded full weight in the determination of the application.
19. In considering this application the acceptability of the proposed development will be assessed against relevant development plan policies and material considerations.
20. In assessing the application against development plan policy it will be necessary to determine whether the proposed measures for mitigating any environmental impact of the development are satisfactory. In this case the main planning considerations are: Impact on the design and character of the area and impact on the residential amenity.

Principle of Development

21. The principle of development was established by the granting of planning permission WA/2021/02235. Whilst the applicant is applying for a variation of Condition 1 of WA/2021/02235 under Section 73A of the Town and Country Planning Act 1990 (as amended), if granted the proposal will constitute a new planning permission and would become immediately implemented and would supersede the previously approved application. In considering the current applications, Officers have been mindful of any material changes in planning circumstances since the granting of the original permission.
22. The test is whether, having regard to the planning history and previous applications on site, the current proposal would result in any material harm over and above the approved schemes, and whether the application and its variations to the original permission are acceptable in their own right.
23. Section 73A of the Act, provides, for retrospective planning applications to be made in respect of development which has been carried out before the date of the application, and applies (inter alia) to development carried out without complying with some conditions subject to which planning permission was granted.
24. The local planning authority may consider conditions other than those the subject of the application and impose new conditions (Lawson Builders Ltd v Secretary of State for Communities & Local Government [2015] PTSR 1324). Applications made under S73 should not modify the 'operative' part of an earlier decision.

25. The previous planning permission granted permission for extensions and alterations to the existing school buildings. The County Council is satisfied that the proposed application is not seeking to fundamentally change this operative part of the development and therefore, the application can be considered under Section S73.
26. Notwithstanding the changes in circumstances outlined above, Officers consider that the assessment made under WA/2021/02235 with regards to the following issues would not be affected by the variation of this condition, and the original assessments and conclusions on these issues remain:
- Principle of the proposed development/ educational need
 - Flood Risk and Drainage
 - Highways, Traffic and Access
 - Contaminated Land
 - Archaeology
 - Impact on Ecology

DESIGN AND VISUAL AMENITY

Waverley Local Plan (Part 1) 2018

Policy TD1 – Townscape and Design

Waverley Local Plan (Part 2) 2023

Policy DM4 – Quality Places through Design

Farnham Neighbourhood Plan

Policy FNP1 – Design of new development

Policy FNP16 – Building extensions within and outside the built-up area boundary

Farnham Design Statement

27. TD1 of the Waverley Local Plan, DM4 of the Waverley Local Plan Part 2 and FNP1 and FNP16 of the Farnham Neighbourhood Plan relate to the design of new development and advise that proposals should be high quality design and respond to the local character of the area in which development is located.
28. The extensions and alterations to the existing school were considered under the planning application WA/2021/02235. These have not changed from this previous permission and therefore the assessment within the Officer's report of this application remains the same.
29. The proposed air source heat pumps would be located to the rear of the proposed sports hall. The visibility of the heat pumps and their enclosure would be limited to the south of the site and they would not be visible from the north.
30. The heat pumps and surrounds would measure 2.5m in height, 7m in width and 2.5m in depth. The scale and height of the proposed pumps and enclosure is considered to be modest relative to the rest of the school buildings and the proposal would not add an inappropriate bulk or mass to the existing building.
31. The fence proposed is considered to be appropriate for the school context. It is green in colour with high intervisibility and therefore, is not very visible from the surrounding area. It is considered this element would not result in a harmful impact on the appearance or character of the area, as it would not be out of keeping with the school context and would have limited visibility.
32. Due to the limited visibility of the heat pumps it is not considered that they would have a harmful impact on the street scene or the character of the surrounding area.

33. The amendments to the parking layout would not be visible from the wider streetscene and therefore would not have an impact on the appearance or character of the area.
34. The proposal is considered to accord with the policies DM4 of the Waverley Local Plan Part 2 2023, TD1 of the Farnham Local Plan Part 1 and Policies FNP1 and FNP16 of the Farnham Neighbourhood Plan.

IMPACT ON RESIDENTIAL AMENITY

Waverley Local Plan Part 2 (2023)

DM5 – Safeguarding Amenity

Farnham Neighbourhood Plan

FNP16 – Extensions within the Built-up Area Boundary

Waverley Residential Extensions SPD.

35. DM5 of the Waverley Local Plan Part 2 states that development should avoid harm to the amenity to existing occupants of nearby land, buildings and residences. FNP16 of the Farnham Neighbourhood Plan echoes this policy and states that the privacy, daylight, sunlight and outlook of adjoining residents are safeguarded.
36. The extensions and alterations to the existing school were considered under the planning application WA/2021/02235. These have not changed from this previous permission and therefore the assessment within the Officer's report of this application remains the same.
37. The heat pumps would measure approximately 9.5m from the boundary to the west and would measure 33m from the boundary to the south. In terms of their scale and height the proposal they would not have a harmful impact on the amenity of the neighbours by way of loss of light, outlook or overbearing impact.
38. In support of the current application, the applicant submitted a Noise Assessment and Noise Assessment Addendum and has provided specification of the air source heat pumps and screening that has been erected around the air source heat pumps.
39. The District Environmental Health Officer (EHO) has been consulted on the proposal. They do not dispute the conclusions of the applicant's noise impact assessment which has determined that when the ASHPs are in use, noise levels from the units will be at background levels during the day and +9 decibels above the background noise at night, indicative of an adverse impact. However, the noise impact assessment contextualises this by determining absolute noise levels against the closest residential dwelling (Ambulo). They found that the predicted internal noise levels within the closest noise sensitive property were below the internal noise criteria within the World Health Organisation's Environmental Noise Guidelines and the British Standards.
40. The EHO notes that noise from the units will potentially be audible at neighbouring residential properties, particularly in external areas and while inaudibility is not a valid planning requirement, given the low frequency and tonal element of the noise along with the hours of use, there is potential for this noise to give rise to annoyance.
41. Therefore to further protect neighbours a condition would be imposed if permission was granted, that the existing screening is amended to be fitted with absorptive acoustic panelling internally which would reduce the noise projection. This has been agreed by the applicant. A further condition will require that the units are maintained and operated in accordance with the manufacturer's recommendations.
42. Neighbour representations have raised concern with the potential for noise impacts from the proposal and have criticised the noise impact assessment submitted with the application. There has also been suggestions that the ASHPs should be relocated. Officers have carefully considered those representations and secured the above

amendments to the scheme to address the concerns, and specifically a condition has been recommended to ensure that the current screening is amended to an absorptive type as opposed to reflective. Subject to the implementation of this condition, the County Council is satisfied that the proposal would not have an adverse noise impact on the residential amenity of the surrounding neighbours.

43. The proposed parking layout amendment would not alter the relationship of the proposal with surrounding neighbours from the previously approved layout therefore it is not considered harmful to the residential amenity of the surrounding neighbours.
44. The proposal is therefore considered to accord with Policy DM5 of the Waverley Local Plan (Part 2) 2023.

Human Rights Implications

45. The Human Rights Act Guidance for Interpretation, contained in the Preamble to the Agenda is expressly incorporated into this report and must be read in conjunction with the following paragraph.
46. Officers view is that the proposal, subject to compliance with the conditions which are imposed, would have no implications on human rights.

Conclusion

47. The amendments to the proposed development have been fully considered and officers consider that they are acceptable as an amendment to the original permission as they do not go beyond the operative part of the previous permission and, subject to planning conditions, they would not give rise to unacceptable impact on visual or residential amenity. The proposed heat pumps are of an appropriate scale and the noise impacts from the proposal have been assessed by the District Environmental Health Officer and they have raised no objection to the proposal.

Recommendation

The recommendation is to GRANT planning permission ref: WA/2023/01785 subject to conditions.

Conditions:

IMPORTANT - CONDITION NO 19 MUST BE DISCHARGED PRIOR TO THE COMMENCEMENT OF CONSTRUCTION OF THE DRAINAGE SYSTEM FOR PHASE 2

1. The development hereby approved shall be carried out in all respects in accordance with the following plans/drawings of planning application WA/2021/02235:
 - PL-010 Existing Site Plan dated May 2021
 - PL-020 Block A - Existing Ground Floor Plan sheet 1 dated May 2021
 - PL-021 Block B - Existing Ground Floor Plan sheet 2 dated May 2021
 - PL-022 rev 00 - Bungalow - Existing Plan and Elevations dated May 2021
 - PL-026 rev 01 Block C - Existing Plan and Elevations dated May 2021
 - PL-028 Blocks A & B - Existing Roof Plan sheet 1 dated May 2021
 - PL-029 Blocks A & B - Existing Roof Plan sheet 2 dated May 2021

- PL-030 Block A - Existing Elevations sheet 1 dated May 2021
- PL-031 Block B - Existing Elevations sheet 2 dated May 2021
- PL-032 rev 01 Block AB Link - Existing Elevations dated May 2021
- PL-101 rev B Proposed Site Plan dated May 2021
- PL-200 rev 01 Block A and D - Proposed Block D Floor Plan sheet 1 dated May 2021
- PL-201 rev 01 Block B and E - Proposed Block E Floor Plan sheet 2 dated May 2021
- PL-202 rev 03 Block E and F - Proposed Block E Floor Plan sheet 3 dated May 2021
- PL-206 rev 01 Block C - Proposed plan and Elevations dated May 2021
- PL-207 rev 01 Block A & D (New) - Proposed Roof Plan sheet 1 dated May 2021
- PL-208 rev 01 Block E (New) - Proposed Roof Plan sheet 2 dated May 2021
- PL-209 rev 04 Block F (New) - Proposed Roof Plan sheet 3 dated May 2021
- PL-210 rev 04 Blocks D, E & F - Proposed School Building Plan sheet 3 dated August 2021
- PL-300 rev 02 Block A and D (New) - Proposed Elevations sheet 1 dated May 2021
- PL-301 rev 04 Block F (New) and Main School - Proposed Elevations sheet2 dated May 2021
- PL-302 rev 01 Proposed Elevations sheet 3 dated May 2021
- PL-303 rev 01 Proposed Inner Courtyard - Elevations sheet 4 dated May 2021
- PL-306 rev 04 Block F - Proposed Plan and Elevations dated May 2021
- PL-400 Rev 03 Proposed Site Section A-A dated 7 May 2021
- PL-011 Existing Site Location Plan dated 21 May 2021
- PL-102 Proposed Site Location Plan dated 21 May 2021
- Arbtech AIA 01 rev A Arboricultural Impact Assessment dated September 2021
- Arbtech TPP 01 rev A Tree Protection Plan dated September 2021.

2. The development to which this permission relates shall be begun not later than the expiration of three years beginning with the date of this permission.
3. The development hereby permitted shall not be first occupied for its purpose unless and until space has been laid out within the site in accordance with the approved plans (Drawing No. PL-101 rev B Proposed Site Plan dated 16 June 2023) for vehicles to be parked, for the loading and unloading of vehicles and for vehicles to turn so that they may enter and leave the site in forward gear. Thereafter the parking, loading and unloading and turning areas shall be retained and maintained for their designated purposes.
4. The development shall be implemented in accordance with the Construction Traffic Management Plan Version 0.3 dated November 2021.
5. Prior to first use of the development hereby permitted, the submitted Parking Management Plan, dated November 2021, shall be implemented in full

6. The development hereby permitted shall not be occupied or used unless and until the following facilities have been provided in accordance with a scheme to be submitted to and approved in writing by the County Planning Authority for:
 - (a) The secure, covered parking of bicycles within the development site,
The approved facilities will be retained for that purpose in connection with the use.
7. A minimum of two parking spaces serving this development shall be provided with a fast charge socket (current minimum requirement: 7kw Mode 3 with Type 2 connector - 230 v AC 32 amp single phase dedicated supply) and retained as such.
8. The development hereby permitted shall take place in accordance with the submitted programme of archaeological work set out in the written Scheme of Investigation for a Trial Trench Evaluation dated August 2021 produced by the Surrey County Archaeology Unit submitted with the application WA/2021/02235 and hereby approved.
9. The development shall proceed only in accordance with the Construction Environmental Management Plan (CEMP) submitted to, and approved in writing by, the County Planning Authority under reference WA/2022/00990. The approved CEMP shall be adhered to throughout the construction period.
10. Within 6 months of the date of this decision a scheme of biodiversity mitigation and enhancement incorporating the recommendations in Table 5 in the Preliminary Ecological Assessment and Preliminary Roost Assessment Survey dated 24 March 2021 submitted as part of planning application WA/2021/02235, shall be submitted in writing for approval. The Scheme shall be implemented as approved within three months of the date of that approval.
11. Within 6 months of the date of this permission, details of a Hard and Soft Landscaping Scheme shall be submitted in writing to the County Planning Authority for written approval. The scheme shall include:
 - 1) a scaled plan showing all existing vegetation and landscape features to be retained and trees and other plants to be planted;
 - 2) location, type and materials to be used for hard landscaping including specifications, where applicable for:
 - a) permeable paving
 - b) tree pit design
 - c) underground modular systems
 - d) Sustainable urban drainage integration
 - e) use within tree Root Protection Areas (RPAs);
 - 3) specifications for operations associated with plant establishment and maintenance that are compliant with best practice;
 - 4) types, materials and dimensions of all boundary treatments;
 - 5) a planting schedule and specification, including sizes and numbers/densities of all proposed trees/other plants and section drawing(s) of tree pits where relevant;
 - 6) details of how the existing ground and soil conditions are to be made suitable for tree and other planting;
 - 7) a 5 year aftercare regime including provision for replacements for failed plantings and details of regular maintenance visits, including annual mulching and watering through

the summer months with industry standard watering bags being provided to all new trees. Where new trees are to be supplied with a distinct crown, the supply, planting and maintenance of such trees shall be in general accordance with British Standard BS 8545:2014.

There shall be no excavation or raising or lowering of levels within the prescribed root protection area (RPA) of retained trees. The landscaping and planting shall be carried out in the next available planting season following the approval of the details/The site shall be landscaped and planted out strictly in accordance with the approved details in the first occupation of the development, whichever is the sooner

In the event of the failure of any soft landscape planting in the first five years of planting, such planting shall be replaced with an equivalent number of live specimens of the same species and size by not later than the end of the first available planting season following the failure, damage or removal of the planting.

The development shall be implemented and managed strictly in accordance with the approved scheme.

12. No external lighting shall be installed without the prior written permission of the County Planning Authority.
13. The approved sports hall known as "Block F" shall be used only for purposes in connection with the school and shall not be made available for community use.
14. The sports hall shall only be used 8am to 8pm Monday – Friday and 8am to 4pm on Saturdays and Sundays. It shall not be open on Bank Holidays.
15. Prior to the commencement of the relevant works which would impact made ground, the applicant shall conduct appropriate testing on these soils to identify asbestos contamination.
16. The details of any remedial ground gas protection shall be formally agreed with the County Planning Authority as part of a Remediation Strategy for the site prior to the installation of these gas protection measures.
17. The Arboricultural Method Statement dated 1 September 2021 and plan TPP1 submitted with the application WA/2021/02235 shall be adhered to in full, subject to the pre-arranged tree protection monitoring and site supervision, detailed in appendix IV of the Arboricultural Method Statement report, by a suitably qualified tree specialist.
18. Prior to the installation of any drainage on site details of the design of a surface water drainage scheme shall be submitted to and approved in writing by the County Planning Authority. The design must satisfy the SuDS Hierarchy and be compliant with the national Non-Statutory Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS. The required drainage details shall include:
 - a) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected from increased flood risk.
 - b) Details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational.
19. The construction of the drainage system for phase 2 of the development hereby permitted shall not commence until details of the design of a surface water drainage scheme have been submitted to and approved in writing by the County Planning Authority. The design must satisfy the SuDS Hierarchy and be compliant with the national Non-Statutory

Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS. The required drainage details shall include:

- c) The results of infiltration testing completed in accordance with BRE Digest: 365 and confirmation of groundwater levels.
- d) Evidence that the proposed final solution will effectively manage the 1 in 30 & 1 in 100 (+20% allowance for climate change) storm events, during all stages of the development. The final solution should follow the principles set out in the approved drainage strategy. If infiltration is deemed unfeasible, associated discharge rates and storage volumes shall be provided using a maximum discharge rate of 1 l/s.
- e) Detailed drainage design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, and long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers etc.). Confirmation is required of a 1m unsaturated zone from the base of any proposed soakaway to the seasonal high groundwater level and confirmation of half-drain times.
- f) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected from increased flood risk.
- g) Details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational.

20. Prior to the first occupation of any phase of the development, a verification report carried out by a qualified drainage engineer must be submitted to and approved by the County Planning Authority. This must demonstrate that the surface water drainage system has been constructed as per the agreed scheme (or detail any minor variations), provide the details of any management company and state the national grid reference of any key drainage elements (surface water attenuation devices/areas, flow restriction devices and outfalls), and confirm any defects have been rectified.
21. No construction related HGV movements to or from the site shall take place between the Abbey School and adjacent (South Farnham Junior School) school operating hours of 0715 to 0920 and 1445 to 1525. Furthermore, the contractor will not permit any goods vehicles associated with construction to be laid up and waiting on roads in the vicinity of the Abbey School. This includes Menin Way, Tilford Road, Longley Road and the B3001 Waverley Lane during these times.
22. In carrying out the development hereby permitted, no construction activities shall take place except between the hours of 0800 to 1800 Monday to Friday and 0800 to 1300 on Saturdays. There shall be no working on Sundays, Bank, National or Public Holidays.
23. No amplified sound or music shall be played within the sports hall building hereby permitted at any time before 09:00 hours or after 16.00 hours Monday to Friday, nor at any time on Saturdays and Sundays and Bank Holidays.
24. Within 8 weeks of the date of this permission, the detailed specification of the absorptive acoustic panelling for the inner side of the screening around the air source heat pumps hereby permitted, shall be submitted for approval in writing to the County Planning Authority. The panelling shall be installed within 4 weeks of the date of the approval of the details and in strict accordance with them and retained in perpetuity.
25. The air source heat pumps (ASHP) hereby approved shall be operated, serviced and maintained in accordance with the manufacturer's recommendations.

Reasons:

1. For the avoidance of doubt and in the interests of proper planning.
2. To comply with Section 91 (1)(a) of the Town and Country Planning Act 1990 as amended by Section 51 (1) of the Planning and Compulsory Purchase Act 2004.
3. In order that the proposed development accords with Policy ST1 of the Local Plan (Part 1) 2018, retained Policy CF3 of the Waverley Borough Local Plan 2002 and FNP30 of the Farnham Neighbourhood Plan 2013-2032 and does not prejudice highway safety.
4. In order that the proposed development accords with Policy ST1 of the Waverley Borough Local Plan (Part 1) 2018, retained Policy CF3 of the Waverley Borough Local Plan 2002 and FNP30 of the Farnham Neighbourhood Plan and does not prejudice highway safety.
5. In order that the proposed development accords with Policy ST1 of the Waverley Borough Local Plan (Part 1) 2018, retained Policy CF3 of the Waverley Borough Local Plan 2002 and FNP30 of the Farnham Neighbourhood Plan and does not prejudice highway safety.
6. In order that the proposed development accords with Policy ST1 of the Waverley Borough Local Plan (Part 1) 2018, retained Policy CF3 of the Waverley Borough Local Plan 2002 and FNP30 of the Farnham Neighbourhood Plan and does not prejudice highway safety.
7. In order that the proposed development accords with Policy ST1 of the Waverley Borough Local Plan (Part 1) 2018, retained Policy CF3 of the Waverley Borough Local Plan 2002 and FNP30 of the Farnham Neighbourhood Plan and does not prejudice highway safety.
8. In order that the development accords with Policies HE14 and HE14 of the Waverley Borough Local Plan 2002.
9. To ensure that the nearby properties do not suffer a loss of amenity by reason of noise, dust and vibration from construction/demolition works. Also, to minimise any impact on staff and children at the school as the works are undertaken in accordance with Policy D1 of the Waverley Borough Local Plan 2002.
10. In order that the proposal would not result in an unacceptable impact on the biodiversity on the site and accords with Policy NE2 of the Waverley Borough Local Plan (Part 1) 2018.
11. In order that the proposal would not result in an unacceptable impact on the biodiversity on the site and accords with Policy NE2 of the Waverley Borough Local Plan (Part 1) 2018 and Policy D6 and D7 of the Waverley Borough Local Plan 2002.
12. In order that the proposal would not result in an unacceptable impact on the residential amenity of the surrounding neighbours by way of light pollution, in accordance with Policy D1 of the Waverley Borough Local Plan 2002.
13. In order that the use of the school building would not result in an unacceptable impact on the residential amenity of the surrounding neighbours in accordance with Policy D1 of the Waverley Borough Local Plan 2002.
14. In order that the use of the school building would not result in an unacceptable impact on the residential amenity of the surrounding neighbours in accordance with Policy D1 of the Waverley Borough Local Plan 2002.
15. In order that the proposal would not result in disturbance of contaminated soils which could result in unacceptable pollution of the site in accordance with Policy D1 of the Waverley Borough Local Plan 2002.
16. In order to limit the potential pollution from the development in accordance with Policy D1 of the Waverley Borough Local Plan 2002.

17. To ensure that trees in the vicinity of the development are adequately protected, in the interests of the character, appearance and visual amenity of the area in accordance with Policies D6 and D7 of the Waverley Borough Local Plan 2002 and Policy NE2 of the Waverley Borough Local Plan (Part 1) 2018.
18. The surface water drainage scheme shall be installed in accordance with the details as approved by the County Planning Authority under reference 2022/0044.
19. To ensure the design meets the national Non-Statutory Technical Standards for SuDS and the final drainage design does not increase flood risk on or off site in accordance with Policies CC1 and CC4 of the Waverley Borough Local Plan (Part 1) 2018 and annex 3 of the NPPF 2021.
20. To ensure the design meets the national Non-Statutory Technical Standards for SuDS and the final drainage design does not increase flood risk on or off site in accordance with Policies CC1 and CC4 of the Waverley Borough Local Plan (Part 1) 2018 and annex 3 of the NPPF 2021.
21. In order that in carrying out the development construction related HGV traffic does not result in an unacceptable impact on the residential amenity of the surrounding neighbours in accordance with Policy D1 and CF3 of the Waverley Borough Local Plan 2002 and does not prejudice highway safety in accordance with Policy ST1 of the Waverley Borough Local Plan (Part 1) 2018, retained Policy CF3 of the Waverley Borough Local Plan 2002 and FNP30 of the Farnham Neighbourhood Plan 2013-2032.
22. In order that in carrying out the development the construction activity would not result in an unacceptable impact on the residential amenity of the surrounding neighbours in accordance with Policy D1 and CF3 of the Waverley Borough Local Plan 2002.
23. In order that the use of the school building would not result in an unacceptable impact on the residential amenity of the surrounding neighbours in accordance with Policy D1 of the Waverley Borough Local Plan 2002.
24. In order that the proposed development would not have an unacceptable impact on the residential amenity of surrounding neighbours by way of noise pollution in accordance with Policy DM1 of the Waverley Local Plan Part 2 2023.
25. In order that the proposed development would not have an unacceptable impact on the residential amenity of surrounding neighbours by way of noise pollution in accordance with Policy DM1 of the Waverley Local Plan Part 2 2023.

Informatives:

1. In determining this application the County Planning Authority has worked positively and proactively with the applicant by: entering into pre-application discussions; scoping of the application; assessing the proposals against relevant Development Plan policies and the National Planning Policy Framework including its associated planning practice guidance and European Regulations, providing feedback to the applicant where appropriate. Further, the County Planning Authority has: identified all material considerations; forwarded consultation responses to the applicant; considered representations from interested parties and liaised with consultees and the applicant to resolve identified issues. Issues of concern have been raised with the applicant including impacts of and on noise and addressed through negotiation and acceptable amendments to the proposals. The applicant has also been given advance sight of the draft planning conditions. This approach has been in accordance with the requirements of paragraph 38 of the National Planning Policy Framework 2023.

2. This approval relates only to the provisions of the Town and Country Planning Act 1990 and must not be taken to imply or be construed as an approval under the Building Regulations 2000 or for the purposes of any other statutory provision whatsoever.
3. The attention of the applicant is drawn to the requirements of Sections 7 and 8 of the Chronically Sick and Disabled Persons Act 1970 and to Department for Children, Schools and Families Building Bulletin 102 'Designing for disabled children and children with Special Educational Needs' published in 2008 and Department of Education Building Bulletin 104 'Area guidelines for SEND and alternative provision' December 2015, or any prescribed document replacing these notes.
4. With regard to SURFACE WATER drainage, Thames Water advise that if the developer follows the sequential approach to the disposal of surface water they would have no objection. Management of surface water from new developments should follow guidance under sections 167 & 168 in the National Planning Policy Framework 2021. Where the developer proposes to discharge to a public sewer, prior approval from Thames Water Developer Services will be required. Should the developer require further information please refer to the Thames Water website <https://developers.thameswater.co.uk/Developing-a-large-site/Apply-and-pay-for-services/Wastewater-services>.
5. There are Thames Water public sewers crossing or close to the proposed development. When planning significant work near Thames Water sewers, it's important that developers minimize the risk of damage. Thames Water need to check that the development doesn't limit repair or maintenance activities, or inhibit the services they provide in any other way. The applicant is advised to read their guide working near or diverting their pipes. <https://developers.thameswater.co.uk/Developing-a-large-site/Planning-your-development/Working-near-or-diverting-our-pipes>.
6. If proposed works result in infiltration of surface water to ground within a Source Protection Zone the Environment Agency will require proof of surface water treatment to achieve water quality standards.
7. The applicant should take all relevant precautions to minimise the potential for disturbance to neighbouring residents during the demolition and/or construction phases of the development. The applicant should follow the guidance provided in the Waverley Borough Council Construction Code of Practice for Small Developments in Waverley.
8. The granting of any permission does not in any way indemnify against statutory nuisance action being taken should substantiated complaints within the remit of the Environmental Protection Act 1990 be received. For further information please contact the Waverley Borough Council Environmental Health Service on 01483 523393.

Contact Chris Turner

Tel. no. 07812 776002

Background papers

The deposited application documents and plans, including those amending or clarifying the proposal, and responses to consultations and representations received, as referred to in the report and included in the application file.

For this application, the deposited application documents and plans, are available to view on our [online register](#). The representations received are publicly available to view on the district/borough planning register.

The Waverley Borough Council planning register entry for this application can be found under application reference WA/2023/01785.

The following were also referred to in the preparation of this report:

Government Guidance

[National Planning Policy Framework](#)

[Planning Practice Guidance](#)

The Development Plan

[Surrey Waste Local Plan 2020](#)

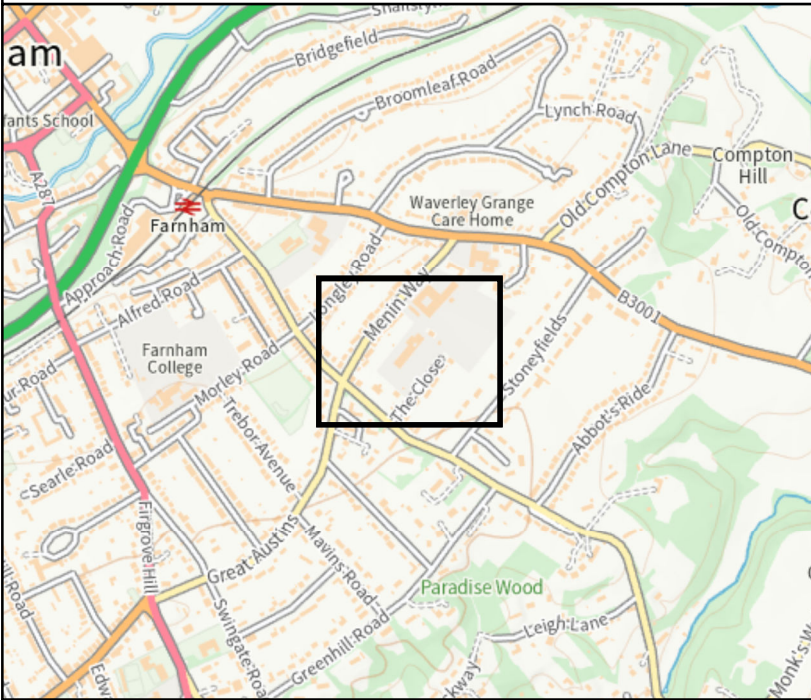
Waverley Local Plan Part 1 2018

Waverley Local Plan Part 2 2023

~~Farnham Neighbourhood Plan 2013-2032~~

Site Location:

The Abbey School, Menin Way, Farnham, Surrey, GU9 8DY



The remodelling of the school buildings, erection of extensions, construction of a hard play area and associated landscaping and parking followed by the demolition of the caretakers bungalow without compliance with Condition 1 (plan numbers) and condition 3 (parking layout) of planning permission ref: WA/2021/02235 dated 17 February 2022.

Application numbers:

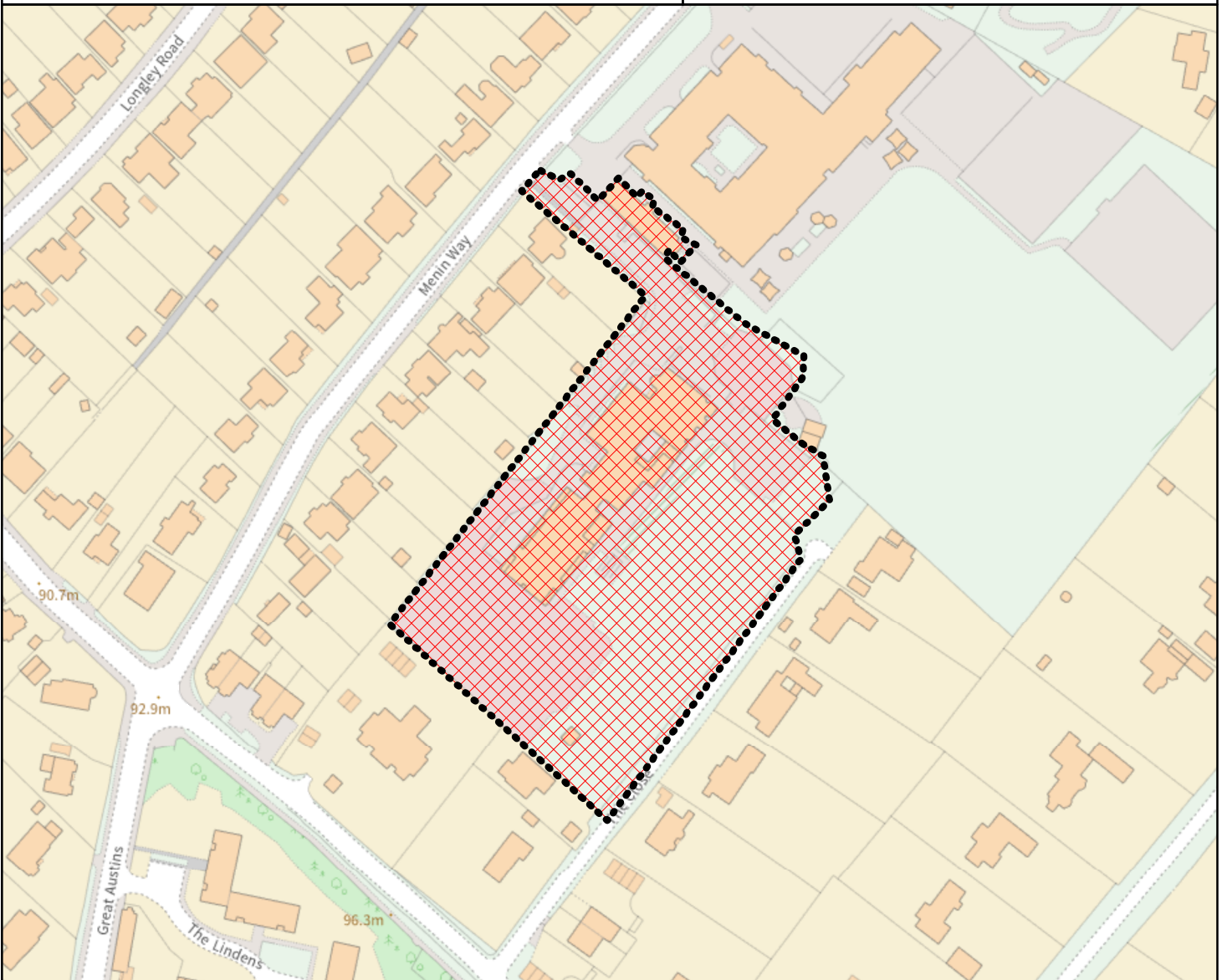
WA/2023/01785

Electoral divisions:

Farnham Central
Farnham South

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Note: This plan is for indicative purposes only



Ref No:
SCC_Ref_2023-0139



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2023 Aerial Photos

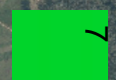
Aerial 1: Surrounding area



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All boundaries are approximate





2023 Aerial Photos

Aerial 2: Application site



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Application Site Area

Menin Way

Tilford Road



All boundaries are approximate

Aerial 3: School boundary



South Farnham School

Application Site Area

The Abbey School



All boundaries are approximate

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To: Planning & Regulatory Committee

Date: 20 December 2023

By: Planning Development Manager

District(s) All

Electoral Division(s): All

Case Officer: Jessica Darvill

Purpose: For Decision

Grid Ref: N/A

Title: SURREY COUNTY COUNCIL'S LOCAL LIST: REQUEST FORMAL ADOPTION OF LOCAL LIST FOR THE VALIDATION OF COUNTY DEVELOPMENT AND COUNTY MATTERS PLANNING APPLICATIONS

Summary Report

This report is to advise Members of the responses in regard to the recent consultation on the proposed Local List for the Validation of Planning Applications received by Surrey County Council (the "Local List") and the amendments that have been made as a result. The Local List is prepared by the County Planning Authority to clarify what information is usually required for applications of a particular type, scale or location.

Officers request that the committee formally adopt the revised and updated Local List allowing for periodic reviews of the Local List and for Officers to update technical notes, in engagement with relevant consultees, when and if required.

The recommendation is that members adopt the revised and updated Local List of Validation of County Development and County Matters Planning Applications and for this Local List to come into effect from 3 January 2024.

Introduction and Background

1. Section 62 of the Town and Country Planning Act 1990¹ ("the 1990 Act") "Applications for planning permission" sets out a number of provisions² relating to the making of a planning application and what information a Local Planning Authority considers necessary (including evidence) to be submitted in support of anything in or relating to the application as they think necessary³. Section 64(4) states that the requirement under 62(3) in respect of an application must be reasonable having regard, in particular, to the nature and scale of the proposed development; and may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application."
2. Article 11 of the DMPO specifies, for applications seeking planning permission or permission in principle it must include: (a) the form and manner in which the application must be made; (b) particulars of such matters as are to be included in the application;

¹ [Town and Country Planning Act 1990 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

² Section 62(1) the making of an Order i.e. the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO2015)

³ Section 62(3) and 62(4) and 62(4A)

(c) documents or other materials to accompany the application alongside when a local planning authority must send an acknowledgement of an application. This includes at (e), receipt of the particulars or evidence required by the authority under section 62(3) of the 1990 Act. The receipt of particulars only applies if, before an application is made, the LPA publish or republish a list of requirements on their website (a Local List or a Validation Checklist), such list to be published or republished during the 2 year period immediately before the date on which the application is made. Further guidance on this, including consultation, is set out in the Planning Practice Guidance and in the NPPF at paragraph 44.

3. The Local List are lists of the information required for different types of applications. Paragraph 44 of the National Planning Policy Framework (NPPF) (2023) makes it clear that Planning Authorities should only request supporting information that is relevant, necessary and material to the application. Paragraphs 43 and 44 of the Planning Practice Guidance (PPG) (dated 2014)⁴ requires all planning authorities to review their Local List, consult on amended Local List and then adopt the amended Local List every two years.
4. The Local List prepared by a Local Planning Authority clarifies what information is required for applications of a particular type, scale or location. As well as reference to the up-to-date Local List, for particular planning applications further information may be requested. Information requested must be reasonable having regard to the nature and scale of the proposed development; and about a matter which is reasonable to think will be 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) 2015⁵.
5. On 27 November 2020 Surrey County Council formally adopted a Local List for the Validation of County Development and County Matters Planning Applications. The Planning Department has now reviewed and updated its Local List.

Process For Reviewing the Current Local List

6. The process undertaken for reviewing the current Local List is outlined below. The Local List affects all types of planning applications handled by the County Planning Authority including applications for express planning permission, Listed Building consent, variation of conditions, and extensions of time.
7. The recommended process for reviewing and revising Local Lists is outlined in the PPG: Making An Application paragraph 44⁶, involves the following 3-step process:

- ***Step 1: Reviewing the existing Local List***

Planning Authorities should identify the drivers for each item on their existing local list of information requirements. These drivers should be statutory requirements, policies in the National Planning Policy Framework or development plan, or published guidance that explains how adopted policy should be implemented.

Having identified their information requirements, Local Planning Authorities should decide whether they need to revise their existing local list. Where a

⁴ Paragraph references as follows; Paragraph 043 reference ID: 14-043-20140306; and Paragraph 044 reference ID: 14-044-20140306

⁵ Paragraph 040 reference ID: 14-040-20140306

⁶ Paragraph 044 reference ID: 14-044-20140306

Planning Authority decides that no changes are necessary, it should publish an announcement to this effect on its website and republish its local list.

- **Step 2: Consulting on proposed changes**

Where a Planning Authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation.

- **Step 3: Finalising and publishing the revised Local List**

Consultation responses should be taken into account by the Planning Authority when preparing the final revised list. The revised local lists should be published on the Planning Authority’s website.

8. The current Local List for Surrey County Council comprises of:

- **Introductory Information** – Setting out what types of application the document is intended for, the purpose of the document, where there is a dispute between the County Planning Authority and the applicant as to whether an application is considered invalid.
- **National Requirements** – e.g. site plan, block plan, floor plans, elevations etc.
- **Annex 1** – the local list requirements for Minerals applications
- **Annex 2** – the local list requirements for Waste Management applications
- **Annex 3** – the local list requirements for County Own Development (Regulation 3 applications)

9. Paragraph 47⁷ of the PPG states that sometimes delays can occur if there are concerns about the validity of an application. In such circumstances Local Planning Authorities are advised to discuss these concerns with the applicant at the earliest opportunity; and give clear advice about what steps need to be taken to address their concerns. Paragraph 48⁸ recognises if further information is required it must form part of the Local List and meet the statutory tests.

10. The purpose of the Local List is to provide guidance to applicants and agents on the validation requirements of planning applications submitted to the County Planning Authority (CPA). It will:

- Provide greater certainty to applicants about the type and extent of information required as part of their application at the earliest possible stage.
- Enable Surrey County Council’s Planning and Regulatory Committee to have all the information it needs to determine applications in a considered and timely manner.
- Minimise the need to request additional information from the applicant at a later stage thereby making the determination process more efficient.
- Ensure greater consistency in registering and validating applications submitted to the CPA.

⁷ Paragraph: 047 Reference ID: 14-047-20140306

⁸ Paragraph: 048 Reference ID: 14-048-20140306

11. A number of minor changes are proposed to the current Local List, the majority of which are updating the current text to bring it in line with current Government legislation and good practice guidance. A copy of each of the annexes is attached to this report. The CPA has followed the guidance in the PPG and the statutory tests set out in section 62 (4A) of the Town and Country Planning Act 1990 and Article 11(3)(c) of the DMPO being:
- a. reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - b. about a matter which it is reasonable to think will be a material consideration in the determination of the application.
12. Officers consider that the changes proposed to the Local List would meet the above.

Consultation

13. Paragraph 044⁹ of the PPG states that where Planning Authorities consider changes to the Local List are necessary, consultation should be undertaken with the local community, applicants and agents. Responses to this consultation should be taken into account by the Planning Authority when preparing the revised Local List after which the Local List should be approved and published on the Planning Authority's website.
14. An internal consultation exercise took place between October 2022 and April 2023 to provide initial feedback on the current adopted Local List. During this time relevant statutory consultees were contacted via email and meetings were held with Development Management Officers from the CPA to determine whether changes were required to the current adopted Local List.
15. Following feedback from this consultation, a second formal consultation exercise took place between 22 May - 17 July 2023 on the proposed amended Local List. The consultation was undertaken via the Surrey Says consultation hub online and was available to the wider public on the planning pages on the Surrey County Council webpage. Applicants and agents who had submitted planning applications to the County Council in the last 5 years; alongside statutory consultees, non-statutory consultees, parish councils and residents associations; alongside colleagues in the Planning and Development Service within Surrey County Council were also invited to take part in the consultation exercise¹⁰.
16. In response to the consultation, a total of 14 comments were received from individuals/organisations, which included: six from statutory and non-statutory consultees, two from planning agents, three from Parish Council's and/or Residents Associations, and three from local residents. A summary of the comments raised are included below with Officers responses to these comments.

Summary of Responses Received

17. Statutory Consultees and Non-statutory Consultees

Local List Introduction and National Requirements

- a) Consultee raised concern on the title of the document referring to 'Local List' which is also used and identified within planning terms as referring to a list of undesignated heritage assets so could be misleading.

⁹ Paragraph: 044 Reference ID: 14-044-20140306

¹⁰ A total of 453 emails were sent.

Annex 1 – Minerals

- b) Consultee highlighted minor typo regarding the title of Section 10 being Heritage Statements rather than Heritage Assessments.
- c) Consultees raised the requirement for a Drainage and Water Supply Report to be included to ensure that required upgrades to the infrastructure network is identified and delivered alongside new development to prevent adverse impacts in the form of internal and external sewer flooding and pollution of land and water courses and/or low water pressure. The Validation Checklist should therefore seek to ensure that there is adequate water and wastewater infrastructure to serve all new developments.
- d) Consultee queried the planting species detailed in the Landscaping Scheme requirements for urban and rural settings.
- e) Consultee raised that Climate Emergencies have been declared and commitment to keeping fossil fuels in the ground and achieving carbon neutrality by 2030. Therefore, requested that a carbon statement for greenhouse gas calculations for extraction and the process of extraction is included.

Annex 2 – Waste Management Development

The comments raised by statutory and non-statutory consultees for Annex 2 are the same points raised for Annex 1 – Minerals Related Development listed above.

Annex 3 – Regulation 3

The comments raised by statutory and non-statutory consultees for Annex 3 are the same points raised for Annex 1 – Minerals Related Development listed above.

Officers' response to comments raised by statutory and non-statutory consultees.

In regard to point (a) the use of the term Local List is taken from the PPG Paragraph 039 Reference ID: 14-039-20140306 (see [Making an application - GOV.UK \(www.gov.uk\)](http://www.gov.uk)) and therefore Officers do not propose to change it. No further actions required.

In regard to point (b) Officers made appropriate amendments and the Section 10 title is now Heritage Statement across all three annexes.

In regard to point (c) Officers have included a new sub section on the Drainage and Water Supply Report within the Water Environment Chapter across all three annexes.

In regard to point (d) Officers have amended the Landscaping Scheme requirements to ensure that for both urban and rural settings native species are encouraged, and non-native species will be considered on a case-by-case basis. This has been amended across all three annexes.

In regard to point (e) the validation checklist requirements are based on national and local plan policies and therefore as this has not been included within national policies it cannot be included as a requirement in the validation checklist. Officers are also aware that this level of detail will be specific to individual proposal/applications and also specific to boroughs and district requirements and therefore this detail of information could be requested once the application is valid and consultee responses are sought.

18. Planning Agents

Local List Introduction and National Requirements

- a) Planning agents highlighted general minor amendments to acronyms and typos.
- b) Raised that outline planning applications should also be detailed within the document.

Annex 1 – Minerals Related Development

No comments to make.

Annex 2 – Waste Management Development

No comments to make.

Annex 3 – Regulation 3

- c) Planning agents highlighted general minor amendments to typos.
- d) Query raised regarding open space in Section 9.4 that it should be clear whether school playing fields are formally considered an 'open space'. It was raised that they are not (typically) public however any proposed loss of field is often objected to. Clarity on how this is considered under planning definitions of 'open space' might help.
- e) Query raised regarding airport safeguarding in Section 10 with the use of drones in restricted areas by the applicant during the project and construction of the development.
- f) Point raised regarding providing a definition of what a priority habitat or species is; and inclusion of a link to a map identifying priority habitat is within Preliminary Ecology Assessment section (Section 3).
- g) Query regarding distances and buffer zones within the Ancient Woodland section (Section 4.5) and a discrepancy with the Natural England and the Forestry Commission Guidance.
- h) Query raised on the requirement and the requirements of a Heritage Statement.
- i) Inconsistencies identified within the Community Engagement section (Section 12) and reference to pre-application advice. The Community Engagement section should refer only to the process of engaging with the community to gather feedback on proposals and not pre-application advice.
- j) Query raised whether there is a validation requirement to demonstrate Biodiversity Net Gain.

Officers' response to comments raised by planning agents.

In regard to points (a) and (c) Officers have corrected the minor typos and amendments.

In regard to point (b) the Local List Document now includes details of what is required for outline planning applications, as well providing details on what is required for other types of planning applications including: non-material amendments, details pursuant, section 73 applications, and prior approval for demolition.

In regard to point (d) Officers comment that the locations for 'open space' are allocated by the district/borough as open spaces in their local plan and assessment and therefore it is not for the CPA to determine whether it should be considered it as an open space or not. No further action to be taken on this comment.

In regard to point (e) as this will be specific to individual cases/projects this is not a requirement for validation, such requirement might be requested during the consultation period on planning applications by the relevant consultees. No further action to be taken on this comment.

In regard to point (f) Officers recognise that the definition for priority habitats is outlined in the governments guidance: [Habitats and species of principal importance in England - GOV.UK \(www.gov.uk\)](http://www.gov.uk). As this is publicly available Officers do not consider that it needs to be included within the validation checklist as a link.

In regard to point (g) Officers have reviewed and amended the distances and buffers zones within the Ancient Woodland sections to reflect guidance.

In regard to point (h) this section was reviewed by the County Historic Environment Planning Manager who considers the section fit for purpose, so no further action has been taken on this comment.

In regard to point (i) Officers have amended the Community Engagement section to remove duplications and include the reference Statement of Community Involvement (SCI) link.

In regard to point (j) Officers have included a sub-section within the Ecology chapter on requirements for Biodiversity Net Gain.

19. Parish Councils and Residents Associations

Local List Introduction and National Requirements

No comments made relevant to the context of this document.

Annex 1 – Minerals

- a) Parish Council raised concern regarding the priority of protecting the Green Belt and open countryside including the following:
- The use of Green Belt land for mineral extraction and waste disposal should be resisted more vigorously. Waste processing such as recycling or recovery should be subject to stringent control. This is especially the case for any land in the Green Belt falling into the existing AGLV¹¹ and AONB¹² boundaries.
 - Applications concerning or in proximity to land under existing agricultural use or comprising semi-natural habitat, rich in biodiversity (SNCI¹³, Ancient woodland and SSSI¹⁴), which provides a public amenity and recreational benefits should be resisted.
 - Metropolitan waste products or substances should not be deposited on the Green Belt, and their processing in it should be strongly restricted.
 - Existing regulations to prevent abuse should be strengthened and more strictly enforced. Loopholes should be closed, including the deposition of material on open Green Belt land under the guise of improving it for claimed agricultural or related business reasons.
 - Highway assessments should act to prevent unsuitable haulage routes, large numbers of heavy goods vehicles and employees driving to and from such sites. They should also take into account as priorities the need to keep roads clean and in good repair, the risks of flooding, the avoidance of noise and other forms of pollution, the risk to wildlife, the possibility (including in the medium and long term) of contamination and the proximity of residential areas or areas of high scenic or environmental value.
 - The cumulative consequences of extraction and waste disposal or processing in an area are significant due to the impact on communities living and working nearby.
 - The parish council believes that Environmental Impact Assessment should be required more regularly.
 - There should be a viable, detailed and enforced plan for how a site will be restored in the future, and penalties for non-adherence. Full details of materials and management, plus a clear timescale, should be included. The long term impacts of any such activity should be minimal or non-existent.

¹¹ Area of Great Landscape Value

¹² Area of Outstanding Natural Beauty

¹³ Site of Nature Conservation Interest

¹⁴ Special Site of Scientific Interest

Targets for measurable biodiversity gains should be included, and should be met, again with penalties for non-compliance. Contamination should not be tolerated.

Annex 2 – Waste Management Development

The comments raised by the parish council for Annex 2 are the same points raised for Annex 1 – Minerals Related Development listed above.

Annex 3 – Regulation 3

The comments raised by the parish council for Annex 3 are the same points raised for Annex 1 – Minerals Related Development listed above.

Officers' response to comments raised by Parish Councils and Residents Associations.

In regard to point (a) Officers comment that the points raised by the parish council are valid points of concern, however, these comments are considered to relate to planning applications and are to be considered on a case-by-case basis when the application is being assessed and/or determined and are not requirements that can be included within the local list. The local list is designed to stipulate the information to be provided for an application to be submitted. Points raised regarding the restoration plan could be conditioned on a site-by-site basis.

20. **Residents**

Local List Introduction and National Requirements

No comments made relevant to the context of this document.

Annex 1 – Minerals

- a) Resident raised that current operator ignores legislation regarding opening hours and causes noises and considerable air pollution daily.
- b) Resident raised that Neighbourhood Plans should be referenced.
- c) Resident raised that in general there are too many escape routes for constraints that the natural environment needs to benefit from. Waiting till time of remediation can be too long or unaffordable.

Annex 2 – Waste Management Development

- d) Resident raised that current operator ignores legislation regarding opening hours and causes noises and considerable air pollution daily.
- e) Resident raised comment that it is far too soft on the environmental costs.

Annex 3 – Regulation 3

- f) Resident raised that current operator ignores legislation regarding opening hours and causes noises and considerable air pollution daily.
- g) Resident raised that presumably in UK legislation amphibians collectively will all be elevated to the status enjoyed by the Great Crested Newt.

Officers' response to comments raised by Residents.

In regard to points (a), (d) and (f) Officers consider that the local list for validation is not designed to address this, as this is a complaint about a specific site and therefore would need to be dealt with via the complaints procedure. Therefore, no further actions to be undertaken regarding this.

In regard to point (b) Officers have included the reference to neighbourhood plans within Appendix 1 of all of the three annexes.

In regard to points (c) and (e) Officers consider that the local list is not designed to address this, as this will be considered on a case-by-case basis and will require input from technical consultees and where appropriate conditions stipulate to control the development. Therefore, no further actions to be undertaken regarding this.

In regard to point (g) Officers have updated the Ecology section to reflect legislation and guidance.

Summary of Changes Following Consultation

21. The Schedule of Modifications shows the summary of actions taken by officers in response to these comments made during the consultation period. The Schedule of Modifications are attached as separate documents to this report. In summary the comments in the main relate to the updating of the links to references and guidance documents and some inaccuracies which have been corrected. Within the Local List document Officers have included further detail on what is required for specific planning applications such as those for non-material amendments, details pursuant, section 73 applications, prior approval for demolition and outline planning permission. Within Annexes 1, 2, and 3 details on the requirements for the Green Belt, landscaping, and environmental amenities (such as air quality) sections have been updated. In addition, Annexes 1, 2 and 3 Great Crested Newts and Biodiversity Net Gain (BNG) have been included as new sub sections within the Ecology Chapter and Drainage and Water Supply Report has also been included as sub section within the Water Environment Chapter. Furthermore, within Annex 3, details on Special Protection Areas (SPAs) has also been included as a sub section within the Ecology Section. The Schedule of Modifications shows the summary of actions taken by officers in response to these comments.

Equalities and Diversity Implications

22. Under the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 all content that Surrey County Council control (including PDFs) on our website must meet minimum accessibility standards by the 23 September 2020. In order to meet these standards the documents have remained in the same format as what was previously published in November 2020.

Other Implications

23. The Local List will be monitored and reviewed periodically to ensure that the document is kept up to date with changes in legislation and policy. Officers request that the committee endorse the periodic review of this document and also allow officers to update technical notes, in engagement with relevant consultees, when and if required.

Conclusion and Recommendations:

Conclusion

24. Following the expiration of the consultation period and amendments made as a result, Officers now request that the Planning and Regulatory Committee adopt Surrey County Council's Local List for the Validation of Planning Applications.

Recommendation

25. To **ADOPT the** Revised and Updated Local List of Validation of County Development and County Matters Planning Applications allowing for periodic reviews of this document

and Officers to update technical notes, in consultation with relevant consultees, if necessary.

Contact Officer: Jessica Darvill

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Annexes:

- Schedule of Modifications – Introduction Text
- Schedule of Modifications – Annex 1
- Schedule of Modifications – Annex 2
- Schedule of Modifications – Annex 3
- Local List Introductory Text
- National Validation Requirements
- Final Version – Annex 1
- Final Version – Annex 2
- Final Version – Annex 3

Sources/Background Papers:

The deposited application documents and plans, including those amending or clarifying the proposal, responses to consultations and representations received as referred to in the report and included in the application file and the following:

- [Statutory Instrument 2015 No.595 The Town and Country Planning \(Development Management Procedure\) \(England\) \(Amendment\) Order 2015](#)
 - [National Planning Policy Framework](#)
 - [National Planning Policy Guidance](#)
 - [Growth and Infrastructure Act 2013](#)
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Schedule of Modifications

Introduction and National Validation Document

A total of 18 amendments has been made to this document, these are listed below.

Introduction Section

1. Officers requested that paragraph numbers have been **added** to the whole annex to make it easier to navigate the different sections.
2. Officers requested the following paragraphs are **amended** to the following:

Paragraphs to be **removed**:

Surrey County Council, as the County Planning Authority (CPA), has a statutory duty to control three categories of development within Surrey, those relating to:

- Mineral workings (extraction, processing etc.) like sand, gravel or clay;
- The recycling, recovery, processing or disposal of waste; and
- County's own development including schools, fire stations and roads (known as Regulation 3).

The planning policies concerned with waste-related development undertaken in Surrey are contained in the *Surrey Waste Plan Development Plan Document*, which was adopted by the council in May 2008, and planning policies relating to mineral working across Surrey are set down in the *Surrey Minerals Plan Core Strategy Development Plan Document*, which was adopted by the council in July 2011. The *Aggregates Recycling Joint Development Plan Document for the Minerals and Waste Plans* was adopted by the council in February 2013 and contains specific policies relating to proposals for the production of recycled and secondary aggregates. Our website has all the up-to-date information on [Minerals and Waste policies and plans](#).

Paragraph to be **added**:

Surrey County Council, as the County Planning Authority (CPA), has a statutory duty to determine three categories of development within Surrey, those relating to:

- Mineral development (extraction, processing etc.) like sand, gravel or clay;
- Waste management development undertaken wholly or mainly for the purpose of treating, storing, processing or disposing of waste; and
- County's own development including schools, special needs housing, fire stations and roads (known as Regulation 3).

Surrey County Council, as the County Planning Authority, is responsible for determining applications for waste management development. The planning policies concerned with waste management development undertaken in Surrey are contained in the Surrey Waste Local Plan 2020, which was adopted by the council in December 2020, and planning policies relating to mineral working across Surrey are set down in the Surrey Minerals Plan Core Strategy 2011, which was adopted by the council in July 2011. The Aggregates Recycling Joint Development Plan Document for the Minerals and Waste Plans was adopted by the council in February 2013 and contains specific policies relating to proposals for the production of recycled aggregates. Our website has all the up-to-date information on [Minerals and Waste policies and plans](#).

3. Officers requested the National Planning Policy Framework (NPPF) Reference is **updated** to include 2023.

Local Validation List Section

4. Officers requested the following paragraph for Annex 2 is **amended** to the following:

Paragraph to be **removed**:

Annex 2
Waste applications for full planning permissions (including s73 applications and change of use) includes disposal, recovery, land raising, recycling, treatment, processing, storage and transfer.

Paragraph to be **added**:

Annex 2
Waste applications for full planning permissions (including s73 applications and change of use) includes waste management development undertaken wholly or mainly for the purpose of treating, sorting, processing or disposing of waste and the use of land or the carrying out of operations for any purposes ancillary to any use or operation specified including the formation, laying out, construction, or alteration of a vehicular access to any public highway.

5. Consultee (planning agent) requested the following paragraph for Annex 3 is **amended** to the following:

Paragraph to be **removed**:

Annex 3
The County's own development includes schools, libraries, social care, facilities, and roads, including change of use. The 'local requirements'

also includes information requirements relating to Conservation Areas and Listed Buildings.

Paragraph to be **added**:

Annex 3

The County's own development includes schools, libraries, social care facilities, Special Educational Needs and Disabilities (SEND), facilities, and roads, including change of use. The 'local requirements' also includes information requirements relating to Conservation Areas and Listed Buildings.

How to submit a planning application Surrey County Council Section

6. Officers requested the following paragraphs are **amended** to the following:

Paragraphs to be **removed**:

Waste and County Council development applications and accompanying documents can be submitted directly to us by email, by post on DVDs or USB memory sticks, or via the Planning Portal. At present minerals applications and accompanying documents can only be submitted directly to us by email or on DVDs or USB memory sticks. We cannot accept links to cloud storage, at present, as these are blocked by our IT security.

Please note there is a 5mb data limit for each document uploaded to our website. Any received over 5mb will need to be split to meet the size requirements.

All documents should be submitted in unlocked, i.e. not password protected, pdf format to enable them to be split if necessary and to enable the county council to undertake any GDPR redaction required before publishing on our website. It would also be beneficial for larger applications and/or Environmental Impact Assessment (EIA) applications to receive one hardcopy of the entire submissions.

We welcome and encourage discussions before a developer submits a planning application. We offer a [pre-application advice service](#) providing guidance and detail on what assessments and information may be required to accompany a planning application.

Surrey County Council's Local List of Information Requirements will be regularly monitored and kept up to date.

Should you have any feedback or questions relating to Surrey County Council's Local List of Information Requirements document please contact the CPA's Technical Support Team on 020 85419897 or mwcd@surreycc.gov.uk.

Paragraphs to be **added**:

To make a planning application for minerals, waste or county council development (Reg 3 to us you will need to [complete and submit the appropriate form](#). Applications and accompanying documents can be sent to us by email (mwcd@surreycc.gov.uk), by post on DVD/USB memory stick, or hard copy (not recommended).

Waste and Reg3 (but not mineral-related) applications can also be made direct to us or via the [Planning Portal](#) (Planning Portal). Please keep each file below 10Mb and ensure all documents are in an unlocked format – not secured with a password (to enable the County Council to undertake an GDPR redaction required and split larger documents if necessary and before publishing on our website).

Please note: download links from cloud storage/file sharing sites can be problematic due to our IT security measures. Generally, Microsoft OneDrive and Egress work, but we may have difficulty with other services. Contact us to check or test in advance of sending files this way. We cannot acknowledge applications as received until we have successfully downloaded and processed the accompanying documents.

At least one paper copy is required for planning applications that are accompanied by an Environmental Impact Assessment. It would also be beneficial for larger applications to receive one hardcopy of the entire submission. Please note further requests for paper copies would be at the discretion of the County Planning Authority.

Application documents (in DVD/USB memory stick and hard copy format) and cheques submitted by post should be sent to:

Planning Development Team,
Quadrant Court,
25 Guildford Road,
Woking,
GU22 7QQ

We welcome and encourage discussions before a developer submits a planning application. We offer a [pre-application advice service](#) providing guidance and detail on what assessments and information may be required to accompany a planning application.

Surrey County Council's Local List of Information Requirements will be regularly monitored and kept up to date.

Should you have any feedback or questions relating to Surrey County Council's Local List of Information Requirements document please contact the CPA's Technical Support Team on 020 85419897 or mwcd@surreycc.gov.uk.

National Validation Requirements Section

7. Officers requested that the words 'Full and Outline Applications is **added** to the chapter heading for the National Validation Requirement Section. The chapter heading now reads as follows:

National Validation Requirements (**Full and Outline Applications**).

8. Officers requested the following paragraph is **amended** within the national Validation Requirement Section to the following:

Paragraph to be **removed**:

The following information is compulsory and must be submitted with all applications for full planning permission.

Paragraph to be **added**:

The following information is compulsory and must be submitted with all applications seeking full planning permission or outline consent. Please refer to Paragraph 55 for additional details on outline consent.

9. Officers requested the following paragraph is **amended** within the national Validation Requirement Section to the following:

Text to be **added**:

Application Form

Required for the following applications:

All applications, **including outline planning applications**.

The Site Location Plan

10. Officers requested the following paragraph listing what is required for the site location plan is **amended** to the following:

Paragraph to be **removed**:

What you must provide:

A plan that:

- Is of an appropriate scale (typically 1:1250 or 1:2500).
- Is scaled to fit A3 or A4 sized paper.
- Is based on an up to date metric of an OS map.
- Wherever possible shows at least two named roads, surrounding buildings and features.
- Shows a north point.
- Provides a drawing reference number and date.

Paragraph to be **added**:

What you must provide:

A plan that:

- Is of an appropriate scale (typically 1:1250 or 1:2500).
- Is scaled to fit A3 or A4 sized paper.
- Is based on an up to date metric of an OS map.
- Shows at least two named roads, surrounding buildings and features.
- Shows a north point.
- Provides a drawing reference number and date.

Other Plans

11. Officers and consultee (planning agent) requested the following paragraph listing what is required for the other plans is **amended** to the following:

Paragraph to be **removed**:

What you must provide:

All plans/drawings should plan that:

- Shows a north point.
- Provides a drawing reference number and date.
- Be at an appropriate scale and include a scale bar and calibration scale.
- Be printed on the correct sized paper according to the scale.

Paragraph to be **added**:

What you must provide:

All plans/drawings should plan that:

- Shows a north point (except on elevation plans).
- Provides a drawing reference number and date.
- Be at an appropriate scale and include a scale bar and calibration scale.
- Be printed on the correct sized paper according to the scale.
- Show details of any measurements and dimensions of proposed structures.

The Correct Fee

12. Officers requested the following paragraph is **added** to the Correct Fee section.

Paragraph to be **added**:

Note: Applications will remain invalid until the full fee has been received.

13. Officers requested the following paragraph is **amended** within the Correct Fee Section to the following:

Paragraph to be **removed**:

From 10 September 2018 fees payable for all applications, except Regulation 3, submitted using the Planning Portal have to be paid using the Planning Portal Financial Transaction Service (FTS) and methods to pay fees for applications submitted using the [Planning Portal](#) are available on the Planning Portal. If you are submitted a Regulation 3 application and wish to pay by internal transfer, please contact our Technical Support Team on 020 8541 9897 or by email mwcd@surreycc.gov.uk for further details.

Paragraph to be **added**:

Since 2018 all application submitted using the Planning Portal, except Regulation 3, must be paid using the [Planning Portal Financial Transaction Service \(FTS\)](#). If you are submitting a Regulation 3 application and wish to pay by internal transfer, please liaise with the Land & Property project manager or contact out Technical Support Team on 020 8541 9897 or by email mwcd@surreycc.gov.uk for further details.

14. Officers requested the following paragraph is **amended** to update the change in office location to the following:

Paragraph to be **removed**:

No cash payments can be accepted [Note there is no postal delivery to County Hall on Saturday or Sunday for Section 73 planning applications, the correct fee needs to be received by the County Planning Authority before the planning permission expires therefore care should be taken to ensure any cheques posted arrive with adequate time to allow for this].

Paragraph to be **added**:

No cash payments can be accepted [Note there is no postal delivery to Woking on Saturday or Sunday for Section 73 planning applications, the correct fee needs to be received by the County Planning Authority before the planning permission expires therefore care should be taken to ensure any cheques posted arrive with adequate time to allow for this].

Environmental Impact Assessment Section

15. Principal Environmental Assessment Officer requested the following paragraph is **amended** within the requirements for the Environmental Impact Assessment Section to the following:

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Paragraph to be **removed**:

Required for the following applications:

An Environmental Impact Assessment will be required for the following development proposals:

- For development of a type listed in Schedule 1 of the Town & Country Planning (EIA) Regulations 2017 (as amended) (please refer to Statutory Instrument 2017 No.571 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017).
- For development of type listed in Schedule 2 of the Town & Country Planning (EIA) Regulations 2017 (as amended) and for which a Screening Opinion has been adopted by the County Planning Authority, or a Screening Direction has been issued by the Secretary of State, stating that the proposal is 'EIA development' (i.e. is likely to have significant effects on the environment).

An exception to this is where:

- A Screening Opinion has been adopted by the County Planning Authority stating that the proposal is not 'EIA development'; or
- A Secretary of State Screening Direction has been issued stating that the development is not 'EIA development'.

Paragraph to be **added**:

Required for the following applications:

An Environmental Impact Assessment will be required for the following development proposals:

- For development of a type listed in Schedule 1 of the Town & Country Planning (EIA) Regulations 2017 (as amended) (please refer to Statutory Instrument 2017 No.571 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017) (the EIA Regulations)
- For development of type listed in Schedule 2 of the EIA Regulations for which the County Planning Authority has adopted a Screening Opinion or the Secretary of State has issued a Screening Direction stating that the proposal is 'EIA development' (i.e. is likely to have significant effects on the environment).

An exception to this is where:

- A Screening Opinion has been adopted by the County Planning Authority stating that a Schedule 2 proposal is not ‘EIA development’; or
- A Secretary of State Screening Direction has been issued stating that a Schedule 2 development is not ‘EIA development’.

16. The Principal Environmental Assessment Officer requested the following paragraph is **amended** within the ‘what you must provide’ section for the Environmental Impact Assessment Section to the following:

Paragraph to be **removed**:

What you must provide:

For proposals that are ‘EIA development’, applicants should provide an Environmental Statement (ES) and a Non-technical Summary (NTS). The ES should address the County Planning Authority’s information requirements as specified in any adopted Scoping Opinion (which can be requested under Regulation 13 of the Town & Country Planning (EIA) Regulations 2017 (as amended)). The ES must contain all the information specified in Part 2 of Schedule 4 of the Town and Country Planning (EIA) Regulations 2017 (as amended) and as much of the information specified in Part 1 of the same Schedule as can be reasonably provided. A short summary and conclusion must be provided at the end of each section or chapter, and also incorporated into the NTS. The ES should set out what significant environmental impact the proposal may have and identify the measures that will be taken to avoid or mitigate those impacts.

Further information about Environmental Impact Assessments can be found on the Surrey County Council’s [Introduction to Environmental Impact Assessment \(EIA\)](#) website.

When an application accompanied by an ES is submitted, details will also need to be provided for the person(s) to whom the public can write in order to obtain a copy of the ES, and of the charge that will be made for provision of copies of the ES, including the cost of post and packing. Where appropriate a web-site address should also be provided where the ES can be viewed, and an address in the locality of the site of the proposed development should be identified at which the ES can be inspected by members of the public.

Paragraph to be **added**:

What you must provide:

For proposals that are ‘EIA development’, applicants should provide an Environmental Statement (ES) and a Non-technical Summary (NTS).

The ES should address the County Planning Authority's information requirements as specified in any adopted Scoping Opinion (which can be requested under Regulation 15 of the EIA Regulations). The ES must contain all the information specified in Regulation 18(3) of the EIA Regulations and as much of the information listed in Schedule 4 of the EIA Regulations as can be reasonably provided. A short summary and conclusion must be provided at the end of each section or chapter, and also incorporated into the NTS. The ES should identify the likely significant environmental effects of the proposal and the measures that will be taken to avoid or mitigate those effects.

Further information about EIA can be found in the [National Planning Practice Guidance for EIA](#).

When an application accompanied by an ES is submitted, details will also need to be provided for the person(s) to whom the public can write to obtain a copy of the ES, and of the charge that will be made for provision of copies of the ES, including the cost of post and packing. Where appropriate a web-site address should also be provided where the ES can be viewed, and an address in the locality of the site of the proposed development should be identified at which the ES can be inspected by members of the public. A paper copy of the planning submission and ES should be provided.

Outline Planning Applications

17. Officers requested that the following section is **added** to Local List Document.

Section to be **added**:

Outline Planning Applications

What you must provide:

In addition to the requirements outlined above, information about the proposed use of uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission.

Under Article 5(3) of the Development Management Procedure Order 2015, an application for outline planning permission must also indicate the area or areas where the access points to the development will be suited, even if access has been reserved.

Please note that under Article 5(2) of the Town & Country Planning (Development Management Procedure) (England) Order 2015, if the County Planning Authority considers an outline application ought to include details of the reserved matters, it will notify you of this.

National Validation Requirements (Other Applications)

18. Officers requested that the following chapter is **added** to include details of the national validation requirements for other applications, including Details Pursuant, Section 73, Prior notification for Demolition and Non-material Amendments. The additional text to be included is detailed below.

Chapter and sections to be **added**:

National Validation Requirements (Other Applications)

The following information is compulsory and must be submitted with other applications such as: detail pursuant, prior notification for demolition, Section 73, non-material amendments and outlined with all matters reserved.

Details Pursuant Applications

This type of application will be necessary where a condition in a planning permission requires details of a specified aspect of the development which was not fully described in the original application.

What you must provide:

For all Details Pursuant Applications:

- The appropriate fee. Note: Applications will remain invalid until the full fee has been received.
- Completed application form (See our website for links to the different types of [planning application forms](#)).
- Details and plans required by the condition; it is advisable to contact the case officer directly prior to submitting the application who will be able to confirm the exact requirements. Where plans and drawings are provided, please ensure all plans/drawings:
 - Show a north point.
 - Provide a drawing reference number and date.
 - Are at an appropriate scale and includes a scale bar and calibration scale.
 - Are printed on the correct sized paper according to the scale.
 - Show details of any measurements and dimensions of proposed structures.

Section 73 (s73) Applications

Section 73 of the Town & Country Planning Act 1990 allows applications to be made for permission to develop without complying with a condition(s) previously imposed on a planning permission.

What you must provide:

For all Section 73 Applications:

- The appropriate fee. Note: Applications will remain invalid until the full fee has been received.
- Completed application form (See our website for links to the different types of [planning application forms](#)).
- A site location plan that:
 - Is of an appropriate scale (typically 1:1250 or 1:2500).
 - Is scaled to fit A3 or A4 sized paper.
 - Is based on an up to date metric or an OS map.
 - Shows at least two named roads, surrounding buildings and features.
 - Show a north point.
 - Provide a drawing reference number and date.
 - Outlines all the land necessary to carry out the proposed development including land required for access to the site must be edged in red.
 - Shows any other land owned by the applicant and close to or adjoining the application site edged in blue.
- A site plan that:
 - Show a north point.
 - Provide a drawing reference number and date.
 - Is at an appropriate scale and includes a scale bar and calibration scale.
 - Is printed on the correct sized paper according to the scale.
 - Shows the proposed development in relation to the site boundaries, and other existing buildings on site.
 - Show details of any measurements and dimensions of proposed structures.
- Appropriate ownership certificate and agricultural land declaration (see full planning permission guidance).
- The applicant will need to provide sufficient information to enable the County Planning Authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to vary. The applicant will not be required to provide copies of the application, but it will assist the County Planning Authority's consultation and determination procedures if they provide copies of the original drawings. Where applicants are applying to vary the approved plans, they should clearly indicate the full extent of the proposed changes across the site.
- Supporting information required in relation to the changes sought. In most cases it will be appropriate to submit a supplementary statement to be read in conjunction with the documents that supported the original application.

Prior Notification for Demolition Applications

This application should be used for proposals to demolish a building or structure where the demolition is covered by 'permitted development rights', under the Town & Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 11, Class B.

Although the works are known as 'permitted development', prior consent must be obtained from the County Planning Authority before the demolition works can be carried out. This is to ascertain whether prior approval will be required for the method of demolition and any proposed on site restoration.

What you must provide:

For all prior notification for demolition applications:

- The appropriate fee. Note: Applications will remain invalid until the full fee has been received.
- Completed application form (See our website for links to the different types of [planning application forms](#)).
- A site plan that:
 - Show a north point.
 - Provide a drawing reference number and date.
 - Is at an appropriate scale and includes a scale bar and calibration scale.
 - Is printed on the correct sized paper according to the scale.
 - Shows the proposed development in relation to the site boundaries, and other existing buildings on site.
 - Show details of any measurements and dimensions of proposed structures.
- Supporting documentation in relation to the demolition proposed, this may include a planning statement and photographs.
- In order to support to allow full consideration of the application, applicants should consider whether it would be appropriate to provide any or all of the following documents at the submission. This will avoid delays in the decision making process:
 - Biodiversity survey and report
 - Landscape details
 - Photographs and images of the site
 - Planning survey
 - Structural survey
 - Tree survey /arboricultural implications

Non-material Amendment (NMA) Applications

A non-material amendment (NMA) may be applied for to approve a minor change to the planning permission and does not breach any conditions originally placed on the consent.

What you must provide:

For all non-material amendment applications:

- The appropriate fee. Note: Applications will remain invalid until the full fee has been received.
- Completed application form (See our website for links to the different types of [planning application forms](#)).
- The applicant will need to provide sufficient information to enable the County Planning Authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to vary. The applicant will not be required to provide copies of the application, but it will assist the County Planning Authority's consultation and determination procedures if they provide copies of the original drawings. Where applicants are applying to vary the approved plans, they should clearly indicate the full extent of the proposed changes across the site.
- Supporting information required in relation to the changes sought. In most cases it will be appropriate to submit a supplementary statement to be read in conjunction with the documents that supported the original application.
- Where plans and drawings are provided, please ensure all plans/drawings:
 - Show a north point.
 - Provide a drawing reference number and date.
 - Are at an appropriate scale and includes a scale bar and calibration scale.
 - Are printed on the correct sized paper according to the scale.
 - Show details of any measurements and dimensions of proposed structures.

Schedule of Modifications

Annex 1: Minerals – related Development

A total of 66 amendments have been made to this document, these are listed below.

Contents Page Section

1. Officers requested the following paragraph is **amended** to the following:

Paragraph to be **removed**:

The policy drivers for all the subjects listed are the [Surrey Minerals Plan Core Strategy Development Plan Document](#), and [Primary Aggregates Development Plan Document](#), relevant Borough or District Local Plans, the [National Planning Policy Framework](#) and the [National Planning Policy Practice Guidance](#). Specific policies or paragraphs of these policy drivers may be detailed within a specific subject when relevant. This is also true of the [Surrey Aggregates Recycling Joint Development Pan Document](#) and the [Restoration and Enhancement Supplementary Planning Document](#).

Paragraph to be **added**:

The policy drivers for all the subjects listed are the [Surrey Minerals Plan Core Strategy Development Plan Document](#), [Primary Aggregates Development Plan Document](#), the [Aggregates Recycling Joint Development Plan Document](#), and the [Surrey Minerals Plan Minerals Site Restoration Supplementary Planning Document](#); relevant Borough or District Local Plans, the [National Planning Policy Framework](#) and the [National Planning Policy Practice Guidance](#). Specific policies or paragraphs of these policy drivers may be detailed within a specific subject when relevant.

2. Contents list has been **updated as a field** in relation to the updates detailed within this schedule of modification.
3. Officers requested that paragraph numbers have been **added** to the whole annex to make it easier to navigate the different sections.

Planning Statement Section

4. Officers request the word comprehensive should be **added** into site description bullet point under the 'what you must provide' sub-heading so it now reads the following:

A **comprehensive** site description setting out the physical features of the site and its surroundings.

5. Officer requested the **removal** of the wording ‘for Minerals and Waste Plan’ from the following bullet point under the ‘what you must provide’ sub-heading so it now reads the following:

Summaries of any supporting and technical information submitted as part of the application, including relevant key development criteria for preferred areas/areas of search identified in the Surrey Minerals Plan Core strategy and Primary Aggregates DPDS and Aggregate Recycling Joint DPD.

6. Officers requested that the reference to the relevant section should be added into the restoration and aftercare bullet point under the ‘what you must provide’ sub-heading so that it now reads as follows:

Restoration and aftercare including landfilling: please see Landfill and Restoration and Aftercare (**Section 6**). A summary of this can be included in this statement.

7. Officers requested that the following paragraph is **amended** to the following:

Paragraph to be **removed**:

Proposals may involve a combination of minerals and waste related development and if this is the case, the planning statement should address both. The subjects listed below can be incorporated within the Planning Statement or can be submitted as individual, supporting documents as appropriate.

Paragraph to be **added**:

Proposals may involve a combination of minerals and waste management development and if this is the case, the planning statement should address both. The subjects listed below can be incorporated within the Planning Statement or can be submitted as individual, supporting documents as appropriate.

Green Belt Statement Section

8. Within the Green Belt Section Officer requested the following paragraph is **amended** to the following:

Paragraph to be **removed**:

Where the application site lies within the Green Belt and the proposal would be for development other than mineral extraction and primary treatment.

Paragraph to be **added**:

Where the application site lies within the Green Belt, a Green Belt Statement should be submitted.

9. Officers requested that the Policy and Guidance Green Belt Section is amended as follows:

Remove the following links:

- [National Planning Policy Framework: Protecting Green Belt Land](#)
- [Surrey Minerals Plan Core Strategy Development Plan Document Policy Key Spatial Environmental Considerations – Green Belt](#)
- [The County Planning Authority’s Alternative Site Assessment Advice note](#)
- [Minerals and waste performance monitoring – Surrey County Council](#)
- [Surrey County Council Local Aggregates Assessment](#)
- [Surrey County Council Aggregates Monitoring Update](#)

Add in the following links:

- [National Planning Policy Framework: Protecting Green Belt Land](#)
- [Surrey Minerals Plan Core Strategy Development Plan Document Policy Key Spatial Environmental Considerations – Green Belt](#)
- [The County Planning Authority’s Alternative Site Assessment Advice Note \(PDF\)](#)
- [Surrey County Council Annual Monitoring Report](#)
- [Green Belt - GOV.UK](#)

10. Within the Green Belt Section ‘what you must provide’ Officers requested the following paragraphs are to be **amended** to the following:

Paragraphs to be **removed**:

Need to demonstrate factors that (alone or in combination) amount to very special circumstances which clearly outweighs harm by reason of inappropriateness and any other harm.

An alternative site assessment may be required to demonstrate why the proposal cannot be sited beyond the Green Belt. The alternative site assessment should cross refer to the County Planning Authority’s Alternative Site Assessment advice note.

Paragraph to be **added**:

Need to demonstrate that the proposal meets the definition of appropriate Green Belt development or whether it is considered to be inappropriate development. In the case where the proposal is inappropriate development in the Green Belt, you will need to demonstrate factors that (alone or in combination) amount to very special circumstances which clearly outweighs the harm by reason of inappropriateness and any other harm. In all cases you should explain

the impact of the proposal on the visual and spatial openness of the Green Belt and whether the proposal conflicts with the purposes of the Green Belt.

The five purposes of the Green Belt are:

- To check the unrestricted sprawl of large built-up area.
- To prevent neighbouring towns merging into one another.
- To assist in safeguarding the countryside from encroachment.
- To preserve the setting and special character of historic towns.
- To assist in urban regeneration, by encouraging the recycling the derelict and other urban land.

An alternative site assessment may be required to demonstrate why the proposal cannot be sited beyond the Green Belt. The alternative site assessment should cross refer to the County Planning Authority's Alternative Site Assessment advice note.

Air Quality Section

Air Quality Assessment

11. Statutory Consultee and Officers requested the following paragraph and policy/guidance for air quality assessment to be **amended** to the following:

Paragraph to be **removed**:

Where development is to be located within or adjacent to an Air Quality Management Area (AQMA) or where the development is likely to generate significant vehicle movements as defined by the Environmental Protection UK (EPUK) – Institute of Air Quality Management (IAQM) guidance (or subsequent updates).

Policy and Guidance:

- [Department for Environment Food, and Rural Affairs policy guidance and technical guidance](#)
- [Defra TG\(16\) guidance](#)
- [Environment Agency guidance](#)
- [Planning Practice Guidance: Air Quality](#)
- [IAQM: Land-Use Planning and Development Control: Planning for Air Quality \(PDF\)](#)
- [IAQM: guide to the assessment of air quality impacts on designated nature conservation sites \(PDF\)](#)

Paragraph to be **added**:

Where development is defined by the Environmental Protection UK (EPUK) – Institute of Air Quality Management (IAQM) guidance or subsequent updates:

- Is to be located within or adjacent to an Air Quality Management Area (AQMA) or;
- Is likely to generate significant vehicle movements; or
- Would involve the construction of a new chimney stack.

Policy and Guidance:

- [Department for Environment Food, and Rural Affairs policy guidance and technical guidance](#)
- [Defra TG \(16\) guidance](#)
- [Environment Agency guidance](#)
- [Planning Practice Guidance: Air quality](#)
- [IAQM guidance:](#)
 - Land-Use Planning and Development Control: Planning for Air Quality
 - Guide to the assessment of air quality impacts on designated nature conservation sites

12. Officer requested **addition** of following paragraph to the ‘what you must provide’ for the air quality assessment section:

In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.

Construction Dust

13. Officers requested that the word ‘Assessment’ is **added** to the title for Construction Dust. The title now reads as follows:

Construction Dust **Assessment**.

14. Statutory Consultee and Officers requested the following policy/guidance for construction dust to be **amended** to the following:

Policy/guidance to be **removed**:

Policy and Guidance:

- [Department for Environment Food, and Rural Affairs policy guidance and technical guidance](#)
- [Defra TG\(16\) guidance](#)
- [Environment Agency guidance](#)
- [Planning Practice Guidance: Air Quality](#)
- [IAQM: Land-Use Planning and Development Control: Planning for Air Quality \(PDF\)](#)
- [IAQM: guide to the assessment of air quality impacts on designated nature conservation sites \(PDF\)](#)

Policy/guidance to be **added**:

Policy and Guidance:

- [IAQM guidance](#):
 - Guidance on the Assessment of Mineral Dust Impacts for Planning (May 2016 or subsequent revisions)
 - Guidance on the assessment of dust for demolition and construction (Version 1.1 or subsequent revisions)
 - Land-Use Planning and Development Control: Planning for Air Quality
- [Planning Practice Guidance: Air Quality](#)

Operational Dust

15. Officers requested that the word 'Assessment' is **added** to the title for Operational Dust. The title now reads as follows:

Operational Dust **Assessment**.

16. Statutory Consultee and Officers requested the following paragraph for operational dust is **amended** to the following:

Text to be **added**:

The distance criteria in the IAQM Guidance on the Assessment of Mineral Dust impacts for Planning: Screen the need for detailed assessment specify where the dust impact assessment should be a detailed **dust assessment** or a simple qualitative statement.

17. Statutory Consultee and Officers requested the following policy/guidance for operational dust is **amended** to the following:

Policy/guidance to be **removed**:

Policy and Guidance:

- Same as construction dust, above.

Policy/guidance to be **added**:

Policy and Guidance:

- Please refer to the policy guidance documents detailed for Construction Dust Assessment (Section 3.2), as well as the following:
- [IAQM guidance](#): Guidance on Monitoring on the Vicinity of Demolition and Construction Sites October 2018

Ecology Section

Preliminary Ecological Assessment (PEA)

18. Officers requested that the following text is **added** to the following bullet point:

Within 100m or, or is likely to, affect a Priority Habitat or Species (**See section 4.3 for specific requirements relating to Great Crested Newts**).

19. Statutory consultees requested that policy/guidance for Preliminary Ecological Assessment Section is **amended** to the following:

Policy/guidance to be **removed**:

Policy and Guidance

- [Conservation of Habitats and Species Regulations 2010](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey Wildlife Trust](#)
- [Chartered Institute of Ecology and Environmental Management](#)
- [Natural England - Standing advice for protected species](#)
- [Natural England - SSSI Impact Risk Zones \(PDF\)](#)
- [MAGIC website](#)
- [Office of the Deputy Prime Minister \(ODPM\) Circular 06/2005 "Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system" and the Good Practice Guide](#)
- BS 42020 Biodiversity Code of practice for planning and development
- [Planning Practice Guidance: Natural Environment](#)
- [Wildlife and Countryside Act 1981](#)
- [Conservation of Habitats and Species Regulations 2010](#)
- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)

Policy/Guidance to be **added**:

- [The Conservation of Habitats and Species Regulations 2017 \(as amended\)](#)
- [Wildlife and Countryside Act 1981](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey Wildlife Trust](#)
- [Chartered Institute of Ecology and Environmental Management – best practice guidelines for Preliminary ecological Appraisals and Ecological Impact Assessment](#)
- [Natural England - Standing advice for protected species](#)
- [Natural England - SSSI Impact Risk Zones \(PDF\)](#)
- [MAGIC website](#)
- [Office of the Deputy Prime Minister \(ODPM\) Circular 06/2005 "Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system" and the Good Practice Guide](#)
- British Standard BS42020 Biodiversity Code of practice for planning and development
- [Planning Practice Guidance: Natural Environment](#)

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England Standing Advice - Great Crested Newts: Advice for making planning decisions 2022](#)
- [Natural England Standing Advice - Great Crested Newts: District Level Licensing for Local Planning Authorities](#)
- [Protected species and development: advice for local planning authorities](#)

20. Officers requested that the following paragraph is **added** into the 'what you must provide' section for Preliminary Ecological Assessment (PEA).

Please use the timetable guidance for surveys and assessments as outlined in [Protected species and development advice: advice for local planning authorities](#).

Ecological Impact Assessment

21. Officers requested that the following text is **added** to the following bullet point for Ecological Impact Assessment:

Require a protected species survey (**See section 4.3 for specific requirements relating to Great Crested Newts**).

22. Officers requested that the following text is **added** to the policy/guidance section for Ecological Impact Assessment:

Same as PEA (**Section 4.1**)

Great Crested Newts

23. Officers and NatureSpace Partnership (Statutory Consultee) requested that a Great Crested Newts section is added into the Ecology chapter. The following text has been **added**:

Great Crested Newts

Required for the following applications:

Planning application sites that lie within the red and amber impact risk zones – as mapped by NatureSpace Partnership.

What you must provide:

A Preliminary Ecological Appraisal report providing an initial assessment of any likely impacts on Great Crested Newts, unless you can provide evidence at this stage that impacts on this species are unlikely; in the form of the following:

- Written confirmation that none of the following features are present on site with site photographs to demonstrate the lack of suitable features):
 - Ponds
 - Ditches
 - Piles of material, including timber, stones and debris
 - Rough grassland
 - Hedgerows
 - Woodland
 - Scrub
- Written confirmation that there are no ponds within 500 metres (m) of the site.
- And written confirmation that the access points into the site will not affect any suitable features.

If suitable features do exist on site and there are ponds within 500m of the site, then a Preliminary Ecological Appraisal report must be submitted. The main purpose of this will be to assess the habitats present within the site and all ponds within 500m of the site in order to confirm whether Great Crested Newts are likely to be impacted by the proposal and therefore, whether a full survey should be carried out.

A full Great Crested Newts Survey is not required if the applicant opts to use the Council's District Licence under the scheme administered by NatureSpace.

Unless it can be demonstrated that there is no risk of impacts on Great Crested Newts or their habitats (having completed the appropriate level of assessment as described above), you may need a licence to carry out the proposed development. You can get a licence by:

- Carrying out a full great crested newt survey, providing full details of mitigation as part of your planning application and applying directly to Natural England after planning permission has been approved; or
- Becoming authorised by Surrey County Council under their district licence via NatureSpace (<https://naturespaceuk.com/>) by submitting the relevant NatureSpace documents as part of your planning application.

Biodiversity Net Gain

24. The County Ecologist Officer requested that a Biodiversity Net Gain section is added into the Ecology Chapter. The following text has been **added**:

Biodiversity Net Gain (BNG)

Required for the following applications:

All applications except those exempt from BNG requirements.

Please note that the requirement for BNG for small sites does not come into force until Spring 2024. Small sites are defined as (i) For residential: where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares; (ii) For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare.

Policy and Guidance:

- [National Planning Policy Framework](#)
- [The Environmental Act](#)
- [Town and Country Planning Act 1990 Schedule 7A](#)
- Relevant Borough and District Development Plan Policy
- [The Biodiversity Metric 4.0](#)
- [The Planning Advisory Service](#)
- [National England – Biodiversity Net Gain](#)
- British Standard 42020
- British Standard 8683

What you must provide:

A 'baseline' (before development) and 'post intervention' (post development) metric calculation using the Biodiversity Metric 4.0. The metric needs to be accompanied by a technical BNG report containing methodology including habitat condition results, justification for approach to BNG (following the mitigation hierarchy) and any caveats, assumptions or limitations to the assessment. A UK Hab baseline and post intervention figure must accompany the metric with habitats clearly referenced which correspond to habitats within the BNG report. The report submitted with the planning application will detail how a minimum of 10% gain has been met using the Biodiversity Metric and whether BNG is being provided on site, off site or statutory credits (or a combination). A copy of the Biodiversity Metric assessment (in excel format) must also be provided.

If BNG is to be provided off-site, the off-site land should be identified on a site plan and edged in red and a baseline Ecological Assessment of that land needs to be provided, as the proposed ecological enhancements for it. The 'off-site' tab of the BNG metric will need to be completed with all data fields completed. Any caveats/justification required is to be clearly explained in the accompanying BNG report and in the 'Assessor comments' field of the BNG metric.

In addition, an Ecological Impact Assessment still needs to be carried out on the site to be developed in order to calculate the amount of mitigation required by the off-site provision.

BNG is an additional requirement and does not change existing legal protections for important habitats and species. It maintains the mitigation hierarchy of avoid impacts first, then mitigate and only compensate as a last resort. Where required a Preliminary Ecological Assessment should be provided (please see section 4.1 above).

Applicants are advised to liaise with the County Ecology Team to determine whether their proposal is exempt from BNG

Landscape, Landscaping and Trees Section

Landscape Assessment

25. Officer requested the **rewording** of text to the Landscape Assessment section:

The following text has been **removed**:

Planning applications that require an EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017].

Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB.

All planning applications for development which could have an effect on existing landscape scheme.

The following text has been **added**:

Planning applications where a Landscape and Visual Impact Assessment (LVIA) has been scoped into an EIA under the EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017]

Planning applications that are within or visible from the High Weald AONB or Surrey Hills AONB. For major development or other development with the potential for significant landscape and/or visual impact, including development within the setting of an AONB, a formal LVIA will be required. For all other development an informal and proportionate Landscape and Visual Appraisal (LVA) will be required. There may be exceptional circumstances (e.g. very minor development which is well-screened) where neither the LVIA or LVA will be required. Applicants should clearly justify the approach taken.

LVIA's and LVAs must be produced by a suitably qualified and experienced landscape professionals and accord with industry best

practice guidance (e.g. GLVIA3, DMRB LA107 or guidance which supersedes these).

All planning applications for development which could have an effect on an existing landscape scheme approved by the County Planning Authority.

26. County Landscape Architect requested the **amendment** of the following text to be added to the Landscape Assessment 'what you must provide' section:

Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area **Appraisals**, landscape or nature conservation designations, AONB management plans, Listed Buildings, **Registered** Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.

Photographs, visualisations and photomontages to be provided as appropriate. **Where produced as part of a LVIA or LVA, these should accord with LI Technical Guidance Note 06/19 or any guidance which supersedes this.**

The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required (potentially see **Section 5.3**).

Landscape and visual impact assessments must consider the impact from a range of heights, ridges, hillsides and valleys including plans which show the surrounding contours and topography with a discussion on the impacts.

Landscape Scheme

27. County Landscape Architect requested the **addition** of the following policy and guidance for the Landscape Scheme section:

- [Surrey's New Tree Strategy \(2020\)](#)
- [Tree Species Selection for Green Infrastructure: A Guide for Specifiers \(Trees & Design Action Group\)](#)

28. County Landscape Architect and Waverley Borough Council requested the **rewording** of the following paragraph for new planning for 'what you must provide' for the Landscape Scheme section:

The following text has been **removed**:

Where new planting is proposed [this should be native species of local provenance and that species such as Ash and Elm should be avoided where possible] the application should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed

spacing, numbers or planting densities, notes on cultivation, and timing of planting. Other information that should be provided may include:

- Proposed finished ground levels or contours; sections.
- A soil management strategy where significant earthworks are required.
- Means of enclosure; fences and boundary treatments.
- Protection measures for existing and new planting.
- Tree pit size, protection, staking/guying.
- Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and Construction Method Statement.
- Access and Car parking layout.
- Services.
- Implementation timetables.
- Biosecurity including the sourcing of new trees and shrub stock.

The following text has been **added**:

Where new planting is proposed the applicant should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed spacing, numbers or planting densities, notes on cultivation, and timing of planting. Within a rural context new planting should typically comprise native species of local provenance, sensitive to the surrounding landscape character. Within an urban context, native species are encouraged, however, a proportion of non-native species may be acceptable. This will be a case-by-case basis to be discussed with the County Planning Authority in order to provide species diversity and resilience to climate change, pests and diseases.

Other information that should be provided may include:

- Proposed finished ground levels or contours;
- Sections;
- A soil management strategy where significant earthworks are required;
- Means of enclosure; fences and boundary treatments;
- Protection measures for existing and new planting;
- Tree pit size, protection, staking/guying;
- Underground cellular systems for tree planting within hard surfaced environments;
- Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and Construction Method Statement;
- Access and Car parking layout;
- Services;
- Implementation timetables;
- Biosecurity including the sourcing of new trees and shrub stock; and

- Landscape strategy setting out the vision, design approach and justification for species selection.

29. County Landscape Architect requested the **addition** of the following paragraph into the Landscape Scheme section:

Where replacement trees are proposed a schedule detailing sizes and number/densities of proposed trees should be submitted.

Ancient Woodland

30. Officer requested the **amendment** of the following text regarding the buffer zone between the development and the edge of ancient woodland and veteran trees within the 'what you must provide' section for Ancient Woodland:

Paragraph to be **removed**:

The assessment should state the controls and mitigation, including a 250m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects. Tree surveys should be in accordance with guidance in the British Standard BS:5837 2012 'Trees in relation to demolition, design and development'.

Paragraph to be **added**:

The assessment should state the controls and mitigation, including a 15m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects (see [Natural England and Forestry commission standing advice – GOV.UK](#)). Tree surveys should be in accordance with guidance in the British Standard BS:5837 2012 'Trees in relation to demolition, design and development'.

Trees and Arboricultural Implications

31. County Landscape Architect requested the **addition** of the following paragraph into the 'what you must provide' section of the Trees and Arboricultural Implications section:

Where replacement trees are proposed a schedule detailing sizes and number/densities of proposed trees should be submitted.

Restoration and Aftercare Section

Restoration

32. Environmental Enhancement Officers requested the **addition** of following text in the 'what you must provide' section of the restoration section.

The following text has been **added**:

A statement setting out the restoration proposals for the land following cessation of operations to include:

- An overall restoration plan, identifying the proposed afteruse of the site.
- Voidspace and total volume and type of fill material (if required) to restore the application site alongside filling rates **and expected levels of settlement**.
- Phasing of restoration and if it shall be progressive including phasing plans to demonstrate this.
- An assessment of the agricultural land classification where applicable.
- **A Soil Resource and Management Plan including:**
 - Information on soil resources, including whether the importation of additional soils is required and how topsoil, subsoil and overburden are to be stripped. Details on how soils and soil making materials are to be handled and their proposed depths in the restored landform.
 - Where soils are to be stored during the operational phase, a statement to be provided detailing where topsoil/subsoil will be located including bund positions and height; and quantities stored.
 - Measures that would be taken to safeguard the soil quality during storage and restoration.
- Pre and post settlement contours (where applicable) of the restored area and its relationship to the surrounding land.
- Drainage of the restored area to include grading to promote natural drainage, surface water catchment, proposed field drains, ditches, culverts, sumps and watercourses, direction of flow and site drainage plan and erosion control measures.
- Proposals for the removal of buildings, plant, equipment, roads and hardstandings.
- Landscape strategy and planting details.
- Ensure restoration plan delivers Biodiversity Net Gain (**please refer to the Biodiversity Net Gain Section 4.4 of this document**).

Aftercare

33. Officers requested that the following text is **added** to the policy/guidance section for Aftercare:

Same as Restoration (**Section 6.1**)

Enhancement

34. Officers requested that the following text is **added** to the policy/guidance section for Enhancement:

Same as Restoration (**Section 6.1**)

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Traffic and Highways Section

35. Officers requested that the chapter heading for the Traffic and Highways Section is **amended** to the following:

Removal of the following chapter heading:

Traffic and Highways

Replaced by the following chapter heading:

Highways Traffic and Access

36. Officers requested that the heading for the Traffic Statement Section is **amended** to the following:

Removal of the following heading:

Traffic Statement

Replaced by the following heading:

Transport Statement

Transport Assessment

37. Officers requested that the following policy and guidance is **added** to the policy and guidance section for Transport Assessments:

[Surrey County Council Vehicle Electric Vehicle and Cycle Parking Guidance for New Developments](#)

Geological, Land and Soil Section

Contaminated Land Assessment

38. Officers requested the **addition** of following text for requirements for the Contaminated Land Assessment section:

The following text has been added **added**:

A contaminated land assessment is the minimum requirement to be submitted with an application where the potential for land contamination is suspected or there is reasonable possibility of. In its absence would certainly trigger a pre-commencement condition on suspected sites.

39. Officers requested that the following policy and guidance is **amended** to the policy and guidance section for Contaminated Land Assessment Section:

The following policy and guidance to be **removed**:

- [CL:AIRE Model Procedures for the Management of Land Contamination](#)

The following policy and guidance to be **added**:

- [Land Contamination Risk Management \(LCRM\)](#)
- [Land Contamination: technical guidance- Gov.UK](#)

Agricultural Land Classification and Soils

40. Officers requested that the following policy and guidance is **amended** to the policy and guidance section for Agricultural Land Classification and Soils section:

The following policy and guidance to be **removed**:

- [Good Practice Guide for Handling Soils \(April 2000\) prepared on behalf of MAFF](#)

The following policy and guidance to be **added**:

- [Soil guidance \(quarrying.org\)](#)

41. Officers requested the **addition** of following bullet point for ‘what you must provide’ for the Agricultural Land Classification and Soils section:

The following bullet point has been added **added**:

A soil management plan.

Water Environment Section

Flood Risk Assessment

42. The Lead Local Flood Authority and Officers requested the **addition** of following link to the policy and guidance section of the Flood Risk Assessment section:

[Flood risk assessments: climate change allowances - GOV.UK](#)

Sustainable Drainage Systems (SuDS)

43. Officers requested that the following policy and guidance is **amended** in the policy and guidance section for Sustainable drainage Systems (SuDS) section:

The following policy and guidance to be **removed**:

- [Written Ministerial Statement 2014](#)
- [LASOO Guidance on meeting the national standards \(PDF\)](#)
- [The Lead Local Flood Authority](#)
- [Watercourse Consent from Surrey County Council](#)

The following policy and guidance to be **added**:

- [Ordinary Watercourse Consent Form](#)

44. The Lead Local Flood Authority, Statutory Consultee and Officers requested that a Drainage and Water Supply Report section is added into the Water Environment Chapter. The following text has been **added**:

Drainage and Water Supply Report

Required for the following applications:

For applications where there would be a net increase in water and wastewater demand to serve the development where appropriate.

Policy and Guidance:

- [National Planning Policy Framework: Meeting the challenge of climate change, flooding and coastal change \(PDF\)](#)
- [National Planning Policy Guidance: Water Management](#)

What you must provide:

Water supply and sewage/wastewater infrastructure is essential to any development. Failure to ensure that any required upgrades to the infrastructure network are delivered alongside development could result in adverse impacts in the form of internal and external sewer flooding and pollution of land and water courses and/or low water pressure. Calculations of the mains water consumption for the development proposed and sewage demand and whether any upgrades are needed.

Heritage and Archaeology Section

Heritage Assets

45. The Heritage Officer requested the heading for Heritage Assets is **amended** to the following:

Removal of the following heading:

Heritage Assets

Replaced by the following heading:

Heritage Statement

46. The Heritage Officer and Officers requested the following text is **added** to the requirements section of the Heritage Assets:

Text to be **added**:

Where Heritage Assets or features, and their respective settings, may be affected by the proposal. **A statement is required if your proposal links to either:**

- **Work affecting a listed building and/or its setting.**
- **A new development in a conservation area**
- **Demolition work in a conservation area**
- **Work within an area of archaeological potential**
- **Work within the area of a scheduled ancient monument**
- **Work within a historic park or garden**

A Heritage Asset would be considered to be a nationally or locally Listed Building, Nationally Registered or locally listed Park or Garden, Registered Battlefield, Conservation Area, Historic Landscape and/or associated natural heritage features, or undesignated features or structures of demonstrable historic or cultural heritage interest.

Please Note Listed Building Consent is determined by the relevant district or borough and not by Surrey County Council.

47. The Heritage Officer and Officers requested that the following policy and guidance is **amended** in the policy and guidance section for Heritage Assets section:

The following policy and guidance to be **removed**:

- Surrey County Council Heritage Conservation Team Officer: heritageconsultations@surreycc.gov.uk
- [Surrey Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Historic England Listed Buildings Register](#)
- [Historic England Good Practice Advice Notes: GPA1, GPA2 and GPA3](#)
- [Surrey Historic Landscape Characterisation Assessment](#)

- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)
- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)

The following policy and guidance to be **added**:

- Historic Environment Planning Team Officer:
heritageconsultations@surreycc.gov.uk
- [Land Planning and Development Heritage and Planning Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Historic England Listed Buildings Register](#)
- [Enabling Development and Heritage Assets – Historic England](#)
- [Surrey Historic Landscape Characterisation Assessment](#)
- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)
- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)

48. The Heritage Officer and Officers requested that the following paragraph is **amended** in the 'what you must provide' section for Heritage Assets section:

The following paragraph is to be **removed**:

A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or an mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement.

The following paragraphs is to be **added**:

A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or a mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where

a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

The applicant and/or agent should provide details of how the proposal impacts the listed building/asset and also the context of the setting the building/asset within their heritage statement.

If your proposal affects a locally listed asset applicants and/or agents may need to discuss with the relevant district or borough who hold the register for that asset.

Archaeology

49. Officers requested that the following text is **added** to the policy/guidance section for Archaeology:

Same as Heritage **Statement (Section 10.1)**

Amenity Section

50. Officers requested that the chapter heading for the Amenity Section is **amended** to the following:

Removal of the following chapter heading:

Amenity

Replaced by the following chapter heading:

Other Environmental Impacts

Noise Assessment

51. Officers requested that the requirements for Noise Assessment is **amended** to the following:

The following paragraph is to be **removed**:

Requirement for the following applications:

Where:

- The development is likely to affect sensitive land uses such as dwelling, school or care-home.
- Where the development involves the use of a mobile site plant, processing plant or machinery such as a crusher, screener, conveyor or trommel.
- Where the development involves engineering activities such as earth moving, bund creation or soil stripping.

- Where the development is likely to affect a designated (international, national or local) Nature Conservation or Geological site.
- Where the development is to be located within the AONB and Area of Great Landscape Value.

The following paragraph is to be **added**:

Requirement for the following applications:

Where the development:

- Is likely to affect sensitive land uses such as dwelling, school, or care- home.
- Involves the use of mobile site plant, processing plant or machinery such as a crusher, screener, conveyor, or trommel.
- Involves engineering activities such as earth moving, bund creation or soil stripping.
- Is likely to affect a designated (international, national, or local) Nature Conservation or Geological site.
- Is to be located within the AONB and Area of Great Landscape Value.

52. Officers requested that the following policy and guidance is **amended** in the policy and guidance section for Noise Assessment section:

The following policy and guidance to be **removed**:

- [“Guidelines for Noise and Vibration Assessment and Control – Minerals, Waste, and Other County Development” Surrey County Council \(PDF\)](#)

The following policy and guidance to be **added**:

- [Surrey County Council Guidelines for Noise and Vibration Assessment and Control](#)

53. Officers requested that High Pressure Pipeline Search is **removed** from the Other Environmental Impacts section and is **replaced** with its own chapter (now Chapter 12 of Annex 1).

High Pressure Pipeline Search Section

54. Officers requested the following link is **updated** within the policy and guidance section for High Pressure Pipeline Search:

[National Grid - Check before you dig - location of our cables and equipment](#)

55. Officers requested that the ‘what you must provide’ for High Pressure Pipeline Search is **amended** to the following:

The following paragraph is to be **removed**:

For all developments involving excavation or below ground works. There are special requirements for safe working in close proximity to a high pressure pipeline and proposed works require approval from a pipeline operator prior to commencing.

The following paragraph is to be **added**:

For all developments where excavation or below ground works are proposed an applicant must carry out a search to determine whether a high pressure pipeline is present in the vicinity of the application site. Most pipeline operators are signed up to Linesearch and it is recommended a search should be carried out using the Linesearch tool to establish the presence of pipeline infrastructure. The results of any pipeline search undertaken are to be submitted with a planning application.

Airport Safeguarding Section

56. Gatwick Airport and Heathrow Airport Safeguarding Officer requested the **amendment** to the following paragraphs.

Paragraphs to be **removed**:

All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fairoaks, Northolt, Odiham] and where:

- The proposal involves landfilling
- The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries and flat roofs.

Where the proposal includes lighting which may impact on airport safety (i.e. dazzling).

Where a proposal involves the venting and flaring of gas.

Where buildings/structures have the potential to impact on navigational aids including Instrument Flight Procedures (IFPs).

Applicants are advised to discuss non-official safeguarding areas with planning officers.

Paragraphs to be **added**:

Aerodrome Safeguarding is a legislative requirement for officially safeguarded aerodromes of which Heathrow Airport and Gatwick Airport is one. Aerodrome safeguarding is the process used to ensure the safety of aircraft while taking off and landing or flying in the vicinity of aerodromes. It is embedded in the Town & Country Planning process by way of ODPM/DfT Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives Storage Areas: The Town & Country Planning (Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002.

Required for the following applications:

All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fairoaks, Northolt, Odiham] and where:

- The proposal involves landfilling
- The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries and flat roofs.
- Where the proposal includes lighting which may impact on airport safety (i.e. dazzling).
- Where a proposal involves the venting and flaring of gas.
- Where buildings/structures have the potential to impact on Communication, Navigation & Surveillance Equipment (CNS).
- Where the buildings/structures have the potential to impact on including instrument flight procedures (IFPs)
- Where the buildings/structures have the potential to infringe Obstacle Limitation Surfaces (OLS)
- Where the buildings/structures have the potential to cause building/structure induced turbulence
- Where the proposals include wind turbines or large areas of solar panels
- Where a crane or tall construction equipment is to be used on site, a permit may be required from Gatwick Airport Crane Permits (gatwickairport.com) and/or Heathrow Airport Works Approval Team (Airside_Works_Approvals@heathrow.com).

Applicants are advised to discuss non-official safeguarding areas with planning officers.

57. Gatwick Airport and Heathrow airport Safeguarding Officer requested **removal** and **addition** of the following policy/guidance:

Guidance to be **removed**:

[Guidance on Civil Aviation Authority \(CAA\) Planning Consultation Requirements \(PDF\)](#)

Guidance to be **added**:

[Commercial industry | Civil Aviation Authority \(caa.co.uk\)](http://caa.co.uk)

Sustainable Design and Waste Management Section

58. Officers requested that the chapter heading for the Sustainable Design and Waste Management Section is **amended** to the following:

Removal of the following chapter heading:

Sustainable Design and Waste Management

Replaced by the following chapter heading:

Phasing and Working Programme

Phasing Programme

59. Officer requested that a new section called Phasing Programme is **included**.

The following text has been **added**:

Phasing Programme

Required for the following applications:

All mineral extraction proposals and proposals that involve waste management for the restoration of a mineral site.

Policy and Guidance:

- [Landfill \(England and Wales\) Regulations 2002](#)
- [National Planning Policy for Waste](#)
- [Surrey Waste Local Plan](#)
- [Surrey Minerals Plan](#)
- [National Planning Policy Guidance: Waste](#)

What you must provide:

Information/plans relating to the phasing and working programme of the operations proposed including timescales, mineral volumes per each phase, volume of material involved for landfilling or recovery, methods of proposed operations throughout the life of the development; stockpile location and design (soil/ mineral/ waste materials/ restoration materials). Where waste is to be generated, having regard to the waste hierarchy details of how waste produced during all stages of development will be minimised and managed in a sustainable manner, including what type of waste would be generated, how the waste would

be managed; and which contractors will be used to ensure the waste is managed sustainably.

Statement on the proposed void space, volume of fill material involved, rates of fill, type and source of material, expected levels of settlement including justification thereof, and proposed methods of compaction (pre and post settlement levels) as part of the phasing programme and for the proposal overall.

The development involves the minimum quantity of waste necessary.

Landfill and Landraising Statement

60. Officers requested the **amendment** to the following paragraphs for 'what you must provide'.

Paragraphs to be **removed**:

Statement on the proposed capacity, amount of material involved, rates of fill, type and source of material, expected levels of settlement including justification thereof, and proposed methods of compaction (pre and post settlement levels).

Demonstration that the amount of fill proposed is the minimum requisite required.

Paragraphs to be **added**:

Statement on the proposed void space, volume of fill material involved, rates of fill, type and source of material, expected levels of settlement including justification thereof, and proposed methods of compaction (pre and post settlement levels).

Demonstration that the amount of fill proposed is the minimum requisite required.

Sustainable Design and Construction Statement

61. Officers requested that the Sustainable Design and Construction Statement Section is **removed** from this Chapter.

The following text has been removed from Annex 1:

Sustainable Design and Construction Statement

Required for the following applications:

Large Scale Developments (Over 5 hectare) [As defined in the General Development Management Procedure 2015 however there isn't a definition of major use in the AONB – it is a matter for the decision

maker to determine whether a proposed development in the AONB context is major development.]

Policy and Guidance:

- [Surrey Waste Plan: Core Strategy and Waste Development Control Policies \(PDF\)](#)
- [Surrey Minerals Plan: Reducing Demand for Minerals – Efficient use of mineral resources \(PDF\)](#)
- [Surrey Minerals Plan: Reducing Demand for Minerals – Recycled and Secondary Aggregates \(PDF\)](#)
- [National Planning Policy Guidance: Climate Change](#)
- [Surrey County Councils Sustainable Construction Standing Advice Notice.](#)

What you must provide:

Statement detailing how sustainable forms of design/construction have been incorporated into the new development and any proposed renewable energy technologies. This statement should also set out how waste produced during all stages of development will be minimised and managed in a sustainable manner, including the following details:

- What type of waste will be generated.
- How the waste will be managed.
- Which contractors will be used to ensure the waste is correctly recycled or disposed of responsibly and legally.

Community Involvement Section

62. Officers requested that the chapter heading for the Community Involvement Section is **amended** to the following:

Removal of the following chapter heading:

Community Involvement

Replaced by the following chapter heading:

Community Engagement

63. Officers requested that the following policy and guidance is **removed** in the policy and guidance section for Statement of Community Involvement Section:

The following policy and guidance to be **removed**:

- [Surrey County Council's Statement of Community Involvement](#)

64. Officers requested the **amendment** of the following paragraphs under the 'what you must provide' for the Statement of Community Involvement Section.

The following paragraphs to be **removed**:

A Statement explaining how the applicant has complied with the pre-application engagement recommendation made in Surrey County Council's Statement of Community involvement.

Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process.

The following paragraphs are to be **added**:

The National Planning Policy Framework (NPPF) encourages pre-application discussions and states that: "early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties".

Surrey County Council encourages developers to enter into pre-application discussions with the Council to establish the information that will be required, and to identify key issues and policies associated with any potential application.

A statement explaining how the applicant has complied with any community engagement recommendations made in [Surrey County Council's Statement of Community Involvement](#).

Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process. Applicants are advised to submit details of the engagement carried out as well as the comments made by the public. Applicants are advised to demonstrate how they are addressing (if any) comments raised by the public.

Appendices Section

65. Officers requested the **addition** of the following text to Appendix 1:

The following text has been **added**:

Where relevant please refer to any appropriate neighbourhood plan documents, which can be accessed from the district and borough websites

66. Officers requested the **addition** of the following statutory consultee to Appendix 2:

The following statutory consultee has been **added**:

Aerodrome Operator

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Schedule of Modifications

Annex 2: Waste Management Development

A total of 61 amendments have been made to this document, these are listed below.

Contents Page Section

1. Officers requested that the title of the annex is **renamed** from Waste-related Development to Waste Management Development.
2. Officers requested the following paragraph is **amended** to the following:

Paragraph to be **removed**:

The policy drivers for all the subjects listed below are the [Surrey Waste Plan](#), relevant Borough or District Local Plans, the [National Planning Policy Framework](#), [National Planning Policy for Waste](#), [Waste Management Plan for England](#) and the [National Planning Policy Practice Guidance](#). Specific policies or paragraphs of these policy drivers may be detailed within a specific subject below when relevant. This is also true of the [Surrey Aggregates Recycling Joint Development Plan Document](#).

Paragraph to be **added**:

The policy drivers for all the subjects listed are the [Surrey Waste Local Plan](#), relevant Borough or District Local Plans, the [National Planning Policy Framework](#), [National Planning Policy for Waste](#), [Waste Management Plan for England](#) and the [National Planning Policy Practice Guidance](#). Specific policies or paragraphs of these policy drivers may be detailed within a specific subject when relevant. This is also true of the [Surrey Aggregates Recycling Joint Development Plan Document](#).

3. Contents list has been **updated as a field** in relation to the updates detailed within this schedule of modification.
4. Officers requested that paragraph numbers have been **added** to the whole annex to make it easier to navigate the different sections.

Planning Statement Section

5. Officer requested the following **amendment** to the Planning Statement Section:

Mandatory for all planning applications

6. Officer requested the word comprehensive should be **added** into site description bullet point under the what you must provide sub-heading so it now reads the following:

A comprehensive site description setting out the physical features of the site and its surroundings.

7. Officer requested the **removal** of the wording 'for Minerals and Water Plan' from the following bullet point under the 'what you must provide' sub-heading so it now reads the following:

Summaries of any supporting and technical information submitted as part of the application, including relevant key development criteria for preferred areas/areas of search identified in the Surrey Minerals Plan Core strategy and Primary Aggregates DPDS and Aggregate Recycling Joint DPD.

8. Officers requested that the following paragraph is **amended** to the following.

Paragraph to be **removed**:

Proposals may involve a combination of mineral and waste related development and if this is the case, the planning statement should address both. The subjects listed below can be incorporated within the Planning Statement or can be submitted as individual, supporting documents as appropriate.

Paragraph to be **added**:

Proposals may involve a combination of mineral and waste management development and if this is the case, the planning statement should address both. The subjects listed below can be incorporated within the Planning Statement or can be submitted as individual, supporting documents as appropriate.

Green Belt Statement Section

9. Officer requested the **rewording** of the following text:

The text to be removed:

Where the application site lies within the Green Belt and the proposal would be for inappropriate development.

The text which replaces it:

Where the application site lies within the Green Belt, a Green Belt Statement should be submitted.

10. Officer requested that following guidance has been **amended** to the Green Belt section.

Policy/Guidance to be removed:

- [National Planning Policy Framework: Protecting Green Belt Land \(PDF\)](#)
- [Surrey Waste Plan: Core Strategy](#)
- [Surrey Aggregates Recycling Joint \(DPD\)](#)
- [Surrey County Council Annual Monitoring Report \(AMR\)](#)
- [Surrey County Council Local Aggregate Assessment](#)
- [Surrey County Council Aggregates Monitoring Update](#)
- [The County Planning Authority's Alternative Site Assessment advice note \(PDF\)](#)

Policy/Guidance to be added:

- [National Planning Policy Framework: Protecting Green Belt Land \(PDF\)](#)
- [Surrey Waste Plan: Core Strategy](#)
- [Surrey Aggregates Recycling Joint \(DPD\)](#)
- [Surrey County Council Annual Monitoring Report \(AMR\)](#)
- [The County Planning Authority's Alternative Site Assessment advice note \(PDF\)](#)
- [Green Belt - GOV.UK](#)

11. Officer requested the following text to be **added** to the Green Belt section:

The five purposes of the Green Belt are;

1. To check the unrestricted sprawl of large built-up areas;
2. To prevent neighbouring towns merging into one another;
3. To assist in safeguarding the countryside from encroachment;
4. To preserve the setting and special character of historic towns;
and
5. To assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

12. Officers requested that the following paragraph are **amended** to the following:

Paragraphs to be removed:

Need to demonstrate factors that (alone or in combination) amount to very special circumstances which clearly outweighs harm by reason of inappropriateness and any other harm.

An alternative site assessment may be required to demonstrate why the proposal cannot be sited beyond the Green Belt. The alternative site assessment should cross refer to the County Planning Authority's Alternative Site Assessment advice note.

Paragraphs to be added:

Need to demonstrate that the proposal meets the definition of appropriate green belt development or whether it is considered to be inappropriate development. In the case where the proposal is inappropriate development in the green belt, you need to demonstrate the factors that (alone or in combination) amount of very special circumstances which clearly outweighs harm by reason of inappropriateness and any other harm. In all cases you should explain the impact of the proposal on the visual and spatial openness of the Green Belt and whether the proposal conflicts with the purposes of the Green Belt.

The five purposes of the Green Belt are;

- i. To check the unrestricted sprawl of large built-up areas;
- ii. To prevent neighbouring towns merging into one another;
- iii. To assist in safeguarding the countryside from encroachment;
- iv. To preserve the setting and special character of historic towns; and
- v. To assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

An alternative site assessment may be required to demonstrate why the proposal cannot be sited beyond the Green Belt. The alternative site assessment should cross refer to the County Planning Authority's Alternative Site Assessment advice note.

Air Quality Section

Air Quality Assessment

13. Statutory Consultee and Officers requested the following paragraph and policy/guidance to be **amended** to the following.

Paragraphs to be removed:

Where development is to be located within or adjacent to an Air Quality Management Area (AQMA) or where the development is likely to generate significant vehicle movements as defined by the Environmental Protection UK (EPUK) - Institute of Air Quality Management (IAQM) guidance (or subsequent updates)

Policy and Guidance:

- Department for Environment Food, and Rural Affairs policy guidance and technical guidance.
- Defra TG(16) guidance
- Environment Agency guidance
- Planning Practice Guidance: Air quality
- IAQM: Land-Use Planning and Development Control: Planning for Air Quality (PDF)
- IAQM: guide to the assessment of air quality impacts on designated nature conservation sites (PDF)

Paragraphs to be added:

Where development as defined by the Environmental Protection UK (EPUK) - Institute of Air Quality Management (IAQM) guidance (or subsequent updates);

- Is to be located within or adjacent to an Air Quality Management Area (AQMA).
- Is likely to generate significant vehicle movements.
- Would involve the construction of a new chimney stack.

Policy and Guidance:

- Department for Environment Food, and Rural Affairs policy guidance and technical guidance.
- Defra TG (16) guidance
- Environment Agency guidance
- Planning Practice Guidance: Air quality
- IAQM guidance
 - Land-Use Planning and Development Control: Planning for Air Quality
 - Guide to the assessment of air quality impacts on designated nature conservation sites

14. Officers requested that the following paragraph is **added**:

In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.

Construction Dust Assessment

15. Officers requested that the Construction Dust section is **renamed** to Construction Dust Assessment.

16. Officers requested the policy/guidance to be **amended** to the following.

The following policy/guidance to be removed:

- [IAQM Guidance on the assessment of dust from demolition and construction \(PDF\) \(Version 1.1 or subsequent revisions\)](#).
- [Planning Practice Guidance: Air quality](#)
- [IAQM: Land-Use Planning and Development Control: Planning for Air Quality \(PDF\)](#)

The following policy/guidance to be added:

- [IAQM guidance](#)
 - Guidance on the Assessment of Mineral Dust Impacts for Planning (**May 2016 or subsequent revisions**)
 - Guidance on the assessment of dust from demolition and construction (**Version 1.1 or subsequent revisions**).

- Land-Use Planning and Development Control: Planning for Air Quality
- [Planning Practice Guidance: Air quality](#)

Operational Dust Assessment

17. Officers requested that the Operational Dust section is **renamed** to Operational Dust Assessment.
18. Officers requested the amendment of the following paragraph.

Paragraph to be removed:

The distance criteria in the IAQM *Guidance on the Assessment of Mineral Dust impacts for Planning: Screen the need for detailed assessment* specify whether the dust impact assessment should be a detailed one or a simple qualitative statement.

Paragraph to be added:

The distance criteria in the IAQM *Guidance on the Assessment of Mineral Dust impacts for Planning: Screen the need for detailed assessment* specify whether the dust impact assessment should be a detailed dust assessment or a simple qualitative statement.

19. Officers requested the policy/guidance to be **amended** to the following.

Policy/Guidance to be removed:

- As construction dust, above, with additional:
- [IAQM, Guidance on the Assessment of Mineral Dust Impacts for Planning \(PDF\) \(May 2016 or subsequent revisions\)](#)

Policy/guidance to be added:

- Please refer to the policy guidance documents detailed for Construction Dust (section 3.2), as well as the following;
- [IAQM guidance: Guidance on Monitoring on the Vicinity of Demolition and Construction Sites October 2018](#)

Ecology Section

Preliminary Ecological Assessment (PEA)

20. Statutory consultees requested that policy/guidance section is **amended** the following.

Policy/guidance to be removed:

Conservation of Habitats and Species Regulations 2010
Surrey Biodiversity Information Centre
Surrey Wildlife Trust

Chartered Institute of Ecology and Environmental Management
 Natural England - Standing advice for protected species
 Natural England - SSSI Impact Risk Zones (PDF)
 MAGIC website
 Office of the Deputy Prime Minister (ODPM) Circular 06/2005
 "Biodiversity and Geological Conservation – statutory obligations
 and their impact within the planning system" and the Good
 Practice Guide
 BS 42020 Biodiversity Code of practice for planning and
 development
 Planning Practice Guidance: Natural Environment
 Wildlife and Countryside Act 1981
 Conservation of Habitats and Species Regulations 2010
 National Planning Policy Framework: Conserving and enhancing
 the natural environment (PDF)

Policy and guidance to be added:

The Conservation of Habitats and Species Regulations 2017
 Wildlife and Countryside Act 1981
 Surrey Biodiversity Information Centre
 Surrey Wildlife Trust
 Chartered Institute of Ecology and Environmental Management
 Natural England - Standing advice for protected species
 Natural England - SSSI Impact Risk Zones (PDF)
 MAGIC website
 Office of the Deputy Prime Minister (ODPM) Circular 06/2005
 "Biodiversity and Geological Conservation – statutory obligations
 and their impact within the planning system" and the Good Practice
 Guide
 BS 42020 Biodiversity Code of practice for planning and
 development
 Planning Practice Guidance: Natural Environment
 The Conservation of Habitats and Species Regulations 2017
 National Planning Policy Framework: Conserving and enhancing
 the natural environment (PDF)
 Great crested newts: advice for making planning decisions -
 GOV.UK
 Great crested newts: district level licensing for local planning
 authorities - GOV.UK
 Protected species and development: advice for local planning
 authorities - GOV.UK

21. County Landscape Architect that the following paragraph is **reworded** to the following.

Paragraph to be removed:

It is expected that surveys, data collection and analysis follow the guidance in BS 42020.

Paragraph to be added:

It is expected that surveys, data collection and analysis follow the guidance in BS 42020. Please use the timetable guidance for surveys and assessments as outlined in Protected species and development advice: advice for local planning authorities.

Great Crested Newts

22. Officers and NatureSpace Partnership (Statutory Consultee) requested that a Great Crested Newts section is added into the Ecology chapter. The following text has been **added**:

Great Crested Newts

Required for the following applications:

Planning application sites that lie within the red and amber impact risk zones – as mapped by NatureSpace Partnership.

What you must provide:

A Preliminary Ecological Appraisal report providing an initial assessment of any likely impacts on great crested newts, unless you can provide evidence at this stage that impacts on this species are unlikely; in the form of the following:

- Written confirmation that none of the following features are present on site with site photographs to demonstrate the lack of suitable features):
 - Ponds
 - Ditches
 - Piles of material, including timber, stones and debris
 - Rough grassland
 - Hedgerows
 - Woodland
 - Scrub
- Written confirmation that there are no ponds within 500 metres (m) of the site
- And written confirmation that the access points into the site will not affect any suitable features

If suitable features do exist on site and there are ponds within 500m of the site, then a Preliminary Ecological Appraisal report must be submitted. The main purpose of this will be to assess the habitats present within the site and all ponds within 500m of the site in order to confirm whether great crested newts are likely to be impacted by the proposal and therefore, whether a full survey should be carried out.

Unless it can be demonstrated that there is no risk of impacts on great crested newts or their habitats (having completed the appropriate level

of assessment as described above), you may need a licence to carry out the proposed development. You can get a licence by:

- Carrying out a full great crested newt survey, providing full details of mitigation as part of your planning application and applying directly to Natural England (<https://www.gov.uk/government/publications/great-crested-newts-apply-for-a-mitigation-licence>) after planning permission has been approved; or
- Becoming authorised by Surrey County Council under their district licence via NatureSpace (<https://naturespaceuk.com/>) by submitting the relevant NatureSpace documents as part of your planning application.

Biodiversity Net Gain

23. The County Ecologist Officer requested that a Biodiversity Net Gain section is added into the Ecology Chapter. The following text has been **added**:

Biodiversity Net Gain (BNG)

Required for the following applications:

All applications except those exempt from BNG requirements.

Please note that the requirement for BNG for small sites does not come into force until spring 2024. Small sites are defined as (i) for residential: where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares; (ii) For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare.

Policy and Guidance:

- National Planning Policy Framework
- The Environmental Act
- Town and Country Planning Act 1990 (legislation.gov.uk)
- Relevant Borough and District Development Plan Policy
- The Biodiversity Metric 4.0
- The Planning Advisory Service
- British Standard 42020
- British Standard 8683

What you must provide:

A 'baseline' (before development) and 'post intervention' (post development) metric calculation using the Biodiversity Metric 4.0. the metric needs to be accompanied by a technical BNG report containing

methodology including habitat condition results, justification for approach to BNG (following the mitigation hierarchy) and any caveats, assumptions or limitations to the assessment. A UK Hab baseline and post intervention figure must accompany the metric with habitats clearly referenced which correspond to habitats within the BNG report. The report submitted with the planning application will detail how a minimum of 10% gain has been met using the Biodiversity Metric and whether BNG is being provided on site, off site or statutory credits (or a combination). A copy of the Biodiversity Metric assessment (in excel format) must also be provided.

If BNG is to be provided off-site, the off-site land should be identified on a site plan and edged in red and a baseline Ecological Assessment of that land needs to be provided, as the proposed ecological enhancements for it. The 'off-site' tab of the BNG metric will need to be completed with all date fields completed. Any caveats/justification required is to be clearly explained in the accompanying BNG report and in the 'Assessor comments' field of the BNG metric.

In addition, an Ecological Impact Assessment still needs to be carried out on the site to be developed in order to calculate the amount of mitigation required by the off-site provision.

BNG is an additional requirement and does not change existing legal protections for important habitats and species. It maintains the mitigation hierarchy of avoid impacts first, then mitigate and only compensate as a last resort. Where required a Preliminary Ecological Assessment should be provided (please see section 3.1 above).

Applicants are advised to liaise with the County Ecology Team to determine whether their proposal is exempt from BNG (ecology.planning@surreycc.gov.uk).

Landscape, Landscaping and Trees Section

Landscape Assessment

24. The County Landscape Architect and Officers **amended** the wording to the Landscape Assessment section.

The following text has been removed:

Planning applications that require an EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017].

Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB

All planning applications for development which could have an effect on an existing landscape scheme.

The following text has been added:

Planning applications where a Landscape and Visual Impact Assessment (LVIA) has been scoped into an EIA under the EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017].

Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB. For major development or other development with the potential for significant landscape and/or visual impact, including development within the setting of an AONB, a formal LVIA will be required. For all other development, an informal and proportionate Landscape and Visual Appraisal (LVA) will be required. There may be exceptional circumstances (e.g. very minor development which is well-screened) where neither an LVIA or LVA will be required. Applicants should clearly justify the approach taken.

LVIA's and LVAs must be produced by suitably qualified and experienced landscape professionals and accord with industry best practice guidance (e.g. GLVIA3, DMRB LA107 or guidance which supersedes these).

All planning applications for development which could have an effect on an existing landscape scheme approved by the County Planning Authority

25. County Landscape Architect Officers **amended** the requirement under what you must provide section for Landscape Assessment.

The text to be removed:

Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area Assessments, landscape or nature conservation designations, AONB management plans, Listed Buildings, Historic Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.

Photographs, visualisations and photomontages to be provided as appropriate.

The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required (potentially see below).

Landscape and visual impact assessments must consider the impact from a range of heights, ridges, hillsides and valleys including plans which show the surrounding contours and topography with a discussion

on the impacts.

The text to be added:

Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area Appraisals, landscape or nature conservation designations, AONB management plans, Listed Buildings, Registered Historic Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.

Photographs, visualisations and photomontages to be provided as appropriate. Where produced as part of a LVIA or LVA, these should accord with LI Technical Guidance Note 06/19 or any guidance which supersedes this.

The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required (potentially see below).

Landscape and visual impact assessments must consider the impact from a range of heights, ridges, hillsides and valleys including plans which show the surrounding contours and topography with a discussion on the impacts.

Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

Landscape Scheme

26. County Landscape Architect requested that the following guidance is **added** to the Landscape Scheme:

Surrey's New Tree Strategy (2020)
Tree Species Selection for Green Infrastructure: A Guide for
Specifiers (Trees & Design Action Group)

27. Officers and Waverley Borough Council amended the wording to the Landscape Scheme section.

The following text has been removed:

Where new planting is proposed [this should be native species of local provenance and that species such as Ash and Elm should be avoided where possible] the application should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed spacing, numbers or planting densities, notes on cultivation, and timing of planting. Other information that should be provided may include: Proposed finished ground levels or contours; sections. A soil management strategy where significant earthworks are required.

Means of enclosure; fences and boundary treatments.
 Protection measures for existing and new planting.
 Tree pit size, protection, staking/guying.
 Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and
 Construction Method Statement
 Access and Car parking layouts.
 Services.
 Implementation timetables.
 Biosecurity including the sourcing of new trees and shrub stock.

The following text has been added:

Where new planting is proposed the application should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed spacing, numbers or planting densities, notes on cultivation, and timing of planting. Within a rural context, new planting should typically comprise native species of local provenance, sensitive to the surrounding landscape character. Within an urban context native species are encouraged, however a proportion of non-native species may be acceptable. this will be a case-by-case basis to be discussed with the County Planning Authority in order to provide species diversity and resilience to climate change, pests, and diseases.

Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

Other information that should be provided may include:

- Proposed finished ground levels or contours; sections.
- A soil management strategy where significant earthworks are required.
- Means of enclosure; fences and boundary treatments.
- Protection measures for existing and new planting.
- Tree pit size, protection, staking/guying.
- Underground cellular systems for tree planting within hard surfaced environments
- Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and
Construction Method Statement
- Access and Car parking layouts.
- Services.
- Implementation timetables.
- Biosecurity including the sourcing of new trees and shrub stock.
- Landscape strategy setting out the vision, design approach and justification for species selection.

Ancient Woodland

28. Officers **amended** the policy and guidance requirement under ancient woodland to the following.

The following policy/guidance has been removed:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England and Forestry Commission Standing Advice on Ancient Woodland and veteran trees](#)
- [Surrey Ancient Woodland Inventory](#)
- [Surrey Interactive Map](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey historic and landscape character assessments & Historic Environment Record](#)
- [The Forestry Commission](#)
- [Natural England](#)
- [Woodland Trust](#)
- [Veteran Trees: A Guide to Good Management](#)

The following policy/guidance has been added:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England and Forestry Commission Standing Advice on Ancient Woodland and veteran trees](#)
- [Surrey Ancient Woodland Inventory - Woodland surveys - Surrey County Council](#)
- [Surrey Interactive Map](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey historic and landscape character assessments & Historic Environment Record](#)
- [The Forestry Commission](#)
- [Natural England](#)
- [Woodland Trust](#)
- [Veteran Trees: A Guide to Good Management](#)

29. Officers **amended** the following text under the what you must provide requirement for ancient woodland.

The following text has been removed:

The assessment should state the controls and mitigation, including a 250m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects. Tree surveys should be in accordance with guidance in British Standard BS:5837 2012 'Trees in relation to demolition, design and development'

The following text has been added:

The assessment should state the controls and mitigation, including a 15m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects. Tree surveys should be in accordance with guidance in British Standard BS:5837 2012 'Trees in relation to demolition, design and development'.

30. Officers **added** a footnote into the ancient woodland section.

The following footnote has been added:

Ancient woodland, ancient trees and veteran trees: advice for making planning decisions – GOV.UK.

Trees and Arboricultural Implications

31. Officers **updated** the policy and guidance requirement under the Trees and Arboricultural Implications section.

The following guidance has been removed:

A tree survey should be carried out by a suitably qualified and experienced Arboriculturist to British Standard BS:5837: 2012 'Trees in Relation to Design, Demolition and Construction to Construction – Recommendations' Each surveyed tree will be categorised according to the cascade chart for tree quality assessment, Table 1 of the standard.

The following guidance has been added:

A tree survey should be carried out by a suitably qualified and experienced Arboriculturist to British Standard BS:5837: 2012 'Trees in Relation to Design, Demolition and Construction to Construction – Recommendations' Each surveyed tree will be categorised according to the cascade chart for tree quality assessment, Table 1 of the standard.

32. Officers **added** the following requirement under what you must provide for Trees and Arboricultural Implications section:

Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

Restoration and Aftercare Section

Restoration

33. Environmental Enhancement Officer and Officers requested that the requirements under what you must provide for restoration is **amended**.

The following text is to be removed:

A statement setting out the restoration proposals for the land following cessation of operations to include:

- An overall restoration plan, identifying the proposed afteruse of the site.
- Interim and final plans required for where gas/leachate monitoring infrastructure needs removed at a later date.

- Total volume and type of fill material (if required) to restore the application site alongside filling rates.
- Phasing of restoration and if it shall be progressive including phasing plans to demonstrate this.
- An assessment of the agricultural land classification where applicable.
- Information on soil resources, including whether the importation of additional soils is required and how top soil, subsoil and overburden are to be stripped. Details on how soils and soil making materials are to be handled and their proposed depths in the restored landform.
- Where soils are to be stored during the operational phase, a statement be provided detailing where top soil/subsoil will be located including bund positions and height; and quantities stored.
- Measures that would be taken to safeguard the soil quality during storage and restoration.
- Pre and post settlement contours of the restored area and its relationship to the surrounding land.
- Drainage of the restored area to include grading to promote natural drainage, surface water catchment, proposed field drains, ditches, culverts, sumps and watercourses, direction of flow and site drainage plan and erosion control measures.
- Proposals for the removal of buildings, plant, equipment, roads and hardstandings.
- Landscape strategy and planting details.
- Ensure restoration plan delivers Biodiversity Net Gain

The following text is to be added:

A statement setting out the restoration proposals for the land following cessation of operations to include:

- An overall restoration plan, identifying the proposed afteruse of the site.
- Interim and final plans required for where gas/leachate monitoring infrastructure needs removed at a later date.
- Total volume and type of fill material (if required) to restore the application site alongside filling rates and expected levels of settlement.
- Phasing of restoration and if it shall be progressive including phasing plans to demonstrate this.
- An assessment of the agricultural land classification where applicable.
- A Soil Resource and Management Plan including;
 - Information on soil resources, including whether the importation of additional soils is required and how topsoil, subsoil and overburden are to be stripped. Details on how soils and soil making materials are to be handled and their proposed depths in the restored landform.
 - Where soils are to be stored during the operational phase, a statement be provided detailing where topsoil/subsoil will be located including bund positions and height; and quantities stored.

- Measures that would be taken to safeguard the soil quality during storage and restoration.
- Pre and post settlement contours (where applicable) of the restored area and its relationship to the surrounding land.
- Drainage of the restored area to include grading to promote natural drainage, surface water catchment, proposed field drains, ditches, culverts, sumps and watercourses, direction of flow and site drainage plan and erosion control measures.
- Proposals for the removal of buildings, plant, equipment, roads and hardstandings.
- Landscape strategy and planting details.
- Ensure restoration plan delivers Biodiversity Net Gain (please refer Biodiversity Net Gain section 4.4 of this document).

Aftercare

34. Officers requested that the details of annual programme to be provided should be **amended** from two months to one month. Therefore the requirement now reads:

Details of an annual programme to be provided no later than one month prior to the annual aftercare meeting.

Traffic and Highways Section

Transport Statement

35. Officers requested that this section is **renamed** from Traffic Statement to Transport Statement.

Transport Assessment

36. Officers requested that the following policy and guidance is **added** to the Transport Assessment section:

Vehicle, electric vehicle and cycle parking guidance for new developments.

Geological, Land and Soil Section

Contaminated Land Assessment

37. The district EHO officer requested the addition of the following paragraph to the Contaminated Land Assessment.

Paragraph to be added:

A contaminated land assessment is the minimum requirement to be submitted with an application where the potential for land contamination is suspected/there is reasonable possible of. In its

absence would certainly trigger a pre-commencement condition on suspected sites.

38. Officers requested that the requirements under policy/guidance for contaminated land assessment is **amended**.

The following requirements have been removed:

- National Planning Policy Framework: Conserving and enhancing the natural environment (PDF) [including and the definition of "Site Investigation Information"]
- Environment Agency Groundwater Protection guides
- Borough or District Council Contaminated Land Officer.
- Environment Agency Guidance
- Land affected by Contamination Guidance
- BS10175:2011 +A1:2013
Investigation of potentially contaminated sites. Code of Practice
- CL:AIRE Model Procedures for the Management of Land Contamination
- Approved Document C - Site preparation and resistance to contaminants and moisture
- National Quality Mark Scheme for Land Contamination Management (NQMS)

The following requirements have been added:

- National Planning Policy Framework: Conserving and enhancing the natural environment (PDF) [including and the definition of "Site Investigation Information"]
- Environment Agency Groundwater Protection guides
- Borough or District Council Contaminated Land Officer.
- Environment Agency Guidance
- Land affected by Contamination Guidance
- BS10175:2011 +A1:2013
Investigation of potentially contaminated sites. Code of Practice
- Land Contamination Risk Management (LCRM)
- Approved Document C - Site preparation and resistance to contaminants and moisture
- National Quality Mark Scheme for Land Contamination Management (NQMS)
- Land contamination: technical guidance - GOV.UK

Agricultural Land Classification and Soils

39. Officers requested that the requirements under policy/guidance for Agricultural Land Classification and Soils is amended:

The following policy/guidance has been removed:

- Agricultural Land Classification of England & Wales 1988

- Natural England Technical Information Note TIN049 “Agricultural Land Classification: protecting the best & most versatile agricultural land”
- Good Practice Guide for Handling Soils (April 2000) prepared on behalf of MAFF.

The following policy/guidance has been added:

- Agricultural Land Classification of England & Wales 1988
- Natural England Technical Information Note TIN049 “Agricultural Land Classification: protecting the best & most versatile agricultural land”
- Good Practice Guide for Handling Soils (April 2000) prepared on behalf of MAFF.
- Soils Guidance (quarrying.org)

40. Officers requested that the requirement under what you must provide for Agricultural Land Classification and Soils is amended.

The following paragraph has been removed:

Information which demonstrates:

- The quality of existing agricultural land.
- The quality of imported soils/other waste materials and how they would improve the land for agricultural purposes.
- Measures that would be taken to safeguard the soil qualities during storage and restoration.
- How the agricultural land classification would be protected or on completion of proposed operation, would be returned to the same agricultural land grade classification and the quality off any agricultural land lost and justification for its loss.

The following paragraph has been added:

Information which demonstrates:

- The quality of existing agricultural land.
- The quality of imported soils/other waste materials and how they would improve the land for agricultural purposes.
- Measures that would be taken to safeguard the soil qualities during storage and restoration.
- How the agricultural land classification would be protected or on completion of proposed operation, would be returned to the same agricultural land grade classification and the quality off any agricultural land lost and justification for its loss.
- A soil management plan.

Water Environment Section

Flood Risk Assessment

41. Officers requested the amendment of the policy/guidance required for flood risk assessments.

The following paragraph has been removed:

- [National Planning Policy Framework: Meeting the challenge of climate change, flooding and coastal change \(PDF\)](#)
- [Environment Agency Guidance “Flood risk assessment for planning applications”](#)
- [National Planning Policy Guidance: Flood Risk and Coastal Change](#)
- [District and Borough Strategic Flood Risk Assessments](#)

The following paragraph has been added:

- [National Planning Policy Framework: Meeting the challenge of climate change, flooding and coastal change \(PDF\)](#)
- [Environment Agency Guidance “Flood risk assessment for planning applications”](#)
- [National Planning Policy Guidance: Flood Risk and Coastal Change](#)
- [District and Borough Strategic Flood Risk Assessments](#)
- [Flood risk assessments: climate change allowances - GOV.UK \(www.gov.uk\)](#)

Sustainable Drainage Systems (SuDS)

42. Lead Local Flood Authority Officers the amendment of the policy/guidance required for flood risk assessments.

The following paragraph will be removed:

- [National Planning Policy Guidance: Reducing the causes and impacts of flooding](#)
- [Written Ministerial Statement 2014](#)
- [Surrey Advice Note supporting the provision of a Surface Water Drainage Statement](#)
- [Water. People. Places: A guide for master planning sustainable drainage into developments \(PDF\)](#)
- [Sustainable drainage systems: non- statutory technical standards](#)
- [LASOO Guidance on meeting the national standards \(PDF\)](#)
- [The Lead Local Flood Authority](#)
- [Watercourse Consent from Surrey County Council](#)

The following paragraph has been added:

- [Sustainable Drainage System Design Guidance - Surrey County Council](#)
- [Water. People. Places: A guide for master planning sustainable drainage into developments \(PDF\)](#)
- [Sustainable drainage systems: non- statutory technical standards](#)
- [Ordinary Watercourse Consent from Surrey County Council](#)

43. Lead Local Flood Authority Officer request the following text is **amended** when required in the Sustainable Drainage section.

The following text removed:

Evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc.). Any assessment should be accompanied by the Surrey County Council Surface Water Drainage Summary Proforma.

The following text has been added:

Evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc.). Any assessment should be accompanied by the Planning Advice - Sustainable Drainage System Design Guidance – Surrey County Council.

44. Lead Local Flood Authority Officer request the following text is **amended** when required in the Sustainable Drainage section.

The following text has been removed:

Any works to be carried out which will affect the flow or storage of water within, or which place or alter a structure/obstruction within an ordinary watercourse will require Ordinary Watercourse Consent from Surrey County Council. *Note:* These can include permanent or temporary structures or works. An 'ordinary watercourse' is a watercourse that is not part of a main river and includes rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Consent within Surrey is issued by the Sustainable Drainage and Consenting Team within Surrey County Council. The team can provide information on the requirements for consent and the application procedure and is contactable by email on SuDS@surreycc.gov.uk Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.

The following text has been added:

Any works to be carried out which will affect the flow or storage of water within, or which place or alter a structure/obstruction within an ordinary watercourse will require Ordinary Watercourse Consent from Surrey County Council. *Note:* These can include permanent or temporary structures or works. An 'ordinary watercourse' is a watercourse that is not part of a main river and includes rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Consent within Surrey is issued by the Flood Risk Planning and Consenting Team within Surrey County Council. The team can provide information on the requirements for consent and the application procedure and is contactable by email on SuDS@surreycc.gov.uk Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.

Water Supply Report

45. The Lead Local Flood Authority, Statutory Consultee and Officers requested that a Drainage and Water Supply Report is added into the Water Environment Chapter. The following text has been **added**:

Drainage and Water Supply Report

Required for the following applications:

For applications where there would be a net increase in water and wastewater demand to serve the development where appropriate.

Policy and Guidance:

National Planning Policy Framework

National Planning Policy Guidance: Water Management

What you must provide:

Water supply and sewage/wastewater infrastructure is essential to any development. Failure to ensure that any required upgrades to the infrastructure network are delivered alongside development could result in adverse impacts in the form of internal and external sewer flooding and pollution of land and water courses and/or low water pressure. Calculations of the mains water consumption for the development proposed and sewage demand and whether any upgrades are needed.

Heritage and Archaeology Section

Heritage Statement

46. Officers suggested **renaming** Heritage Assets section to Heritage Statement.
47. Heritage Officer and Officers requested that the following paragraphs is **amended**.

The following text has been removed:

Where Heritage Assets or features, and their respective settings, may be affected by the proposal.

A Heritage Asset would be considered to be a nationally or locally Listed Building, Nationally Registered or locally listed Park or Garden, Registered Battlefield, Conservation Area, Historic Landscape and/or associated natural heritage features, or undesignated features or structures of demonstrable historic or cultural heritage interest.

The following text has been added:

Where Heritage Assets or features, and their respective settings, may

be affected by the proposal. A statement is required if your proposal links to either;

- Work affecting a listed building and/or its setting.
- A new development in a conservation area.
- Demolition work in a conservation area.
- Work within an area of archaeological potential.
- Work within the area of a scheduled ancient monument.
- Work within a historic park or garden.

A Heritage Asset would be considered to be a nationally or locally Listed Building, Nationally Registered or locally listed Park or Garden, Registered Battlefield, Conservation Area, Historic Landscape and/or associated natural heritage features, or undesignated features or structures of demonstrable historic or cultural heritage interest.

Please note that listed building consent is determined by the relevant district or borough and not by Surrey County Council.

48. The Historic Buildings Officer requested that the following policy/guidance is **added** to the following.

The following policy/guidance has been removed:

- Surrey County Council Heritage Conservation Team Officer: heritageconsultations@surreycc.gov.uk
- [Surrey Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Historic England Listed Buildings Register](#)
- [Historic England Good Practice Advice notes: GPA1, GPA2 and GPA3](#)
- [Surrey Historic Landscape Characterisation Assessment](#)
- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)
- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)

The following policy/guidance has been added:

- Historic Environment Planning Team Officer heritageconsultations@surreycc.gov.uk
- [Land Planning and Development Heritage and Planning Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Enabling Development and Heritage Assets | Historic England](#)
- [Surrey Historic Landscape Characterisation Assessment](#)
- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)

- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)
- [Enabling Development and Heritage Assets | Historic England](#)

49. Heritage Officer and Officers requested that the following paragraphs are **amended**.

The following paragraph has been removed:

A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive, but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or an mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement.

The following paragraphs have been added:

A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive, but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or an mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

The applicant and/or agent should provide details of how the proposal impacts the listed building/asset and also the context of the setting the building/asset within their heritage statement.

If your proposal affects a locally listed asset applicants and/or may need to discuss with the relevant district or borough who hold the register for that asset.

Other Environmental Impacts

- 50. Officers requested **renaming** Amenity Section to Other Environmental Impacts.
- 51. Officers requested that High Pressure Pipeline Search has been removed from the Other Environmental Impacts section and will have its own chapter.

High Pressure Pipeline Search

- 52. Officers requested that the following paragraph is **amended**.

Paragraph to be removed:

Evidence to show that a high pressure pipeline search has been carried out and plan to show location of pipes.

Paragraph to be added:

For all developments where excavation or below ground works are proposed an applicant must carry out a search to determine whether a high pressure pipeline is present in vicinity of the application site. Most pipeline operators are signed up to Linesearch and it is recommended a search should be carried using the Linesearch tool to establish the presence of pipeline infrastructure. The results of any pipeline search undertaken are to be submitted with a planning application.

Airport Safeguarding Section

- 53. Gatwick Airport and Heathrow airport Safeguarding Officer requested the **amendment** to the following paragraphs Airport Safeguarding.

Paragraphs to be removed:

All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fairoaks, Northolt, Odiham] and where:

The proposal involves landfilling

The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries and flat roofs.

Where the proposal includes lighting which may impact on airport safety (i.e. dazzling).

Where a proposal involves the venting and flaring of gas.

Where buildings/structures have the potential to impact on navigational aids including Instrument Flight Procedures (IFPs).

Applicants are advised to discuss non-official safeguarding areas with planning officers.

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Paragraphs to be added:

Aerodrome Safeguarding is a legislative requirement for officially safeguarded aerodromes of which Heathrow Airport and Gatwick Airport is one. Aerodrome safeguarding is the process used to ensure the safety of aircraft while taking off and landing or flying in the vicinity of aerodromes. It is embedded in the Town & Country Planning process by way of ODPM/DfT Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives Storage Areas: The Town & Country Planning (Safeguarded Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002.

Required for the following applications:

All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fair Oaks, Northolt, Odiham] and where:

- The proposal involves landfilling
- The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries and flat roofs.
- Where the proposal includes lighting which may impact on airport safety (i.e. dazzling).
- Where a proposal involves the venting and flaring of gas.
- Where buildings/structures have the potential to impact on Communication, Navigation & Surveillance Equipment (CNS).
- Where the buildings/structures have the potential to impact on including instrument flight procedures (IFPs)
- Where the buildings/structures have the potential to infringe Obstacle Limitation Surfaces (OLS)
- Where the buildings/structures have the potential to cause building/structure induced turbulence
- Where the proposals include wind turbines or large areas of solar panels
- Where a crane or tall construction equipment is to be used on site, a permit may be required from Gatwick Airport Crane Permits (gatwickairport.com) and/or Heathrow Airport Works Approval Team (Airside_Works_Approvals@heathrow.com).

54. Gatwick Airport and Heathrow airport Safeguarding Officer requested **amendment** to policy/guidance.

Paragraph to be removed:

- Annex 2 to the DfT/ODPM Circular 01/2003 'Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas' Direction 2002'
- Guidance on Civil Aviation Authority (CAA) Planning Consultation Requirements (PDF)
- The Airport Operators Association (AOA) Safeguarding of Aerodromes Advice Notes: Advice Note 1, 2, 3, 4 and 5 dated August 2016

Paragraph to be added:

- Annex 2 to the DfT/ODPM Circular 01/2003 'Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas' Direction 2002'
- Guidance on Civil Aviation Authority (CAA) Planning Consultation Requirements (PDF)
- Commercial industry | Civil Aviation Authority
- The Airport Operators Association (AOA) Safeguarding of Aerodromes Advice Notes: Advice Note 1, 2, 3, 4 and 5 dated August 2016

Sustainable Design and Waste Management Section

Sustainable Design and Construction Statement

55. Officers **amended** the following paragraph be amended.

Paragraph to be removed:

Major Developments (Over 1000 square metres) [As defined in the [General Development Management Procedure 2015](#) however there isn't a definition of major for use in the AONB – it is a matter for the decision maker to determine whether a proposed development in the AONB context is major development.]

Paragraph to be added:

Major Developments (Over 1000 square metres) [As defined in [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) however there isn't a definition of major for use in the AONB – it is a matter for the decision maker to determine whether a proposed development in the AONB context is major development.]

56. Officers **amended** the policy/guidance.

Paragraph to be removed:

- Surrey Waste Plan: Core Strategy and Waste Development Control Policies (PDF)

- [National Planning Policy Guidance: Climate Change](#)
- [Surrey County Councils Sustainable Construction Standing Advice Note](#)

Paragraph to be added:

- [Surrey Waste Local Plan 2019-2033 - Surrey County Council](#)
- [National Planning Policy Guidance: Climate Change](#)
- [Surrey County Councils Sustainable Construction Standing Advice Note](#)
- [Policy 4 – Sustainable Construction and Waste Management in New Development from the Surrey Waste Plan: 2020](#)

Economic Statement

57. Officers **amended** the policy/guidance

The following paragraph has been removed:

- [S70\(2\) of the Town and Country Planning Act 1990](#)
- [National Planning Policy Framework: Building a strong, competitive economy \(PDF\)](#)
- [Surrey Waste Plan: Core Strategy](#)

The following paragraph has been added:

- [S70\(2\) of the Town and Country Planning Act 1990](#)
- [National Planning Policy Framework: Building a strong, competitive economy \(PDF\)](#)
- [Surrey Waste Local Plan 2019-2033 - Surrey County Council](#)

Community Engagement

58. Officers requested to **rename** the section Community Involvement to Community Engagement.

59. Officers requested the amendment of the following paragraphs.

The following paragraphs to be removed:

A Statement explaining how the applicant has complied with the pre-application engagement recommendation made in Surrey County Council's Statement of Community involvement.

Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process.

The following paragraphs are to be added:

The National Planning Policy Framework (NPPF) encourages pre-

application discussions and states that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties'.

Surrey County Council encourages developers to enter into pre-application discussions with the Council to establish the information that will be required, and to identify key issues and policies associated with any potential application.

A statement explaining how the applicant has complied with any community engagement recommendations made in [Surrey County Council's Statement of Community Involvement](#).

Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process. Applicants are advised to submit details of the engagement carried out as well as the comments made by the public. Applicants are advised to demonstrate how they are addressing (if any) comments raised by the public.

Appendices Section

60. Officer requested addition of the following text to appendix 1:

Where relevant please refer to any appropriate neighbourhood plan documents, which can be accessed from the district and borough websites.

61. Officers requested the addition of the following statutory consultee to Appendix 2: Aerodrome Operator.

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Schedule of Modifications

Annex 3: County related Development (Regulation 3)

A total of 46 amendments have been made to this document, these are listed below.

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Contents Page

1. Contents list has been **updated as a field** in relation to the updates detailed within this schedule of modification.
2. Officers requested that paragraph numbers have been **added** to the whole annex to make it easier to navigate the different sections.

Planning Statement Section

3. Officer requested the following **amendment** to the Planning Statement Section:

Mandatory for all planning applications

4. Officer requested the word comprehensive should be **added** into site description bullet point under the what you must provide sub-heading so it now reads the following:

A comprehensive site description setting out the physical features of the site and its surroundings.

Green Belt Section

5. Officer requested the **rewording** of the following text:

The text to be removed:

Where the application site lies within or partially within the Green Belt.

The text which replaces it:

Where the application site lies within the Green Belt, a Green Belt Statement should be submitted.

6. Officer requested that following guidance is **added** to the Green Belt section

The County Planning Authority Alternative Site Assessment Guidance
Green Belt – GOV.UK

7. Officer requested the following text to be **added** to the Green Belt section:

The five purposes of the Green Belt are;

1. To check the unrestricted sprawl of large built-up areas;
2. To prevent neighbouring towns merging into one another;
3. To assist in safeguarding the countryside from encroachment;
4. To preserve the setting and special character of historic towns;
and
5. To assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

Ecology Section

Preliminary Ecological Assessment (PEA)

8. Statutory consultees requested that policy/guidance section is **amended** the following :

Policy/guidance to be removed:

Conservation of Habitats and Species Regulations 2010
Surrey Biodiversity Information Centre
Surrey Wildlife Trust
Chartered Institute of Ecology and Environmental Management
Natural England - Standing advice for protected species
Natural England - SSSI Impact Risk Zones (PDF)
MAGIC website
Office of the Deputy Prime Minister (ODPM) Circular 06/2005
“Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system” and the Good Practice Guide
BS 42020 Biodiversity Code of practice for planning and development
Planning Practice Guidance: Natural Environment
Wildlife and Countryside Act 1981
Conservation of Habitats and Species Regulations 2010
National Planning Policy Framework: Conserving and enhancing the natural environment (PDF)

Policy/Guidance to be added:

The Conservation of Habitats and Species Regulations 2017
Wildlife and Countryside Act 1981
Surrey Biodiversity Information Centre
Surrey Wildlife Trust
Chartered Institute of Ecology and Environmental Management
Natural England - Standing advice for protected species
Natural England - SSSI Impact Risk Zones (PDF)
MAGIC website
Office of the Deputy Prime Minister (ODPM) Circular 06/2005 “Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system” and the Good Practice Guide
BS 42020 Biodiversity Code of practice for planning and development
Planning Practice Guidance: Natural Environment
The Conservation of Habitats and Species Regulations 2017

National Planning Policy Framework: Conserving and enhancing the natural environment (PDF)

Great crested newts: advice for making planning decisions - GOV.UK

Great crested newts: district level licensing for local planning authorities - GOV.UK

Protected species and development: advice for local planning authorities - GOV.UK

9. County Landscape Architect requested that the following paragraph is **reworded** to the following.

Paragraph to be removed:

It is expected that surveys, data collection and analysis follow the guidance in BS 42020.

Paragraph to be added:

It is expected that surveys, data collection and analysis follow the guidance in BS 42020. Please use the timetable guidance for surveys and assessments as outlined in Protected species and development advice: advice for local planning authorities.

Great Crested Newts

10. Officers and NatureSpace Partnership (Statutory Consultee) requested that a Great Crested Newts section is added into the Ecology chapter. The following text has been **added**:

Great Crested Newts

Required for the following applications:

Planning application sites that lie within the red and amber impact risk zones – as mapped by NatureSpace Partnership.

What you must provide:

A Preliminary Ecological Appraisal report providing an initial assessment of any likely impacts on great crested newts, unless you can provide evidence at this stage that impacts on this species are unlikely; in the form of the following:

- Written confirmation that none of the following features are present on site with site photographs to demonstrate the lack of suitable features):
 - Ponds
 - Ditches
 - Piles of material, including timber, stones and debris
 - Rough grassland

- Hedgerows
- Woodland
- Scrub
- Written confirmation that there are no ponds within 500 metres (m) of the site
- And written confirmation that the access points into the site will not affect any suitable features

If suitable features do exist on site and there are ponds within 500m of the site, then a Preliminary Ecological Appraisal report must be submitted. The main purpose of this will be to assess the habitats present within the site and all ponds within 500m of the site in order to confirm whether great crested newts are likely to be impacted by the proposal and therefore, whether a full survey should be carried out.

A full Great Crested Newt survey is **not** required if the applicant opts to use the Council's District Licence under the scheme administered by NatureSpace.

Unless it can be demonstrated that there is no risk of impacts on great crested newts or their habitats (having completed the appropriate level of assessment as described above), you may need a licence to carry out the proposed development. You can get a licence by:

- Carrying out a full great crested newt survey, providing full details of mitigation as part of your planning application and applying directly to Natural England (<https://www.gov.uk/government/publications/great-crested-newts-apply-for-a-mitigation-licence>) after planning permission has been approved; or
- Becoming authorised by Surrey County Council under their district licence via NatureSpace (<https://naturespaceuk.com/>) by submitting the relevant NatureSpace documents as part of your planning application.

Biodiversity Net Gain

11. The County Ecologist Officer requested that a Biodiversity Net Gain section is added into the Ecology Chapter. The following text has been **added**:

Biodiversity Net Gain (BNG)

Required for the following applications:

All applications except those exempt from BNG requirements.

Please note that the requirement for BNG for small sites does not come into force until spring 2024. Small sites are defined as (i) for residential: where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one

hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares; (ii) For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare.

Policy and Guidance:

- National Planning Policy Framework
- The Environmental Act
- Town and Country Planning Act 1990 (legislation.gov.uk)
- Relevant Borough and District Development Plan Policy
- The Biodiversity Metric 4.0
- The Planning Advisory Service
- British Standard 42020
- British Standard 8683

What you must provide:

A 'baseline' (before development) and 'post intervention' (post development) metric calculation using the Biodiversity Metric 4.0. The metric needs to be accompanied by a technical BNG report containing methodology including habitat condition results, justification for approach to BNG (following the mitigation hierarchy) and any caveats, assumptions or limitations to the assessment. A UK Hab baseline and post intervention figure must accompany the metric with habitats clearly referenced which correspond to habitats within the BNG report. The report submitted with the planning application will detail how a minimum of 10% gain has been met using the Biodiversity Metric and whether BNG is being provided on site, off site or statutory credits (or a combination). A copy of the Biodiversity Metric assessment (in excel format) must also be provided.

If BNG is to be provided off-site, the off-site land should be identified on a site plan and edged in red and a baseline Ecological Assessment of that land needs to be provided, as the proposed ecological enhancements for it. The 'off-site' tab of the BNG metric will need to be completed with all date fields completed. Any caveats/justification required is to be clearly explained in the accompanying BNG report and in the 'Assessor comments' field of the BNG metric.

In addition, an Ecological Impact Assessment still needs to be carried out on the site to be developed in order to calculate the amount of mitigation required by the off-site provision.

BNG is an additional requirement and does not change existing legal protections for important habitats and species. It maintains the mitigation hierarchy of avoid impacts first, then mitigate and only compensate as a last resort. Where required a Preliminary Ecological

Assessment should be provided (please see section 3.1 above).

Applicants are advised to liaise with the County Ecology Team to determine whether theory proposal is exempt from BNG (ecology.planning@surreycc.gov.uk).

Thames Basin Heaths, Wealden Heaths and Ashdown Forest Special Protection Areas (SPAs)

12. Officers requested that a Special Protection Area section is added into the Ecology Chapter. The following text has been **added**:

Required for the following applications:

Applications (full or outline) seeking a net gain in residential units (including under Class C2) located within a Special Protection Area (SPA) or its identified Zone of Influence (ZOI). Residential development in these areas has the potential to have a significant adverse effect on their ecological integrity and may require a Habitats Regulations Assessment (HRA) and/or Appropriate Assessment (AA) to be carried out.

European and national legislation under the Conservation of Habitats and Species Regulations 2010 requires that 'any plan or project' considers whether it will give rise to any likely significant effect upon these areas. In order to avoid any likely significant effect, proposals for development are required to demonstrate that they can avoid or mitigate any such effect.

The Thames Basin Heaths Special Protection Area (SPA) covers an area of 8,275 ha across Surrey, Berkshire and Hampshire. It is complex of lowland heathlands in Southern England supporting important populations of breeding birds, including the Dartford Warbler, Nightjar and Woodlark. The Surrey boroughs falling within this SPA, or its ZOI, are: Elmbridge, Guildford, Surrey Heath, Runnymede, Waverley and Woking.

The Wealden Heaths Special Protection Area (SPA) (Phases I and II) comprise areas of wet and dry heathland, woodland, valley bogs, open water and permanent grassland across Surrey, Hampshire and West Sussex. Parts of Waverley Borough fall within this SPA, or its ZOI.

The Ashford Forest Special Protection Area (SPA) covers an area of 3,207 ha in the High Weald of East Sussex, and supports important populations of breeding birds, including the Dartford Warbler, Nightjar and Woodlark. Parts of Tandridge District fall within the ZOI of this SPA. Further information can be obtained from Natural England.

What you must provide

A statement to demonstrate either that there would be no significant adverse effect necessitating mitigation, together with the reason why (to include as appropriate a Habitat Regulations Assessment and/or Appropriate Assessment) or; that mitigation would be required, with confirmation of the

mechanism by which it would be secured. This information should be prepared in light of information, advice and guidance produced by the district or borough council within which the development is located, including any current tariff.

Landscape, Landscaping and Trees Section

Landscape Assessment

13. The County Landscape Architect and Officers **amended** the wording to the Landscape Assessment section.

The following text has been removed:

Planning applications that require an EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017].

Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB

All planning applications for development which could have an effect on an existing landscape scheme.

The following text has been added:

Planning applications where a Landscape and Visual Impact Assessment (LVIA) has been scoped into an EIA under the EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017].

Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB. For major development or other development with the potential for significant landscape and/or visual impact, including development within the setting of an AONB, a formal LVIA will be required. For all other development, an informal and proportionate Landscape and Visual Appraisal (LVA) will be required. There may be exceptional circumstances (e.g. very minor development which is well-screened) where neither an LVIA or LVA will be required. Applicants should clearly justify the approach taken.

LVIAs and LVAs must be produced by suitably qualified and experienced landscape professionals and accord with industry best practice guidance (e.g. GLVIA3, DMRB LA107 or guidance which supersedes these).

All planning applications for development which could have an effect on an existing landscape scheme approved by the County Planning Authority.

14. County Landscape Architect Officers **amended** the requirement under what you must provide section for Landscape Assessment.

The text to be removed:

Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area Assessments, landscape or nature conservation designations, AONB management plans, Listed Buildings, Historic Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.

Photographs, visualisations and photomontages to be provided as appropriate.

The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required (potentially see below).

Landscape and visual impact assessments must consider the impact from a range of heights, ridges, hillsides and valleys including plans which show the surrounding contours and topography with a discussion on the impacts.

The text to be added:

Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area Appraisals, landscape or nature conservation designations, AONB management plans, Listed Buildings, Registered Historic Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.

Photographs, visualisations and photomontages to be provided as appropriate. Where produced as part of a LVIA or LVA, these should accord with LI Technical Guidance Note 06/19 or any guidance which supersedes this.

The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required (potentially see below).

Landscape and visual impact assessments must consider the impact from a range of heights, ridges, hillsides and valleys including plans which show the surrounding contours and topography with a discussion on the impacts.

Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

Landscape Scheme

15. County Landscape Architect requested that the following guidance is **added** to the Landscape Scheme:

Surrey's New Tree Strategy (2020)
Tree Species Selection for Green Infrastructure: A Guide for
Specifiers (Trees & Design Action Group)

16. Officers and Waverly Borough Council **amended** the wording to the Landscape Scheme section.

The following text has been removed:

Where new planting is proposed [this should be native species of local provenance and that species such as Ash and Elm should be avoided where possible] the application should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed spacing, numbers or planting densities, notes on cultivation, and timing of planting. Other information that should be provided may include:

- Proposed finished ground levels or contours; sections.
- A soil management strategy where significant earthworks are required.
- Means of enclosure; fences and boundary treatments.
- Protection measures for existing and new planting.
- Tree pit size, protection, staking/guying.
- Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and Construction Method Statement
- Access and Car parking layouts.
- Services.
- Implementation timetables.
- Biosecurity including the sourcing of new trees and shrub stock.

The following text has been added:

Where new planting is proposed [this should be native species of local provenance and that species such as Ash and Elm should be avoided where possible] the application should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed spacing, numbers or planting densities, notes on cultivation, and timing of planting. Within a rural context, new planting should typically comprise native species of local provenance, sensitive to the surrounding landscape character. Within an urban context native species are encouraged, however a proportion of non-native species may be acceptable. this will be a case-by-case basis to be discussed with the County Planning Authority in order to provide species diversity and resilience to climate change, pests and diseases.

Other information that should be provided may include:

- Proposed finished ground levels or contours; sections.

- A soil management strategy where significant earthworks are required.
- Means of enclosure; fences and boundary treatments.
- Protection measures for existing and new planting.
- Tree pit size, protection, staking/guying.
- Underground cellular systems for tree planting within hard surfaced environments
- Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and Construction Method Statement
- Access and Car parking layouts.
- Services.
- Implementation timetables.
- Biosecurity including the sourcing of new trees and shrub stock.
- Landscape strategy setting out the vision, design approach and justification for species selection.

Ancient Woodland

17. Officers **amended** the policy and guidance requirement under ancient woodland to the following:

The following policy/guidance has been removed:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England and Forestry Commission Standing Advice on Ancient Woodland and veteran trees](#)
- [Surrey Ancient Woodland Inventory](#)
- [Surrey Interactive Map](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey historic and landscape character assessments & Historic Environment Record](#)
- [The Forestry Commission](#)
- [Natural England](#)
- [Woodland Trust](#)
- [Veteran Trees: A Guide to Good Management](#)

The following policy/guidance has been added:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England and Forestry Commission Standing Advice on Ancient Woodland and veteran trees](#)
- [Surrey Ancient Woodland Inventory](#)
- [Surrey Interactive Map](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey Landscape Character Assessment](#)
- [Surrey Historic Environment Record](#)
- [The Forestry Commission](#)

- Natural England
- Woodland Trust
- Veteran Trees: A Guide to Good Management

18. Officers **amended** the following text under the what you must provide requirement for ancient woodland.

The following text has been removed:

The assessment should state the controls and mitigation, including a 250m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects. Tree surveys should be in accordance with guidance in British Standard BS:5837 2012 'Trees in relation to demolition, design and development'

The following text has been added:

The assessment should state the controls and mitigation, including a 15m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects. Tree surveys should be in accordance with guidance in British Standard BS:5837 2012 'Trees in relation to demolition, design and development'.

19. Officers **added** a footnote into the ancient woodland section.

The following footnote has been added:

Ancient woodland, ancient trees and veteran trees: advice for making planning decisions – GOV.UK.

Trees and Arboricultural Implications

20. Officers **updated** the policy and guidance requirement under the Trees and Arboricultural Implications section.

The following guidance has been removed:

A tree survey should be carried out by a suitably qualified and experienced Arboriculturist to British Standard BS:5837: 2012 'Trees in Relation to Design, Demolition and Construction to Construction – Recommendations' Each surveyed tree will be categorised according to the cascade chart for tree quality assessment, Table 1 of the standard.

The following guidance has been added:

A tree survey should be carried out by a suitably qualified and experienced Arboriculturist to British Standard BS:5837: 2012 'Trees in Relation to Design, Demolition and Construction to

Construction – Recommendations’ Each surveyed tree will be categorised according to the cascade chart for tree quality assessment, Table 1 of the standard.

21. Officers **added** the following requirement under what you must provide for Trees and Arboricultural Implications section:

Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

Traffic, Highways and Rights of Way

Travel Plan

22. County Highway Authority requested that the following guidance is **added** to replace the following guidance under the Travel Plan section:

Guidance to be removed:

Surrey County Council “Travel Plan Good Practice Guide” 2010

Guidance to be added

Surrey County Council Travel Plans – a good practice guide for developers 2018

Transport Assessment

23. Officers requested that the following policy and guidance is **added** to the Transport Assessment section:

Vehicle, electric vehicle and cycle parking guidance for new developments

Water Environment Section

Sustainable Drainage Systems

24. Lead Local Flood Authority Officer requested the **addition** of the following paragraph to the sustainable drainage systems section:

A surface water drainage assessment should be carried out to demonstrate that all developments make use of SuDS and will not create an increased risk of flooding from surface water to the development and the surrounding area. The SuDS pro-forma should be completed and returned to the CPA as part of the planning application.

25. Lead Local Flood Authority Officer requested the **removal** of the following policy/guidance under Sustainable Drainage Systems:

Surrey Advice Note supporting the provision of a Surface Water Drainage Statement.

26. Lead Local Flood Authority Officer requested the **addition** of the following policy/guidance under Sustainable Drainage Systems.

Planning Advice - Sustainable Drainage System Design Guidance – Surrey County Council.

Flood risk assessments: climate change allowances.

27. Lead Local Flood Authority Officer request the following text is **amended** when required in the Sustainable Drainage section.

The following text removed:

Evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc.). Any assessment should be accompanied by the Surrey County Council Surface Water Drainage Summary Proforma.

The following text has been added:

Evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc.). Any assessment should be accompanied by the Planning Advice - Sustainable Drainage System Design Guidance – Surrey County Council.

28. Lead Local Flood Authority Officer request the following text is **amended** when required in the Sustainable Drainage section.

The following text has been removed:

Any works to be carried out which will affect the flow or storage of water within, or which place or alter a structure/obstruction within an ordinary watercourse will require Ordinary Watercourse Consent from Surrey County Council. *Note:* These can include permanent or temporary structures or works. An 'ordinary watercourse' is a watercourse that is not part of a main river and includes rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Consent within Surrey is issued by the Sustainable Drainage and Consenting Team within Surrey County Council. The team can provide information on the requirements for consent and the application procedure and is contactable by email on SuDS@surreycc.gov.uk Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.

The following text has been added:

Any works to be carried out which will affect the flow or storage of water within, or which place or alter a structure/obstruction within an ordinary watercourse will require Ordinary Watercourse Consent from Surrey County Council. *Note:* These can include permanent or temporary structures or works. An 'ordinary watercourse' is a watercourse that is not part of a main river and includes rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Consent within Surrey is issued by the Flood Risk Planning and Consenting Team within Surrey County Council. The team can provide information on the requirements for consent and the application procedure and is contactable by email on SuDS@surreycc.gov.uk Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.

29. Lead Local Flood Authority Officer request the following text is **amended** when required in the Sustainable Drainage section.

The following text has been removed:

Evidence to show have 'in principal' agreement with the water board to discharge to discharge into surface water sewer.

The following text has been added:

Evidence to show you have 'in principle' agreement with the water and sewerage Authority to discharge into surface water sewer.

Drainage and Water Supply Report

30. The Lead Local Flood Authority, Statutory Consultee and Officers requested that a Drainage and Water Supply Report is added into the Water Environment Chapter. The following text has been **added**:

Drainage and Water Supply Report

Required for the following applications:

For applications where there would be a net increase in water and wastewater demand to serve the development where appropriate.

Policy and Guidance:

National Planning Policy Framework
National Planning Policy Guidance: Water Management

What you must provide:

Water supply and sewage/wastewater infrastructure is essential to any development. Failure to ensure that any required upgrades to the infrastructure network are delivered alongside development could result in adverse impacts in the form of internal and external sewer flooding and pollution of land and water courses and/or low water pressure. Calculations of the mains water consumption for the development proposed and sewage demand and whether any upgrades are needed.

Heritage and Archaeology Section

Heritage Statement

- 31. Officers suggested **renaming** Heritage Assets section to Heritage Statement.
- 32. Officers requested that the following paragraphs is **amended**.

The following text has been removed:

Where Heritage Assets or features, and their respective settings, may be affected by the proposal.

A Heritage Asset would be considered to be a nationally or locally Listed Building, Nationally Registered or locally listed Park or Garden, Registered Battlefield, Conservation Area, Historic Landscape and/or associated natural heritage features, or undesignated features or structures of demonstrable historic or cultural heritage interest.

The following text has been added:

Where Heritage Assets or features, and their respective settings, may be affected by the proposal. A statement is required if your proposal links to either;

- Work affecting a listed building and/or its setting.
- A new development in a conservation area.
- Demolition work in a conservation area.
- Work within an area or archaeological potential.
- Work within the area of a scheduled ancient monument.
- Work within a historic park or garden.

A Heritage Asset would be considered to be a nationally or locally Listed Building, Nationally Registered or locally listed Park or Garden, Registered Battlefield, Conservation Area, Historic Landscape and/or associated natural heritage features, or undesignated features or structures of demonstrable historic or cultural heritage interest.

Please note that listed building consent is determined by the relevant district or borough and not by Surrey County Council.

33. The Historic Buildings Officer requested that the following policy/guidance is **added** to the following.

The following policy/guidance has been removed:

- Surrey County Council Heritage Conservation Team Officer:
heritageconsultations@surreycc.gov.uk
- [Surrey Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Historic England Listed Buildings Register](#)
- [Historic England Good Practice Advice notes: GPA1, GPA2 and GPA3](#)
- [Surrey Historic Landscape Characterisation Assessment](#)
- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)
- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)

The following policy/guidance has been added:

- Historic Environment Planning Team Officer
heritageconsultations@surreycc.gov.uk
- [Land Planning and Development Heritage and Planning Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Enabling Development and Heritage Assets | Historic England](#)
- [Surrey Historic Landscape Characterisation Assessment](#)
- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)
- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)
- [Enabling Development and Heritage Assets | Historic England](#)

34. Officers requested that the following paragraphs are **amended**.

The following paragraph has been removed:

A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive, but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or an mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement.

The following paragraphs have been added:

A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive, but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or an mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

The applicant and/or agent should provide details of how the proposal impacts the listed building/asset and also the context of the setting the building/asset within their heritage statement.

If your proposal affects a locally listed asset applicants and/or may need to discuss with the relevant district or borough who hold the register for that asset.

High Pressure Pipeline Search

35. Officers requested that the following paragraphs are amended.

Paragraph to be removed:

Evidence to show that a high pressure pipeline search has been carried out and plan to show location of pipes.

Paragraph to be added:

For all developments where excavation or below ground works are proposed an applicant must carry out a search to determine whether a high pressure pipeline is present in vicinity of the application site. Most pipeline operators are signed up to Linesearch and it is recommended a search should be carried using the Linesearch tool to establish the presence of pipeline infrastructure. The results of any pipeline search undertaken are to be submitted with a planning application.

Other Environmental Impacts

36. Officer requested that this section is **renamed** from Amenity to Other Environmental Impacts.

37. Officers requested that the following guidance is added to air quality assessment:

IAQM: Land-Use Planning and Development Control: Planning for Air Quality.

38. Officers requested that the following paragraph is amended regarding air quality assessment.

The following paragraph has been removed:

Assessment of existing air quality, and assessment of predicted air quality as a result of the development. [Note: indicative minimum threshold or HDV flows (AADT) of 25 within/adjacent to AQMA, or 100 elsewhere; LDV flows (AADT) of 100 within/adjacent to AQMA, or 500 elsewhere].

The following paragraphs have been added:

Assessment of existing air quality, and assessment of predicted air quality as a result of the development, including details of planned green infrastructure/landscaping ensuring air quality enhancements through pollution capture/filtration and carbon sequestration [Note: indicative minimum threshold or HDV flows (AADT) of 25 within/adjacent to AQMA, or 100 elsewhere; LDV flows (AADT) of 100 within/adjacent to AQMA, or 500 elsewhere].

In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.

39. Officers requested that the following guidance is removed and additional guidance is added to the lighting assessment.

Guidance to be removed:

Sport England lighting design guide (PDF)

Guidance to be added:

Sport England Artificial Lighting

Airport Safeguarding

40. Gatwick Airport and Heathrow airport Safeguarding Officer requested the **amendment** to the following paragraphs.

Paragraphs to be removed:

All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fair Oaks, Northolt, Odiham] and where:

The proposal involves landfilling

The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries and flat roofs.

Where the proposal includes lighting which may impact on airport safety (i.e. dazzling).

Where a proposal involves the venting and flaring of gas.

Where buildings/structures have the potential to impact on navigational aids including Instrument Flight Procedures (IFPs).

Applicants are advised to discuss non-official safeguarding areas with planning officers.

Paragraphs to be added:

Aerodrome Safeguarding is a legislative requirement for officially safeguarded aerodromes of which Heathrow Airport and Gatwick Airport is one. Aerodrome safeguarding is the process used to ensure the safety of aircraft while taking off and landing or flying in the vicinity of aerodromes. It is embedded in the Town & Country Planning process by way of ODPM/DfT Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives Storage Areas: The Town & Country Planning (Safeguarded Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002.

Required for the following applications:

All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fair Oaks, Northolt, Odiham] and where:

- The proposal involves landfilling
- The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries and flat roofs.

- Where the proposal includes lighting which may impact on airport safety (i.e. dazzling).
- Where a proposal involves the venting and flaring of gas.
- Where buildings/structures have the potential to impact on Communication, Navigation & Surveillance Equipment (CNS).
- Where the buildings/structures have the potential to impact on including instrument flight procedures (IFPs)
- Where the buildings/structures have the potential to infringe Obstacle Limitation Surfaces (OLS)
- Where the buildings/structures have the potential to cause building/structure induced turbulence
- Where the proposals include wind turbines or large areas of solar panels
- Where a crane or tall construction equipment is to be used on site, a permit may be required from Gatwick Airport Crane Permits (gatwickairport.com) and/or Heathrow Airport Works Approval Team (Airside_Works_Approvals@heathrow.com).

41. Gatwick Airport and Heathrow airport Safeguarding Officer requested removal and addition of the following policy/guidance:

Guidance to be removed:

Guidance on Civil Aviation Authority (CAA) Planning Consultation Requirements (PDF)

Guidance to be added:

Commercial industry | Civil Aviation Authority (caa.co.uk)

Sustainable Design and Waste Management

42. Officer requested the **addition** of the following link to the Sustainable Design and Construction Statement:

Policy 4 – Sustainable Construction and Waste Management in New Development from the Surrey Waste Plan: 2020

Community Engagement

43. Officers requested the **amendment** of the title of the section from Community Involvement to Community Engagement.

44. Officers requested the amendment of the following paragraphs.

The following paragraphs to be removed:

A Statement explaining how the applicant has complied with the pre-application engagement recommendation made in Surrey County Council's Statement of Community involvement.

Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process.

The following paragraphs are to be added:

The National Planning Policy Framework (NPPF) encourages pre-application discussions and states that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties'.

Surrey County Council encourages developers to enter into pre-application discussions with the Council to establish the information that will be required, and to identify key issues and policies associated with any potential application.

A statement explaining how the applicant has complied with any community engagement recommendations made in Surrey County Council's Statement of Community Involvement.

Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process. Applicants are advised to submit details of the engagement carried out as well as the comments made by the public. Applicants are advised to demonstrate how they are addressing (if any) comments raised by the public.

Pitch Layout Section

No changes have been proposed to this section.

Structural Engineering Section

No changes have been proposed to this section.

Contaminated Land Section

45. The district EHO officer requested the addition of the following paragraph to the Contaminated Land Assessment.

Paragraph to be added:

A contaminated land assessment is the minimum requirement to be submitted with an application where the potential for land contamination is suspected/there is reasonable possible of. In its

absence would certainly trigger a pre-commencement condition on suspected sites.

Appendices Section

8

46. Officer requested addition of the following text to appendix 1:

Where relevant please refer to any appropriate neighbourhood plan documents, which can be accessed from the district and borough websites

Surrey County Council

8

Local List for the Validation of County Development and County Matters Planning Applications

December 2023

Introduction

1. Surrey County Council, as the County Planning Authority (CPA), has a statutory duty to determine three categories of development within Surrey, those relating to:
 - mineral development (extraction, processing etc.) like sand, gravel or clay;
 - waste management development undertaken wholly or mainly for the purpose of treating, storing, processing or disposing of waste; and
 - County's own development including schools, special needs housing, fire stations and roads (known as Regulation 3).
2. Surrey County Council, as the County Planning Authority, is responsible for determining applications for waste management development. The planning policies concerned with waste management development undertaken in Surrey are contained in the Surrey Waste Local Plan 2020, which was adopted by the council in December 2020, and planning policies relating to mineral working across Surrey are set down in the Surrey Minerals Plan Core Strategy 2011, which was adopted by the council in July 2011. The Aggregates Recycling Joint Development Plan Document for the Minerals and Waste Plans was adopted by the council in February 2013 and contains specific policies relating to proposals for the production of recycled aggregates. Our website has all the up-to-date information on [Minerals and waste policies and plans](#).
3. Under Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 local authorities are required to produce lists of the information that they require to make a planning application. These are called local lists (validation checklists), and they are lists of the information required for different types of applications. Paragraph 44 of the [National Planning Policy Framework](#) (NPPF) (2023) makes it clear that planning authorities should only request supporting information that is relevant, necessary and material to the application and requires all planning authorities to review their validation checklists at least every two years. These points are also made in [paragraphs 038 – 43 \[Reference ID: 14-043-20140306\] of the National Planning Policy Guidance](#) (NPPG).

The Purpose of this Document

4. The purpose of this document is to provide guidance to applicants and agents on the validation requirements of planning applications submitted to the CPA. It will:
 - Provide greater certainty to applicants about the type and extent of information required as part of their application at the earliest possible stage;
 - Enable Surrey County Council's Planning and Regulatory Committee or the CPA to have all the information it needs to determine applications in a considered and timely manner;
 - Minimise the need to request additional information from the applicant at a later stage thereby making the determination process more efficient; and
 - Ensure greater consistency in registering and validating applications submitted to the CPA.
5. Please note: The subsequent annexes to this document relate to validation purposes only and applicants should be aware further information can be requested throughout the determination of the application.

Invalid Applications

6. An application for planning permission from Surrey County Council will only be considered valid where it meets both the National Requirements for validation and the requirements of the Local Validation List. Where we consider an application to be invalid we will contact the applicant. After which, should the applicant disagree with the particulars we are requesting, they are entitled to dispute this requirement and follow the procedure as set out in Statutory Instrument 2015 No. 595 (The Town and Country Planning Development Management Procedure) (England) (Amendment) Order 2015.

National Requirements

Compulsory information which must be submitted with every application including:

- (a) a completed application form
- (b) compliance with national information requirements
- (c) the correct application fee
- (d) provision of local information requirements

7. Please refer to [NPPG paragraph 022 \[Reference ID: 14-022-20140306\]](#)

Local Validation List

8. The list of 'local requirements' has been structured in the following way:

Annex 1

9. Minerals applications for full planning permission (including S73 applications and change of use) includes mineral exploration, extraction, processing, ancillary operations and associated development; and proposals involving major surface disposal of mine and quarry wastes. Where minerals proposal includes restoration by means of landfilling, this element should be included within the application for minerals development and not waste development.

Annex 2

10. Waste applications for full planning permission (including S73 applications and change of use) includes waste management development undertaken wholly or mainly for the purpose of treating, sorting, processing or disposing of waste and the use of land or the carrying out of operations for any purposes ancillary to any use or operation specified including the formation, laying out, construction, or alteration of a vehicular access to any public highway.

Annex 3

11. The County's own development includes schools, libraries, social care facilities, Special Educational Needs and Disabilities (SEND) facilities, and roads, including change of use. The 'local requirements' also includes information requirements relating to Conservation Areas and Listed Buildings.

Exclusions

12. The 'local requirements' do not apply to Certificates of Lawful Existing/Proposed Use or Development applications, applications for details pursuant to a planning condition or non-material amendments [note: this does not negate the need for a planning application or requirements of the National Planning Policy Guidance for these types of application].
13. Please contact the CPA's Technical Support Team on 020 8541 9897 or mwcd@surreycc.gov.uk for further details in respect of these types of applications.

How to submit a planning application Surrey County Council

14. To make a planning application for minerals, waste or county council development (Reg 3) to us you will need to [complete and submit the appropriate form](#). Applications and accompanying documents can be sent to us by email (mwcd@surreycc.gov.uk), by post on DVD/USB memory stick, or hard copy (not recommended).
15. Waste and Reg3 (but not mineral-related) applications can also be made direct to us or via the [Planning Portal](#). Please keep each file below 10Mb and ensure all documents are in an unlocked format - not secured with a password (to enable the County Council to undertake any GDPR redaction required and split larger documents if necessary and before publishing on our website).
16. Please note: download links from cloud storage/file sharing sites can be problematic due to our IT security measures. Generally, Microsoft OneDrive and Egress work, but we may have difficulty with other services. Contact us to check or test in advance of sending files in this way. We cannot acknowledge applications as received until we have successfully downloaded and processed the accompanying documents.
17. At least one paper copy is required for planning applications that are accompanied by an Environmental Impact Assessment. It would also be beneficial for larger applications to receive one hardcopy of the entire submission. Please note further requests for paper copies would be at the discretion of the County Planning Authority.
18. Application documents (in DVD/USB memory stick and hard copy format) and cheques submitted by post should be sent to:
Planning Development Team,
Quadrant Court,
35 Guildford Road,
Woking
GU22 7QQ
19. We welcome and encourage discussions before a developer submits a planning application. We offer a [pre-application advice service](#) providing guidance and detail on what assessments and information may be required to accompany a planning application.
20. Surrey County Council's Local List of Information Requirements will be regularly monitored and kept up to date.
21. Should you have any feedback or questions relating to Surrey County Council's Local

List of Information Requirements document please contact the CPA's Technical Support Team on 020 8541 9897 or mwcd@surreycc.gov.uk.

National Validation Requirements (Full and Outline Applications)

22. The following information is compulsory and must be submitted with all applications seeking full planning permission or outline consent. Please refer to Paragraph 55 for additional details on outline consent.

Application form

Required for the following applications:

23. All applications, including outline planning applications.

What you must provide:

24. A fully completed and original planning application form applicable to the nature of the development proposed.

25. See our website for links to the different types of [planning application forms](#).

The site location plan

Required for the following applications:

26. All applications.

What you must provide:

27. A plan that:

- Is of an appropriate scale (typically 1:1250 or 1:2500).
- Is scaled to fit A3 or A4 sized paper.
- Is based on an up to date metric or an OS map.
- Shows at least two named roads, surrounding buildings and features.
- Shows a north point.
- Provides a drawing reference number and date.

28. All the land necessary to carry out the proposed development including land required for access to the site must be edged red.

29. Any other land owned by the applicant and close to or adjoining the application site must be edged blue.

Other plans

Required for the following applications:

30. All applications (where relevant).

What you must provide:

31. Plans could include:

- Block plan of the site (e.g. 1:100 or 1:200) showing any site boundaries.
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed sections and/or site levels at a scale of 1:50 or 1:100.
- Roof plans at a scale of 1:50 or 1:100.

32. All plans/drawings should:

- Show a north point (except on elevation plans).
- Provide a drawing reference number and date.
- Be at an appropriate scale and include a scale bar and calibration scale.
- Be printed on the correct sized paper according to the scale.
- Show details of any measurements and dimensions of proposed structures.

The correct fee

Required for the following applications:

33. All applications (where a fee is necessary).

34. **Note:** Applications will remain invalid until the full fee has been received.

What you must provide:

35. Information about planning fees including a [fee guide \(PDF\)](#) and [fee calculator](#) can be found on the Planning Portal website.

36. Since 2018 all applications submitted using the Planning Portal, except Regulation 3, must be paid using the [Planning Portal Financial Transaction Service \(FTS\)](#). If you are submitting a Regulation 3 application and wish to pay by internal transfer, please liaise with the Land & Property project manager or contact our Technical Support Team on 020 8541 9897 or by email mwcd@surreycc.gov.uk for further details.

37. For applications submitted direct to us (by post or by email) payment of the application fee must be by:

- Cheque payable to Surrey County Council (as detailed on the [Making a planning application webpage](#)).
- Using our [online payment form](#)

38. No cash payments can be accepted [Note: there is no postal delivery to Woking Quadrant Court on a Saturday or Sunday, for Section 73 planning applications, the correct fee needs to be received by the County Planning Authority before the planning permission expires therefore care should be taken to ensure any cheques posted arrive with adequate time to allow for this.]

Ownership Certificate and agricultural land declaration

39. (This may be part of the application form).

Required for the following applications:

40. All applications – the agricultural holding declaration is required whether or not the application site forms part of or includes an agricultural holding.

What you must provide:

41. For waste and County Council development applications this is part of the Planning Portal application form. For mineral applications a separate certificate should be completed.

- **Certificate A:** applicant is the sole owner, no agricultural tenants.

- **Certificate B:** applicant is not the sole owner, or there are agricultural tenants, and the details of all owners/ tenants are known.
- **Certificate C:** applicant is not sole owner and does not know the name and address of all the owners and/ or agricultural tenants.
- **Certificate D:** applicant is not sole owners and does not know the name and address of any of the owners and/ or agricultural tenants.

42. A notice to owners of the application site must be completed and served in accordance with Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

43. For the avoidance of doubt, an 'owner' is anyone with a freehold interest or leasehold interest in the land and/or property concerned with an unexpired term of not less than seven years.

44. All agricultural tenants must be notified prior to the submission of the application.

Design and Access Statement

Required for the following applications:

45. A Design and Access Statement (DAS) will be required for the following development proposals:

- All major development applications. Major development, as referred to in this document, is defined under Article 2 of the Town and County Planning (Development Management Procedure) (England) Order 2015.
- In designated historic areas [Conservation Areas and World Heritage Sites] where:
 - the extension of an existing building where the floorspace created exceeds 100 square metres.
 - the erection of a building or buildings where the cubic content of the development exceeds 100 cubic metres.
- Applications for development in a designated area where additional floor-space of 100 square metres or more proposed in relation to buildings.

46. However, the following applications are exempt from this requirement:

- applications relating to engineering or mining operations,
- applications relating to a material change in use of the land or buildings,
- applications relating to waste development.

What you must provide:

47. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. The level of detail required in a statement will depend on the scale and complexity of the application and therefore the Design and Access Statement should be proportional to the complexity of the application.

48. See also [Planning Portal information on Design and Access Statements](#) and the [National Planning Policy Guidance information on Design and Access Statements](#).

Environmental Impact Assessment

Required for the following applications:

49. An Environmental Impact Assessment will be required for the following development proposals:

- For development of a type listed in Schedule 1 of the Town & Country Planning (EIA) Regulations 2017 (as amended) (please refer to Statutory Instrument 2017 No.571 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017) (the EIA Regulations).
- For development of a type listed in Schedule 2 of the EIA Regulations for which the County Planning Authority has adopted a Screening Opinion or the Secretary of State has issued a Screening Direction stating that the proposal is 'EIA development' (i.e. is likely to have significant effects on the environment).

50. An exception to this is where:

- A Screening Opinion has been adopted by the County Planning Authority stating that a Schedule 2 proposal **is not** 'EIA development'; **or**
- A Secretary of State Screening Direction has been issued stating that a Schedule 2 development **is not** 'EIA development'.

What you must provide:

51. For proposals that are 'EIA development', applicants should provide an Environmental Statement (ES) and a Non-Technical Summary (NTS). The ES should address the County Planning Authority's information requirements as specified in any adopted Scoping Opinion (which can be requested under Regulation 15 of the EIA Regulations). The ES must contain all the information specified in Regulation 18(3) of the EIA Regulations and as much of the information listed in Schedule 4 of the EIA Regulations as can be reasonably provided. A short summary and conclusion must be provided at the end of each section or chapter, and incorporated into the NTS. The ES should identify the likely significant environmental effects of the proposal and the measures that will be taken to avoid or mitigate those effects.

52. Further information about EIA can be found in the [National Planning Practice Guidance for EIA](#).

53. When an application accompanied by an ES is submitted, details will also need to be provided for the person(s) to whom the public can write to obtain a copy of the ES, and of the charge that will be made for provision of copies of the ES, including the cost of post and packing. Where appropriate a web-site address should also be provided where the ES can be viewed, and an address in the locality of the site of the proposed development should be identified at which the ES can be inspected by members of the public. A paper copy of the planning submission and ES should be provided.

Outline Planning Applications

What you must provide:

54. In addition to the requirements outlined above, information about the proposed use of uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission.

55. Under article 5(3) of the Development Management Procedure Order 2015, an application for outline planning permission must also indicate the area or areas where

access points to the development will be suited, even if access has been reserved.

56. Please note that under Article 5(2) of the Town and Country Planning (Development Management Procedure) (England) Order 2015, if the County Planning Authority considers an outline application ought to include details of the reserved matters, it will notify you of this.

National Validation Requirements (Other Applications)

57. The following information is compulsory and must be submitted with other applications such as: details pursuant, prior notification for demolition, Section 73, non-material amendments and outline with all matters reserved.

Details Pursuant Applications

58. This type of application will be necessary where a condition in a planning permission requires details of a specified aspect of the development which was not fully described in the original application.

What you must provide:

59. For all Details Pursuant Applications:

- The appropriate fee. **Note:** Applications will remain invalid until the full fee has been received.
- Completed application form (See our website for links to the different types of [planning application forms](#).)
- Details and plans required by the condition; it is advisable to contact the case officer directly prior to submitted the application who will be able to confirm the exact requirements. Where plans and drawings are provided, please ensure all plans/drawings:
 - Show a north point.
 - Provide a drawing reference number and date.
 - Are at an appropriate scale and includes a scale bar and calibration scale.
 - Are printed on the correct sized paper according to the scale.
 - Show details of any measurements and dimensions of proposed structures.

Section 73 (s73) Applications

60. Section 73 of the Town and country Planning Act 1990 allows applications to be made for permission to develop without complying with a condition(s) previously imposed on a planning permission.

What you must provide:

61. For all Section 73 Applications:

- The appropriate fee. **Note:** Applications will remain invalid until the full fee has been received.
- Completed application form (See our website for links to the different types of [planning application forms](#).)
- A site location plan that:
 - Is of an appropriate scale (typically 1:1250 or 1:2500).
 - Is scaled to fit A3 or A4 sized paper.
 - Is based on an up to date metric or an OS map.
 - Shows at least two named roads, surrounding buildings and features.
 - Shows a north point.
 - Provides a drawing reference number and date.
 - Outlines all the land necessary to carry out the proposed development including land required for access to the site must be edged red.
 - Shows any other land owned by the applicant and close to or adjoining the application site edged in blue.

- A site plan that:
 - Show a north point.
 - Provide a drawing reference number and date.
 - Is at an appropriate scale and includes a scale bar and calibration scale.
 - Is printed on the correct sized paper according to the scale.
 - Shows the proposed development in relation to the site boundaries, and other existing buildings on site.
 - Show details of any measurements and dimensions of proposed structures.
- Appropriate ownership certificate and agricultural land declaration (see full planning permission guidance).
- The applicant will need to provide sufficient information to enable the County Planning Authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to vary. The applicant will not be required to provide copies of the application, but it will assist the County Planning Authority's consultation and determination procedures if they provide copies of the original drawings. Where applicants are applying to vary the approved plans, they should clearly indicate the full extent of the proposed changes across the site.
- Supporting information required in relation to the changes sought. In most cases it will be appropriate to submit a supplementary statement to be read in conjunction with the documents that supported the original application.

Prior Notification for Demolition Applications

62. This application should be used for proposals to demolish a building or structure where the demolition is covered by 'permitted development rights', under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 11, Class B.

63. Although the works are known as 'permitted development', prior consent must be obtained from the County Planning Authority before the demolition works can be carried out. This is to ascertain whether prior approval will be required for the method of demolition and any proposed on site restoration.

What you must provide:

64. For all prior notification for demolition applications:
- The appropriate fee. **Note:** Applications will remain invalid until the full fee has been received.
 - Completed application form (See our website for links to the different types of [planning application forms](#).)
 - A site plan that:
 - Show a north point.
 - Provide a drawing reference number and date.
 - Is at an appropriate scale and include a scale bar and calibration scale.
 - Is printed on the correct sized paper according to the scale.
 - Shows the proposed demolition in relation to the site boundaries, and other existing buildings on site.
 - Shows details of any measurements and dimensions of existing structures.
 - Supporting documentation in relation to the demolition proposed, this may include a planning statement and photographs.

65. In order to support or allow full consideration of the application, applicants should consider whether it would be appropriate to provide any or all of the following documents at the submission. This will avoid delays in the decision making process:

- Biodiversity survey and report
- Landscape details
- Photographs and images of the site
- Planning survey
- Structural survey
- Tree survey / arboricultural implications

Non-Material Amendment (NMA) Applications

66. A non-material amendment (NMA) may be applied for to approve a minor change to the planning permission and does not breach any conditions originally placed on the consent.

What you must provide:

67. For all non-material amendment Applications:

- The appropriate fee. **Note:** Applications will remain invalid until the full fee has been received.
- Completed application form (See our website for links to the different types of [planning application forms](#).)
- The applicant will need to provide sufficient information to enable the County Planning Authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to vary. The applicant will not be required to provide copies of the application, but it will assist the County Planning Authority's consultation and determination procedures if they provide copies of the original drawings. Where applicants are applying to vary the approved plans, they should clearly indicate the full extent of the proposed changes across the site.
- Supporting information required in relation to the changes sought. In most cases it will be appropriate to submit a supplementary statement to be read in conjunction with the documents that supported the original application.
- Where plans and drawings are provided, please ensure all plans/drawings:
 - Show a north point.
 - Provide a drawing reference number and date.
 - Are at an appropriate scale and includes a scale bar and calibration scale.
 - Are Be printed on the correct sized paper according to the scale.
 - Show details of any measurements and dimensions of proposed structures.

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Annex 1 – Minerals-related Development

The policy drivers for all the subjects listed are the [Surrey Minerals Plan Core Strategy Development Plan Document](#), [Primary Aggregates Development Plan Document](#), the [Aggregates Recycling Joint Development Plan Document](#), and the [Surrey Minerals Plan Minerals Site Restoration Supplementary Planning Document](#); relevant Borough or District Local Plans, the [National Planning Policy Framework](#) and the [National Planning Policy Practice Guidance](#). Specific policies or paragraphs of these policy drivers may be detailed within a specific subject when relevant.

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1. Planning Statement

Required for the following applications:

- 1.1 Mandatory for all planning applications.
- 1.2 The extent of the information required will be site/planning application specific.

Policy and Guidance:

- [Surrey Minerals Plan Core Strategy Development Plan Document including Surrey Aggregate Recycling Joint Development Plan Document.](#)
- [Planning Practice Guidance: determining an application](#)
- [Surrey County Council Annual Monitoring Report \(AMR\)](#)
- [Surrey County Council Local Aggregate Assessment](#)
- [Surrey County Council Aggregates Monitoring Update](#)

What you must provide:

- 1.3 Where relevant the planning statement should set out the context and justification for the development, including:
 - A comprehensive site description setting out the physical features of the site and its surroundings.
 - A description of any use, planning designations, environmental designations, or physical constraints ie nearby housing.
 - Context and need for the development. ie existing demand, projected future demand, expected annual tonnage for the proposal, how the proposal would contribute towards the landbank.
 - Information on the geology and topography of the site identifying where relevant land stability, water table levels, ground conditions including surface water drainage, and any geological or geomorphological features adjacent to the site. Topographical information should provide spot heights and contours for the application site and surrounding area.
 - Details on boundary treatment should include height, location and specification of screen bunds and fencing.
 - Identification of any international, national, and local environmental and planning designations and physical constraints applicable to the application site and surrounding land eg Special Protection Area (SPA), Special Area of Conservation (SAC), Sites of Special Scientific Interest (SSSI), highways, water courses, housing, Listed Buildings, Area of Outstanding Natural Beauty (AONB), public footpaths, Ancient Semi-Natural Woodland, Flood Zone(s) etc.
 - Identification and discussion of National planning policy and guidance, Development Plan policy, and any other material considerations applicable to the proposal justifying why planning permission should be granted.
 - Summaries of any supporting and technical information submitted as part of the application, including relevant key development criteria for preferred areas/areas of search identified in the Surrey Minerals Plan Core Strategy and Primary Aggregates DPDs and Aggregates Recycling Joint DPD.
 - An assessment of the cumulative effect of the proposal in combination with other existing or permitted development in the vicinity.
 - Restoration and aftercare including landfilling: please see Landfill and Restoration and Aftercare (Section 6). A summary of this can be included in this Statement.
- 1.4 Details of consultations with the County Planning Authority and wider community [to include parish councils, resident associations and action groups]/statutory consultees

undertaken prior to submission and to demonstrate that regard has been taken to ensure that individuals and hard to reach groups are not discriminated against because they share certain protected characteristics as set out in the [Equality Act 2010](#).

- 1.5 Proposals may involve a combination of mineral and waste management development and if this is the case, the planning statement should address both. The subjects listed can be incorporated within the Planning Statement or can be submitted as individual, supporting documents as appropriate.

2. Green Belt Statement

Required for the following applications:

- 2.1 Where the application site lies within the Green Belt, a Green Belt Statement should be submitted.

Policy and Guidance:

- [National Planning Policy Framework: Protecting Green Belt Land](#)
- [Surrey Minerals Plan Core Strategy Development Plan Document Policy Key Spatial Environmental Considerations – Green Belt](#)
- [The County Planning Authority’s Alternative Site Assessment Advice Note \(PDF\)](#)
- [Surrey County Council Annual Monitoring Report](#)
- [Green Belt - GOV.UK](#)

What you must provide:

- 2.2 Need to demonstrate that the proposal meets the definition of appropriate Green Belt development or whether it is considered to be inappropriate development. In the case where the proposal is inappropriate development in the Green Belt, you will need to demonstrate the factors that (alone or in combination) amount to very special circumstances which clearly outweighs the harm by reason of inappropriateness and any other harm. In all cases you should explain the impact of the proposal on the visual and spatial openness of the Green Belt and whether the proposal conflicts with the purposes of the Green Belt.
- 2.3 The five purposes of the Green Belt are:
- To check the unrestricted sprawl of large built-up area.
 - To prevent neighbouring towns merging into one another.
 - To assist in safeguarding the countryside from encroachment.
 - To preserve the setting and special character of historic towns.
 - To assist in urban regeneration, by encouraging the recycling the derelict and other urban land.
- 2.4 An alternative site assessment may be required to demonstrate why the proposal cannot be sited beyond the Green Belt. The alternative site assessment should cross refer to the County Planning Authority’s Alternative Site Assessment advice note.

3. Air Quality

3.1 Air Quality Assessment

Required for the following applications:

- 3.1.1 Where development as defined by the Environmental Protection UK (EPUK) – Institute of Air Quality Management (IAQM) guidance (or subsequent updates):
- Is to be located within or adjacent to an Air Quality Management Area (AQMA) or;
 - Is likely to generate significant vehicle movements; or
 - Would involve the construction of a new chimney stack.

Policy and Guidance:

- [Department for Environment Food, and Rural Affairs policy guidance and technical guidance.](#)
- [Defra TG \(16\) guidance](#)
- [Environment Agency guidance](#)
- [Planning Practice Guidance: Air quality](#)
- [IAQM guidance](#)
- Land-Use Planning and Development Control: Planning for Air Quality
- Guide to the assessment of air quality impacts on designated nature conservation sites

What you must provide:

- 3.1.2 Assessment of vehicle emission air quality impacts on local sensitive receptors, with mitigation measures and/or compensation measures identified. Traffic pollutants most likely to have local significance are nitrogen dioxide (NO₂) and suspended particulate matter (PM_{2.5} and PM₁₀). To be carried out in accordance with EPUK-IAQM and Defra TG (16) guidance. To cover impacts from vehicles at the construction phase and the operational phase whenever the indicative thresholds in the EPUK-IAQM guidance are to be exceeded [indicative minimum threshold or HDV flows (AADT) of 25 within/adjacent to AQMA, or 100 elsewhere; LDV flows (AADT) of 100 within/adjacent to AQMA, or 500 elsewhere.
- 3.1.3 In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.

3.2 Construction Dust Assessment

Required for the following applications:

- 3.2.1 Where development is to be located within an AQMA.
- 3.2.2 Where development proposal is likely to generate dust and human and ecological sensitive receptors are within 350m from the site or within 100m from construction road route.

Policy and Guidance:

- [IAQM guidance](#)

- Guidance on the Assessment of Mineral Dust Impacts for Planning (May 2016 or subsequent revisions)
- Guidance on the assessment of dust from demolition and construction (Version 1.1 or subsequent revisions).
- Land-Use Planning and Development Control: Planning for Air Quality
- [Planning Practice Guidance: Air quality](#)

What you must provide:

- 3.2.3 Construction-phase dust impacts should be assessed using a methodology based on the good-practice approach described in *IAQM's Guidance on the assessment of dust from demolition and construction* (version 1.1 or subsequent revisions), to estimate the impacts of both PM10 and nuisance dust, together, through a single risk-based assessment procedure.
- 3.2.4 The controls and mitigation that will be applied to avoid adverse impacts should be stated, based on the same IAQM guidance.
- 3.2.5 Monitoring should be based on the separate IAQM Guidance on Air Quality Monitoring in the Vicinity of Demolition and Construction Sites.

3.3 Operational Dust Assessment

Required for the following applications:

- 3.3.1 A dust assessment is required for any minerals developments where dust emissions are likely to arise. This can be expected to cover the vast majority of applications.
- 3.3.2 The distance criteria in the *IAQM Guidance on the Assessment of Mineral Dust impacts for Planning: Screen the need for detailed assessment* specify whether the dust impact assessment should be a detailed dust assessment or a simple qualitative statement.

Policy and Guidance:

- Please refer to the policy guidance documents detailed for Construction Dust (section 3.2), as well as the following:
- [IAQM guidance](#): Guidance on Monitoring on the Vicinity of Demolition and Construction Sites October 2018

What you must provide:

- 3.3.3 An assessment of the impact of dust on surrounding land users (receptors) is required. The assessment should be based on the IAQM approach described in *Guidance on the Assessment of Mineral Dust impacts for Planning*.
- 3.3.4 The assessment will need to cover nuisance dust deposition impacts; if there are sensitive receptors close by (within 1000m) then the assessment will also need to cover the impacts of suspended particulate matter (PM10).
- 3.3.5 The assessment should state the controls and mitigation that will be applied to avoid adverse impacts, including where necessary: appropriate design and layout of the site; management of the site (eg Dust Management Plans); use of appropriate equipment; appropriate control and mitigation measures; and an appropriate scheme of on-going dust monitoring.

3.3.6 Surrey County Council has produced guidance for applicants on what it expects to form a suitable and sufficient dust assessment to support planning applications, the minimum contents of Dust Management Plans to minimise impacts, and the minimum contents of reports of dust monitoring results.

4. Ecology

4.1 Preliminary Ecological Assessment (PEA)

Required for the following applications:

4.1.1 Where the development is:

- likely to affect a designated site;
- in a Site of Special Scientific Interest (SSSI) Impact Risk Zone;
- 0.4 hectare or larger;
- within 100m of, or is likely to, affect a Priority Habitat or Species (See section 4.3 for specific requirements relating to Great Crested Newts).

Policy and Guidance:

- [Conservation of Habitats and Species Regulations 2017 \(as amended\)](#)
- [Wildlife and Countryside Act 1981](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey Wildlife Trust](#)
- [Chartered Institute of Ecology and Environmental Management \(CIEEM\) - best practice guidelines for Preliminary Ecological Appraisals and Ecological Impact Assessments](#)
- [Natural England – Standing advice for protected species](#)
- [Natural England – SSSI Impact Risk Zones \(PDF\)](#)
- [Magic Website](#)
- [Office of the Deputy Prime Minister \(ODPM\) Circular 06/2005 “Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system” and the Good Practice Guide](#)
- British Standard BS42020 Biodiversity code of practice for planning development
- [Planning Practice Guidance: Natural Environment](#)
- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England Standing Advice – Great Crested Newts: Advice for making planning decisions 2022](#)
- [Natural England Standing Advice – Great Crested Newts: District Licensing for development projects](#)
- [Protected species and development: advice for local planning authorities](#)

What you must provide:

- 4.1.2 The PEA provides up-to-date information on habitats on the application site and links to other habitats, species present (or likely to be present), likely impacts, mitigation, and enhancement opportunities. A PEA should also provide an assessment and demonstration of biodiversity net gain, on or offsite. For all but the most minor applications, the PEA should include the results of a search from the Surrey Biodiversity Information Centre. If the PEA has recommendations that further surveys should be carried out, the results of these must be included with the submission documents.
- 4.1.3 It is expected that surveys, data collection and analysis follow the guidance in BS 42020.
- 4.1.4 Please use the timetable guidance for surveys and assessments as outlined in [Protected species and development: advice for local planning authorities](#).

4.2 Ecological Impact Assessment

Required for the following applications:

- 4.2.1 Where the development would:
- Affect natural or semi- natural habitats.
 - Require a protected species survey (See section 4.3 for specific requirements relating to Great Crested Newts).
 - For the demolition or works in the roof space of buildings which may be used by bats

Policy and Guidance:

- Same as PEA (Section 4.1).

What you must provide:

- 4.2.2 Where the PEA identifies the need for habitat and species surveys, these need to be carried out and assessed in an Ecological Impact Assessment (EclA) to establish their presence/absence, the population levels, likely impacts and scheme of mitigation and compensation. The EclA should follow the CIEEM Guidelines for Ecological Impact Assessment. Measures for mitigation, compensation and net gain should be set out in a Biodiversity Mitigation Plan in a way that enables them to be covered by condition.

4.3 Great Crested Newts

Required for the following applications:

- 4.3.1 Planning application sites that lie within the red and amber impact risk zones – as mapped by NatureSpace Partnership.

What you must provide:

- 4.3.2 A Preliminary Ecological Appraisal report providing an initial assessment of any likely impacts on Great Crested Newts, unless you can provide evidence at this stage that impacts on this species are unlikely, in the form of the following:
- Written confirmation that none of the following features are present on site with site photographs to demonstrate the lack of suitable feature:
 - Ponds
 - Ditches
 - Piles of material, including timber, stones, and debris
 - Rough grassland
 - Hedgerows
 - Woodland
 - Scrub
 - Written confirmation that there are no ponds within 500 metres (m) of site.
 - And written confirmation that the access points into the site will not affect any suitable features.
- 4.3.3 If suitable features do exist on site and there are ponds within 500m of the site, then a Preliminary Ecological Appraisal report must be submitted. The main purpose of this will be to assess the habitats present within the sites and all ponds within 500m of the site in order to confirm whether Great Crested Newts are likely to be impacted by proposal and therefore, whether a full survey should be carried out.
- 4.3.4 A full Great Crested Newt survey is not required if the applicant opts to use the Council's District Licence under the scheme administered by NatureSpace.

- 4.3.5 Unless it can be demonstrated that there is no risk of impacts on great crested newts or their habitats (having completed the appropriate level of assessment as described previously), you may need a licence to carry out the proposed development. You can get a licence by:
- Carrying out a full great crested newt survey, providing full details of mitigation as part of your planning application and applying directly to Natural England after planning permission has been approved; or
 - Becoming authorised by Surrey County Council under their district licence via NatureSpace by submitting the relevant NatureSpace documents as part of your planning application.

4.4 Biodiversity Net Gain (BNG)

Required for the following applications:

- 4.4.1 All applications except those exempt from BNG requirements.
- 4.4.2 Please note that the requirement for BNG small sites does not come into force until Spring 2024. Small sites are defined as (i) For residential: Where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares; (ii) For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare.

Policy and Guidance:

- [The National Planning Policy Framework](#)
- [The Environment Act 2021](#)
- [The Town and Country Planning Act 1990 Schedule 7A](#)
- Relevant Borough and District Development Plan Policy
- [The Biodiversity Metric 4.0](#)
- [The Planning Advisory Service](#)
- [Natural England – Biodiversity Net Gain](#)
- British Standard 42020
- British Standard 8683

What you must provide:

- 4.4.3 A ‘baseline’ (before development) and ‘post intervention’ (post development) metric calculations using the Biodiversity Metric 4.0. The metric needs to be accompanied by a technical BNG report containing the methodology including habitat condition results, justification for approach to BNG (following mitigation hierarchy) and any caveats, assumptions, or limitations to the assessment. A UK Hab baseline and post intervention figure must accompany the metric with habitats clearly referenced which correspond to habitats within the BNG report. The report submitted with the planning application will detail how a minimum 10% gain has been met using the Biodiversity Metric and whether BNG is being provided on site, off site or statutory credits (or a combination). A copy of the Biodiversity Metric Assessment (in excel format) must also be provided.
- 4.4.4 If BNG is to be provided off-site, the off-site land should be identified on a site plan and edged in red and a baseline Ecological Assessment of that land needs to be provided, as well as the proposed ecological enhancements for it. The ‘off-site’ tab of the BNG metric will need to be completed with all data fields completed. Any caveats /

justification required is to be clearly explained in the accompanied BNG report and in the 'Assessor comments' field of the BNG metric.

4.4.5 In addition, an Ecological Impact Assessment still needs to be carried out on the site to be developed in order to calculate the amount of mitigation required by the off-site provision.

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4.4.6 BNG is an additional requirement and does not change existing legal protections for important habitats and species. It maintains the mitigation hierarchy of avoid impacts first, then mitigate and only compensate as a last resort. Where required, a Preliminary Ecological Assessment should be provided (please see section 4.1).

4.4.7 Applicants are advised to liaise with the County Council's Ecology Team to determine whether their proposal is exempt from BNG (ecology.planning@surreycc.gov.uk)

5. Landscape, Landscaping and Trees

5.1 Area of Outstanding Natural Beauty Exceptional Circumstances Test

Required for the following applications:

- 5.1.1 For major development within an Area of Outstanding Natural Beauty (AONB). Note: There is no definition of major for development in the AONB – it is a matter for the decision maker to determine whether a proposed development in the AONB context is major development.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Surrey Hills AONB Management Plan](#)
- [High Weald AONB Management Plan](#)
- [Surrey Landscape Character Assessment](#)
- Landscape Character Areas for the AONBs on [Surrey Interactive Map](#)

What you must provide:

- 5.1.2 An assessment of:
- The need for the development including in terms of any national considerations; and the impact of permitting it, or refusing it, upon the local economy.
 - The cost of, and scope for, developing elsewhere outside the designated area, or meeting the need for it in some other way.
 - Any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that can be moderated.
 - The impact of the proposal on the setting of the AONB

5.2 Landscape Assessment

Required for the following applications:

- 5.2.1 Planning applications where a Landscape and Visual Impact Assessment (LVIA) has been scoped into an EIA under the EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017].
- 5.2.2 Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB. For major development or other development with the potential for significant landscape and/or visual impact, including development within the setting of an AONB, a formal LVIA will be required. For all other development an informal and proportionate Landscape and Visual Appraisal (LVA) will be required. There may be exceptional circumstances (eg very minor development which is well-screened) where neither an LVIA nor LVA will be required. Applicants should clearly justify the approach taken.
- 5.2.3 LVIAs and LVAs must be produced by a suitability qualified and experienced landscape professionals and accord with industry best practice guidance (eg GLVIA3, DMRB LA107 or guidance which supersedes these).
- 5.2.4 All planning applications for development which could have an effect on an existing landscape scheme approved by the County Planning Authority.

Policy and Guidance:

- [The Landscape Institute](#) - including relevant published Technical Guidance and Technical Advice
- Guidelines for Landscape and Visual Impact Assessment (Third Edition)
- Landscape Character Assessment Guidance for England and Scotland and topic papers on [Natural England](#) website
- [Surrey Landscape Character Assessment](#)
- Surrey Historic Landscape Character Assessment on [Surrey Interactive Map](#)
- [High Weald AONB Management Plan](#)
- [Surrey Hills AONB Management Plan](#)
- [National Planning Practice Guidance for Natural Environment: landscape assessment](#)
- BS5837:2012 Trees in Relation to Construction – Recommendations
- BS5845:2014 – Trees: from nursery to independence in the landscape - Recommendations

What you must provide:

- 5.2.5 Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area Appraisals, landscape or nature conservation designations, AONB management plans, Listed Buildings, Registered Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.
- 5.2.6 Photographs, visualisations, and photomontages to be provided as appropriate. Where produced as part of a LVIA or LVA, these should accord with LI Technical Guidance Note 06/19 or any guidance which supersedes this.
- 5.2.7 The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required (potentially see section 5.3).
- 5.2.8 Landscape and visual impact assessments must consider the impact from a range of heights, ridges, hillsides, and valleys including plans which show the surrounding contours and topography with a discussion on the impacts.

5.3 Landscape Scheme**Required for the following applications:**

- 5.3.1 All applications where landscape mitigation, compensation, or restoration is required.

Policy and Guidance:

- [Surrey Landscape Character Assessment](#)
- Advice can be sought from the County Landscape Architect
- BS 5845:2014 – Trees: from nursery to independence in the landscape - Recommendations
- Current Government biosecurity guidance and regulations. See DEFRA/APHA/Forestry Commission websites.
- [Surrey's New Tree Strategy \(2020\)](#)
- [Tree Species Selection for Green Infrastructure: A Guide for Specifiers \(Trees & Design Action Group\)](#)

What you must provide:

- 5.3.2 A landscape scheme should show how the proposal reflects the landscape assessment, and/or is informed by, the existing features and landscape character both within, and in the vicinity of, the site. A scheme should be based on evidence including soil and ecological surveys and include written and schematic plans, providing details of hard and soft landscaping, existing vegetation to be retained, and arrangements for future maintenance and long-term management.
- 5.3.3 A landscape management plan should consist of a plan showing management compartments for each landscape type or feature, and a report with descriptions of each landscape type of feature, management objectives, prescriptions and annual operations, a matrix indicating timing of annual operations, and responsibilities and timescales for implementation, monitoring and review. For larger and more complex applications a Landscape and Ecology Management Plan (LEMP) may be required for nature conservation based restoration schemes and usually for a 25 year period (5 years aftercare plus 20 years management).
- 5.3.4 Where relevant it should include landscape/habitat restoration and enhancement and new landscape features to compensate for those lost to development.
- 5.3.5 Where new planting is proposed the application should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed spacing, numbers or planting densities, notes on cultivation, and timing of planting. Within a rural context, new planting should typically comprise native species of local provenance, sensitive to the surrounding landscape character. Within an urban context, native species are encouraged, however, a proportion of non-native species may be acceptable. This will be a case-by-case basis to be discussed with the County Planning Authority in order to provide species diversity and resilience to climate change, pests, and diseases.
- 5.3.6 Other information that should be provided may include:
- proposed finished ground levels or contours;
 - sections;
 - a soil management strategy where significant earthworks are required;
 - means of enclosure, fences and boundary treatments;
 - protection measures for existing and new planting;
 - tree pit size, protection, staking/guying;
 - underground cellular systems for tree planting within hard surfaced environments;
 - extent and provision of all construction operations, including site compounds, temporary haul roads or access points and Construction Method Statement;
 - access and Car parking layouts;
 - services;
 - implementation timetables;
 - biosecurity including the sourcing of new trees and shrub stock; and
 - landscape strategy setting out the vision, design approach and justification for species selection.
- 5.3.7 Where new trees are proposed, to ensure planted trees become successfully established, applicants will be required to organise and outline suitable post planting maintenance arrangements that include regular scheduled watering. In determining the maintenance details required and submitted, reference will be made to BS8545: 2014 “Trees: from nursery to independence in the landscape. Recommendations” annexes G1 and G2.

- 5.3.8 Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

5.4 Ancient Woodland

Required for the following applications:

- 5.4.1 Where development is to take place in an ancient woodland or within 500m of the boundary of an ancient woodland as shown on the Surrey Inventory of Ancient Woodland.

- 5.4.2 **Note** this also applies to ‘aged’ or ‘veteran’ trees on site or within 100m.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England and Forestry Commission Standing Advice on Ancient Woodland and veteran trees](#)
- [Surrey Ancient Woodland Inventory](#)
- [Surrey Interactive Map](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey historic and landscape character assessments & Historic Environment Record](#)
- [The Forestry Commission](#)
- [Natural England](#)
- [Woodland Trust](#)
- [Veteran Trees: A Guide to Good Management](#)

What you must provide:

- 5.4.3 An impact assessment to be provided. To consist of an appraisal of the biodiversity and historic features of the ancient woodland or veteran tree(s) and an assessment of how they are affected by the development. This assessment should include ecological and historic surveys.
- 5.4.4 Ecological surveys should follow [terrestrial habitats guidance \[PDF\]](#) approved by the Chartered Institute of Ecology and Environmental Management (CIEEM).
- 5.4.5 The assessment will need to cover direct impacts on the habitat(s), species, and archaeological features, as well as secondary impacts resulting from changes in air, soil and water quality, disturbance, or fragmentation.
- 5.4.6 The assessment should state the controls and mitigation, including a 15m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects(see [Natural England and Forestry commission standing advice - GOV.UK](#)). Tree surveys should be in accordance with guidance in British Standard BS:5837 2012 ‘Trees in relation to demolition, design and development’.

5.5 Trees and Arboricultural Implications

Required for the following applications:

- 5.5.1 All development proposals where there are trees, woodland, or hedgerows (protected by a tree preservation order or not) either on, or adjacent to, the application site and which could be influenced or be affected by the development.
- 5.5.2 The full sequence of events might not be applicable in all instances.

Policy and Guidance:

- Where relevant, the [Hedgerows Regulations 1997](#)
- A tree survey should be carried out by a suitably qualified and experienced Arboriculturist to British Standard BS:5837: 2012 'Trees in Relation to Construction – Recommendations'. Each surveyed tree will be categorised according to the cascade chart for tree quality assessment, Table 1 of the standard.
- [National Planning Policy Guidance: Tree Preservation Orders](#)
- BS5837:2012 – Trees in relation to design, demolition, and construction. Recommendations.
- BS3998:2010 – Tree work: Recommendations
- BS8545:2014 – Trees: from nursery to independence in the landscape. Recommendations.
- [Arboricultural Association's directory of registered consultants](#)

What you must provide:

- 5.5.3 An Arboriculture Impact Assessment that evaluates the direct and indirect effects of the proposal including mitigation and compensatory measures where necessary to include a tree survey of trees on or adjacent to the site. The assessment will take account of the effects of any tree loss required to implement the development and any potentially damaging activities proposed in the vicinity of retained trees.
- 5.5.4 Impact of the proposals access, working space and provision for the storage of materials should also be taken into account.
- 5.5.5 Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

5.6 Tree Constraints Plan

Required for the following applications:

- 5.6.1 Where there are trees or hedgerows either on, or adjacent to, the application site and are potentially affected by the development.

What you must provide:

- 5.6.2 A tree constraints plan should include:
- A plan showing all existing trees (and/or hedgerows where considered relevant by an Arboriculturist) potentially affected by the development (or temporarily affected) including their crown spread, indicating those to be retained and those to be felled.
 - Information on which trees are to be retained and felled including details of their height, trunk diameter, species, age, life expectancy, proposed root protection zone and an assessment of the condition and amenity value.

- Illustrate the calculated and/or adjusted Root Protection Areas (RPA's) for each tree.
- Measures for protecting retained trees during site works.
- Where necessary indicate other trees or landscape features on land adjacent to the development site which might be affected by the development or might serve as screening.
- Evaluation of impact of proposed tree losses and compensatory planting required including number, species, age/girth, recommended locations, and maintenance schedule.
- Trees protected by a tree preservation order should be identified and details provided.

5.7 Tree Protection Plan

Required for the following applications:

5.7.1 When existing trees (and tree roots) will be impacted by the development.

What you must provide:

5.7.2 A tree protection plan to illustrate all protective measures for existing trees and roots to include protective barrier fencing/ground protection.

6. Restoration and Aftercare

6.1 Restoration

Required for the following applications:

- 6.1.1 All mineral proposals except for those applications seeking to vary/remove a condition which has no impact on the final restoration/aftercare of the site.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Surrey Minerals Plan Mineral Site Restoration Supplementary Planning Document](#)
- [Surrey Minerals Plan Core Strategy DPD: Restoration and Enhancement \(PDF\)](#)
- [Good Practice Guide for Handling Soils, prepared on behalf of MAFF](#)
- [The Mineral Product Association](#)
- [Surrey Nature Partnership](#)
- [Surrey Biodiversity Opportunity Areas Guidance, Surrey Nature Partnership](#)

What you must provide:

- 6.1.2 A statement setting out the restoration proposals for the land following cessation of operations to include:
- An overall restoration plan, identifying the proposed afteruse of the site.
 - Voidspace and total volume and type of fill material (if required) to restore the application site alongside filling rates and expected levels of settlement.
 - Phasing of restoration and if it shall be progressive including phasing plans to demonstrate this.
 - An assessment of the agricultural land classification where applicable.
 - A soil Resource and Management Plan including:
 - Information on soil resources, including whether the importation of additional soils is required and how topsoil, subsoil and overburden are to be stripped. Details on how soils and soil making materials are to be handled and their proposed depths in the restored landform.
 - Where soils are to be stored during the operational phase, a statement to be provided detailing where topsoil/subsoil will be located including bund positions and height; and quantities stored.
 - Measures that would be taken to safeguard the soil quality during storage and restoration.
 - Pre and post settlement contours (where applicable) of the restored area and its relationship to the surrounding land.
 - Drainage of the restored area to include grading to promote natural drainage, surface water catchment, proposed field drains, ditches, culverts, sumps and watercourses, direction of flow and site drainage plan and erosion control measures.
 - Proposals for the removal of buildings, plant, equipment, roads and hardstandings.
 - Landscape strategy and planting details.
 - Ensure restoration plan delivers Biodiversity Net Gain (please refer to the Biodiversity Net Gain Section 4.4 of this document).

6.2 Aftercare

Required for the following applications:

- 6.2.1 All mineral proposals except for those applications seeking to vary/remove a condition which has no impact on the final restoration/aftercare of the site.

Policy and Guidance:

- Same as Restoration (Section 6.1).

What you must provide:

- 6.2.2 A strategy to include:
- The strategic aims and objectives for the site and identified land use for the aftercare period.
 - How the methods used in the restoration and aftercare enable the land to retain its longer-term capability.
 - Information on the steps to be taken, who will undertake them and the period during which they are to be taken.
 - Details of any long-term management proposals.
 - Details of any hard or soft landscaping and maintenance regime.
 - Details of drainage (if required).
 - Details of an annual programme to be provided no later than one month prior to the annual aftercare meeting.
 - Details of annual aftercare meetings.
 - Proposed cultivation techniques, cropping and grazing where applicable with reference to the pre-working agricultural land classification.
 - Monitoring regime to ensure biodiversity targets, including biodiversity net gain, are delivered.

6.3 Enhancement

Required for the following applications:

- 6.3.1 All mineral proposals except for those applications seeking to vary/remove a condition which has no impact on the final restoration/aftercare of the site.

Policy and Guidance:

- Same as Restoration (Section 6.1).

What you must provide:

- 6.3.2 Details on what enhancement measures and positive contribution the site makes to biodiversity can be provided on other land within the applicant's control.
- 6.3.3 Details of interim measures that can take place whilst awaiting final restoration.

7. Highways Traffic and Access

7.1 Construction Traffic Management Plan

Required for the following applications:

- 7.1.1 Where it is proposed to bring large plant (which may or may not be classified as abnormal loads) onto the site or where the access (by virtue of existing land used or designation) is considered sensitive.
- 7.1.2 This is not required where a proposal does not involve any physical development/traffic movements.

Policy and Guidance:

- [Transport Development Planning](#)
- [National Planning Policy Framework: Promoting sustainable transport \(PDF\)](#)
- [Surrey Minerals Plan Core Strategy DPD: Protecting Communities and the Environment \(PDF\)](#)
- [Surrey Transport Plan](#)
- [Surrey County Council’s Transportation Development Control Good Practice Guide](#)

What you must provide:

- 7.1.3 The plan should include details of:
 - Parking for vehicles of site personnel, operatives, and visitors.
 - Loading and unloading of plant and materials.
 - Storage of plant and materials.
 - Programme of works including measures for traffic management, vehicle routing, hours of operation and design of delivery areas.
 - Provision of boundary hoarding behind any visibility zones.
 - Specifications for vehicle turning within the site so that vehicles leave the site in forward gear.
 - Measures for the suppression and control of dust during construction.

7.2 Transport Statement

Required for the following applications:

- 7.2.1 The scale of development is anything too small to require a Transport Assessment.

Policy and Guidance:

- [Surrey Minerals Plan Core Strategy DPD: Protecting Communities and the Environment \(PDF\)](#)
- [National Planning Policy Guidance: Travel plans, transport assessment and statements in decision-taking](#)

What you must provide:

- 7.2.2 Information on the existing or proposed access arrangements, including the width of the access shown on a plan giving visibility splays. If the access is to be altered details should be given of the proposed width of the altered access and the method of construction.
- 7.2.3 The mode of transport should be made clear and if all or some transportation is by means other than by road, details should be provided.

- 7.2.4 Should state the likely average and maximum daily vehicle movements generated by the proposed development; a breakdown of quantity and type of traffic associated with the various activities ie Heavy Goods Vehicles (HGVs), Light Goods Vehicles (LGVs) or cars along with the average and maximum capacity of the HGVs in tonnes or cubic metres.
- 7.2.5 Details of how the vehicle movements would be spread over a typical working day with any peak periods ie 0700 to 0900 hours specified, and any variations during the course of the development identified.
- 7.2.6 A summary of the routes to be used by the application site vehicles, or alternatively, roads which the applicant may seek to prohibit site vehicles using, should be provided.
- 7.2.7 Should address the measures proposed for preventing/minimising the deposit or spread of mud or waste materials onto the public highway. Adequate provision for parking, loading/unloading, and manoeuvring of vehicles will be required.
- 7.2.8 The Transport Statement should also give an indication of the current level of traffic generation from the site.
- 7.2.9 Where a public right of way is affected by the proposed development, details should be provided.

7.3 Transport Assessment

Required for the following applications:

- 7.3.1 When a development proposal has significant transport implications [significant normally means a 10% increase in HGV movement but should be considered on a case-by-case basis]. A Transport Assessment is likely to be required for development:
- Generating 30 or more two-way vehicle movements per hour.
 - 100 plus two-way vehicle movements per day.
 - Any development proposed in a location within or adjacent to an AQMA.
- 7.3.2 Applicants are advised to discuss this matter during pre- application discussions. If proposals have an impact on the Strategic Road Network, the applicant should discuss the proposal with the Highways Agency.

Policy and Guidance:

- [Surrey Minerals Plan Core Strategy DPD: Protecting Communities and the Environment \(PDF\)](#)
- [Guidance on Transport Assessment \(PDF\)](#) Chapter 4 - Preparing a transport assessment gives more detail on preparing a transport assessment, the framework and information and type of assessment required.
- [Department for Transport Circular 02/13 “The Strategic Road Network and the Delivery of Sustainable Development” \(PDF\)](#)
- [National Planning Policy Guidance: Travel plans, transport assessment and statements in decision-taking](#)
- [Surrey County Council Vehicle Electric Vehicle and Cycle Parking Guidance for New Developments](#)

What you must provide:

- 7.3.3 When a development is EIA development, a Transport Assessment can be included with the Environmental Assessment. When this is the case it will, however, need to

consider the environmental impact of the traffic not just the impact on the highway network.

- 7.3.4 Should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. Should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts.
- 7.3.5 All submissions should include proposals to reduce the transportation impact of the development and adequate mitigation.

8. Geological, Land and Soils

8.1 Contaminated Land Assessment

Required for the following applications:

- 8.1.1 When contamination of soil, groundwater, or from hazardous soil gas is known or suspected, on or in the vicinity of the site, based on present or previous uses of the site or its surroundings.
- 8.1.2 Where the land has been designated 'contaminated' by the Borough/District Council.
- 8.1.3 Also when there is a potential risk from naturally occurring hazards in the ground such as arsenic, radon and methane/carbon dioxide.
- 8.1.4 A contaminated land assessment is the minimum requirement to be submitted with an application where the potential for land contamination is suspected or there is reasonable possibility of. In its absence would certainly trigger a pre-commencement condition on suspected sites.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#) [including and the definition of "Site Investigation Information"]
- [Environment Agency Groundwater Protection guides](#)
- Borough or District Council Contaminated Land Officer.
- [Environment Agency Guidance](#)
- [Land affected by Contamination Guidance](#)
- BS10175:2011 +A1:2013
Investigation of potentially contaminated sites. Code of Practice
- [Land Contamination Risk Management \(LCRM\)](#)
- [Approved Document C - Site preparation and resistance to contaminants and moisture](#)
- National Quality Mark Scheme for Land Contamination Management (NQMS)
- [Land Contamination: technical guidance- Gov.UK](#)

What you must provide:

- 8.1.5 The Applicant should provide proportionate but sufficient site investigation information (a risk assessment) to assess the existence or otherwise of contamination, its nature and extent, and the risks it may pose to whom/what (ie all identified receptors) so that the risks can be assessed and if necessary reduced to an acceptable level by remediation or mitigation.
- 8.1.6 The risk assessment should identify the potential sources, pathways, and receptors ('pollutant linkages') and evaluate the risks. This information will enable the County Planning Authority to determine whether further more detailed investigation is required, or whether any proposed remediation or mitigation is satisfactory.
- 8.1.7 As a minimum, a desktop study, site walkover and initial Tier 1 risk assessment will be required (Phase 1). This may be sufficient to develop a conceptual model of the source of contamination, the pathways by which it might reach vulnerable receptors and options to show how the identified pollutant linkages can be broken. The study shall be carried out by a competent and suitably qualified specialist.

- 8.1.8 Unless this initial assessment clearly demonstrates with complete confidence that the risk from contamination can be satisfactorily reduced to an acceptable level and the remedial or mitigation measures are viable, further site investigations and Tiers of risk assessment (Phase 2 intrusive ground investigation) and the development of a mitigation or remediation strategy and verification plan will be needed before the application can be determined.
- 8.1.9 The Applicant is required to ensure that land, after development, is not capable of being determined as contaminated land under Part 2A of the EPA 1990.
- 8.1.10 Early consultation with the CPA and Environment Agency is recommended to determine likely requirements for submission with the planning application.
- 8.1.11 For EIA development the risk assessments undertaken of land potentially affected by contamination should inform the EIA.

8.2 Stability Assessment

Required for the following applications:

- 8.2.1 A land/slope stability report will be required when:
- The proposal involves substantial engineering works.
 - There are good reasons to believe that the ground is unstable.
 - The proposed development could affect the land or adjoining land. [Note: The County Planning Authority accept that during quarrying operations that quarry slope stability falls within the remit of the Health and Safety Executive (HSE). However when a quarry site has gone into restoration and aftercare, this remit falls within the scope of the County Planning Authority.]
- 8.2.2 This may include the effects of both natural and manmade underground cavities, unstable slopes, and ground compression.

Policy and Guidance:

- [Planning Policy Guidance: Land Stability](#)
- [National Planning Policy Guidance: Quarry Slope Stability](#)

What you must provide:

- 8.2.3 A land/slope stability investigation should be carried out by a professional qualified engineer and involve site investigations and a geotechnical appraisal.
- 8.2.4 A land/slope stability risk assessment report should be submitted and should include information on:
- An understanding of the factors influencing stability.
 - An assessment of whether or not the site is stable and has an adequate level of protection.
 - Land is capable of supporting the loads to be imposed.
 - Development will be threatened by unstable slopes on or adjacent to the site.
 - Development will initiate slope instability which may threaten neighbouring land.
 - Site could be affected by ground movements due to natural cavities or past, present, or future mining activities. Any remedial or precautionary measures necessary to reduce or overcome the risk of instability should be put forward.

8.3 Agricultural Land Classification and Soils

Required for the following applications:

- 8.3.1 Where proposal affects the best and versatile agricultural land classified as Grade 1, 2 or 3a and can also include applications involving land filling for the purposes of restoration.

Policy and Guidance:

- [Agricultural Land Classification of England & Wales 1988](#)
- [Natural England Technical Information Note TIN049 "Agricultural Land Classification: protecting the best & most versatile agricultural land"](#)
- [Soil guidance \(quarrying.org\)](#)

What you must provide:

- 8.3.2 Information which demonstrates:
- The quality of existing agricultural land.
 - The quality of imported soils/other waste materials and how they would improve the land for agricultural purposes.
 - Measures that would be taken to safeguard the soil qualities during storage and restoration.
 - How the agricultural land classification would be protected or on completion of proposed operation, would be returned to the same agricultural land grade classification and the quality of any agricultural land lost and justification for its loss.
 - A soil management plan.

9. Water Environment

9.1 Flood Risk Assessment

Required for the following applications:

- 9.1.1 All development proposals located within Flood Zones 2 and/or 3.
- 9.1.2 Where the development is to be located within Flood Zone 1 and the site area is greater than 1 hectare in size and where the Environment Agency or Local Drainage Engineer has indicated that there may be a land drainage problem.
- 9.1.3 All proposals for new development (including minor development and changes of use) in an area within Flood Zone 1 which has critical drainage problems and/or where a Surface Water Management Plan or equivalent document is in place which indicates that the site may be subject to drainage problems; and/or where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding.

Policy and Guidance:

- [National Planning Policy Framework: Meeting the challenge of climate change, flooding and coastal change \(PDF\)](#)
- [Environment Agency Guidance “Flood risk assessment for planning applications”](#)
- [National Planning Policy Guidance: Flood Risk and Coastal Change](#)
- District and Borough Strategic Flood Risk Assessments
- [Flood risk assessments: climate change allowances - GOV.UK](#)

What you must provide:

- 9.1.4 Assessment to establish the impact of the proposed development on the floodplain and level of risk of all forms of flooding to and from the development demonstrating:
- Whether a proposed development is likely to be affected by current or future flooding from any source.
 - Whether it will increase flood risk elsewhere.
 - How these flood risks will be managed now and over the development’s lifetime.
 - Whether the measures proposed to deal with these effects and risks are appropriate.
 - Consideration of climate change.
 - Opportunities to reduce the probability and consequences of flooding.
 - Evidence for the County Planning Authority to apply (if necessary) the Sequential Test for all sources of flooding.
 - Mitigation measures and emergency evacuation procedures necessary.
 - Whether the development will be safe and pass the Exception Test, if applicable.
- 9.1.5 The sequential and exception tests required for a site and for development within a site (ie siting vulnerable development outside the flood plain) can be found on the Environment Agency webpages “Guidance: flood risk assessment for planning applications”.

9.2 Sustainable Drainage Systems (SuDS)

Required for the following applications:

- 9.2.1 All major developments should incorporate sustainable drainage systems unless there is clear evidence that this would be inappropriate. A surface water drainage assessment should be carried out to demonstrate that all mineral development makes use of SuDS and will not create an increased risk of flooding from surface water to the development site and the surrounding area. The SuDS pro-forma should be completed and returned to the CPA as part of the planning application. For minor applications a proportionate assessment of the surface water requirements should be undertaken and any opportunity for the inclusion of SuDS reviewed.

Policy and Guidance:

- [National Planning Policy Guidance: Reducing the causes and impacts of flooding](#)
- [Surrey Advice Note supporting the provision of a Surface Water Drainage Statement](#)
- [Water. People. Places: A guide for master planning sustainable drainage into developments \(PDF\)](#)
- [Sustainable drainage systems: non- statutory technical standards](#)
- [Ordinary Watercourse Consent Form](#)

What you must provide:

- 9.2.2 An assessment (taking into account different factors including the layout of the site, the topography and geology) demonstrating how any surface water generated from the development will be controlled as near to its source as possible. A drainage strategy (including FRA where applicable, proposed drainage layout and calculations) shall be submitted to demonstrate that the development does not flood or increase flooding downstream.
- 9.2.3 Sustainable drainage for the site shall be proposed in accordance with SuDS surface water management hierarchy of prevention, reduction, source control, site control and regional control (the accepted hierarchy of surface water discharge options is infiltration, then attenuation and discharge to watercourse, surface water sewer, other sewer).
- 9.2.4 Evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc.). Any assessment should be accompanied by the [Surrey County Council Surface Water Drainage Summary Proforma](#).
- 9.2.5 Where the intention is to incorporate infiltration SuDS, their feasibility shall be demonstrated through approved intrusive geotechnical surveys to establish infiltration rates, ground water levels and ground contamination.
- 9.2.6 Should actual infiltration rates (via intrusive tests) not be readily available (reason to be stated in drainage strategy), desktop study demonstrating evidence of likely ground conditions (from British Geological Survey or other sources) of the site could be used. In such instance, an alternative strategy shall also be submitted to demonstrate how the site would drain if infiltration is not feasible. House or rubble soakaways are not acceptable.

- 9.2.7 Should it be proposed to dispose of surface water into a watercourse, surface water sewer, highway drain or another drainage system, should be accompanied by evidence that the rates are being restricted to greenfield values and the system has adequate capacity downstream and is in a suitable state to accept the water.
- 9.2.8 Where an application is part of a larger site which already has planning permission it is essential that the new proposal does not compromise the drainage scheme already approved.
- 9.2.9 Any works to be carried out which will affect the flow or storage of water within, or which place or alter a structure/obstruction within an ordinary watercourse will require Ordinary Watercourse Consent from Surrey County Council. *Note:* These can include permanent or temporary structures or works. An 'ordinary watercourse' is a watercourse that is not part of a main river and includes rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Consent within Surrey is issued by the Flood Risk Planning and Consenting Team within Surrey County Council. The team can provide information on the requirements for consent and the application procedure and is contactable by email on SuDS@surreycc.gov.uk Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.

9.3 Hydrogeological/hydrological report

Required for the following applications:

- 9.3.1 Applications that:
- Involve significant ground works, dewatering, abstraction; or
 - Propose to infill land.

Policy and Guidance:

- [The EU Water Framework Directive](#)
- [National Planning Policy Framework: Facilitating the sustainable use of minerals \(PDF\)](#)
- [British Geological Survey: Groundwater data and information](#)
- [National Planning Policy Guidance: Water supply, wastewater and water quality](#)
- [National Planning Policy Guidance: Flood Risk and Coastal Change](#)
- [British Hydrological Society](#)
- [National Planning Policy Guidance: Water Management](#)

What you must provide:

- 9.3.2 All applications should include:
- Details of existing groundwater levels.
 - Impacts of the development on existing water levels.
 - Mitigation measures and management of such impacts.
- 9.3.3 For applications within a groundwater source protection zone, a risk assessment will be required considering the impact on water quality and resources.
- 9.3.4 For applications involving dewatering or abstraction, the assessment should also include:
- Calculations of the extent and volumes of dewatering; details of topography and surface drainage, artificial ground, superficial deposits, landslip deposits, rockhead depth, bedrock geology and details of any borehole reports including

any information with regard to both licensed and unlicensed abstractions, where necessary.

- Details of the natural water table including its depth, source catchment areas and characteristics.
- Consideration of the potential impact upon any wetland Site of Special Scientific Interest (SSSI).
- Evidence that third parties will not be affected by the dewatering, and where there is a potential impact upon public and private water supplies, water bodies or watercourses details of mitigating measures must be included in the application.
- Details of proposed methods of dewatering and proposed methods of water disposal.
- Proposed measures to control potential pollution to protect ground and surface water.
- Any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

- 9.3.5 Monitoring of the existing water regime for at least 12 months prior to submission of the application may be necessary in order to ensure that surface and groundwater can be safeguarded.

9.4 Drainage and Water Supply Report

Required for the following applications:

- 9.4.1 For applications where there would be a net increase in water and wastewater demand to serve the development where appropriate.

Policy and Guidance:

- [National Planning Policy Framework: Meeting the challenge of climate change, flooding and coastal change \(PDF\)](#)
- [National Planning Policy Guidance: Water Management](#)

What you must provide:

- 9.4.2 Water supply and sewerage/wastewater infrastructure is essential to any development. Failure to ensure that any required upgrades to the infrastructure network are delivered alongside development could result in adverse impacts in the form of internal and external sewer flooding and pollution of land and water courses and/or low water pressure. Calculations of the mains water consumption for the development proposed and sewage demand and whether any upgrades are needed.

10. Heritage and Archaeology

10.1 Heritage Statement

Required for the following applications:

- 10.1.1 Where Heritage Assets or features, and their respective settings, may be affected by the proposal. A statement is required if your proposal links to either:
- Work affecting a listed building and/or its setting.
 - A new development in a conservation area
 - Demolition work in a conservation area
 - Work within an area of archaeological potential
 - Work within the area of a scheduled ancient monument
 - Work within a historic park or garden
- 10.1.2 A Heritage Asset would be considered to be a nationally or locally Listed Building, Nationally Registered or locally listed Park or Garden, Registered Battlefield, Conservation Area, Historic Landscape and/or associated natural heritage features, or undesignated features or structures of demonstrable historic or cultural heritage interest.
- 10.1.3 Please Note Listed Building Consent is determined by the relevant district or borough and not by Surrey County Council.

Policy and Guidance:

- Historic Environment Planning Team Officer:
heritageconsultations@surreycc.gov.uk
- [Land Planning and Development Heritage and Planning Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Historic England Listed Buildings Register](#)
- [Enabling Development and Heritage Assets – Historic England](#)
- [Surrey Historic Landscape Characterisation Assessment](#)
- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)
- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)

What you must provide:

- 10.1.4 A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or a mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

- 10.1.5 The applicant and/or agent should provide details of how the proposal impacts the listed building/asset and also the context of the setting the building/asset within their heritage statement.
- 10.1.6 If your proposal affects a locally listed asset applicants and/or agents may need to discuss with the relevant district or borough who hold the register for that asset.

10.2 Archaeology

Required for the following applications:

- 10.2.1 An archaeological assessment is required when a Heritage Statement or pre-application discussion indicates that a Heritage Asset with an Archaeological Interest is likely to be present on site and/or affected by a development proposal.
- 10.2.2 **Note:** An asset of Archaeological Interest is considered to be a Scheduled Monument, a County Site of Archaeological Importance, an Area of High Archaeological Potential, or development application area exceeding 0.4 hectares in size, where it is reasonably considered that previously undocumented archaeological remains might survive.

Policy and Guidance:

- Same as Heritage Assets (Section 10.1.3).

What you must provide:

- 10.2.3 An assessment should examine the nature and significance of the archaeological resources of the site, in comparison with the nature of the development proposal, and detail the likely implications for the future survival and management of the resource that arise.
- 10.2.4 All archaeological sites are unique and no two sites are identical in nature. Surrey County Council will therefore address archaeological issues on minerals and waste sites on a case-by-case basis. The Historic England Advice: Mineral Extraction and Archaeology is a useful guide for all applicants wishing to understand the archaeological process, which sets out the broad archaeological assessment and evaluation process, and the range of techniques and possible outcomes and results that may be necessary as a result. Surrey County Council will expect applicants to supply sufficient information to allow appropriate archaeological consideration of the implications of proposed extraction operations in advance of the determination of any application.

11. Other Environmental Impacts

11.1 Lighting Assessment

Required for the following applications:

- 11.1.1 All minerals developments involving any external lighting, including temporary, construction and security lighting.

Policy and Guidance:

- [Department for Communities and Local Government's Lighting in the Countryside 1997](#)
- [Guidance Notes for the Reduction of Obtrusive Light \(2020\), Institute of Lighting Professionals](#)
- [Bats Conservation Trust: Guidance on Bats and Lighting](#)
- [An appropriately qualified Lighting Engineer](#)
- [National Planning Policy Guidance: Light pollution](#)

What you must provide:

- 11.1.2 An assessment providing full details of any external lighting including details of:
- The number, type, location, and height of any lighting including those on columns and/or buildings.
 - The intensity of the installation (in Lux levels) and spill patterns shown on a plan.
 - The proposed hours of use.
 - Potential for impacts on ecological features.
 - Proposed mitigation measures.
 - Measures for unforeseen impacts and monitoring.

11.2 Noise Assessment

Required for the following applications:

- 11.2.1 Where the development:
- Is likely to affect sensitive land uses such as dwelling, school, or care-home.
 - Involves the use of mobile site plant, processing plant or machinery such as a crusher, screener, conveyor, or trommel.
 - Involves engineering activities such as earth moving, bund creation or soil stripping.
 - Is likely to affect a designated (international, national, or local) Nature Conservation or Geological site.
 - Is to be located within the AONB and Area of Great Landscape Value.

Policy and Guidance:

- [A qualified acoustic specialist.](#)
- Borough or District Council Environmental Health Officer.
- [Surrey County Council Guidelines for Noise and Vibration Assessment and Control](#)
- [National Planning Policy Guideline: Noise](#)
- [National Planning Policy Guideline: Minerals](#)
- BS 4142:2014 "Methods for rating and assessing industrial and commercial sound".
- BS 5228-1:2009+A1:2014 "Code of practice for noise and vibration control on construction and open sites. Noise"

What you must provide:

- 11.2.2 A noise assessment outlining the existing noise climate (established normally by measurement) and the impact of the proposed development assessment from the noise viewpoint using prediction and measurement techniques as appropriate for any potential noise sensitive development in the locality. If mitigation measures are proposed the impact of noise on sensitive locations should be assessed following implementation of the proposed mitigation measures.
- 11.2.3 For any noise sensitive development, existing or consented, potentially affected by the minerals development, a noise assessment should be prepared by a competent person that defines the baseline sound environment, following appropriate guidance, usually established through measurement, and the impact of the proposed development using prediction and measurement techniques as appropriate. Where criteria in appropriate guidance may be exceeded, mitigation measures should be provided such that the criteria are not exceeded.

11.3 Open Space Assessment including Rights of Way

Required for the following applications:

- 11.3.1 Any development proposals that would result in the loss of open space or have implications for Public Rights of Way.

Policy and Guidance:

- [Surrey Minerals Plan Core Strategy Development Plan Document Policy Protecting Communities and the Environment \(PDF\)](#)
- [Surrey County Council's Countryside Access Team](#)
- Rights of Way shown on [Surrey Interactive Map](#)
- [Rights of Way Improvement Plan - Surrey County Council](#)
- [National Planning Policy Guidance: Open space, sports and recreational facilities, public rights of way and local green space](#)

What you must provide:

- 11.3.2 An assessment of any open space or Public Rights of Way lost, directly or indirectly affected by a proposed development including any measures to replace or compensate for such impacts and identification of any opportunities to improve facilities for walkers, cyclists, horse riders. This includes any right of way which is outside a site boundary.

12. High Pressure Pipeline Search

12.1 Pipeline operators do not have statutory powers although may have legal agreements in place on land and clearly this is a matter that has significant health and safety implications.

Required for the following applications:

12.2 For all developments involving excavation or below ground works. There are special requirements for safe working in close proximity to a high pressure pipeline and proposed works require approval from a pipeline operator prior to commencing.

Policy and Guidance:

- [Linesearch before u dig](#)
- [National Grid - Check before you dig - location of our cables and equipment](#)
- [Cadent Gas Network](#)
- [Southern Gas Network](#)

What you must provide:

12.3 For all developments where excavation or below ground works are proposed an applicant must carry out a search to determine whether a high pressure pipeline is present in the vicinity of the application site. Most pipeline operators are signed up to Linesearch and it is recommended a search should be carried out using the Linesearch tool to establish the presence of pipeline infrastructure. The results of any pipeline search undertaken are to be submitted with a planning application.

13. Airport Safeguarding

13.1 Airport Safeguarding Statement

13.1.1 Aerodrome Safeguarding is a legislative requirement for officially safeguarded aerodromes of which Heathrow Airport and Gatwick Airport is one. Aerodrome safeguarding is the process used to ensure the safety of the aircraft while taking off and landing or flying in the vicinity of aerodromes. It is embedded in the Town & Country Planning process by way of ODPM/DfT Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives Storage Areas: The Town & Country Planning (Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002.

Required for the following applications:

13.1.2 All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fair Oaks, Northolt, Odiham] and where:

- The proposal involves landfilling.
- The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries, and flat roofs.
- Where the proposal includes lighting which may impact on airport safety (ie dazzling).
- Where a proposal involves the venting and flaring of gas.
- Where buildings/structures have the potential to impact on Communication, Navigation & Surveillance Equipment (CNS).
- Where the buildings/structures have the potential to impact on including instrument flight procedures (IFPs)
- Where the buildings/structures have the potential to infringe Obstacle Limitation Surfaces (OLS)
- Where the buildings/structures have the potential to cause building/structure induced turbulence
- Where the proposals include wind turbines or large areas of solar panels.
- Where a crane or tall construction equipment is to be used on site, a permit may be required from Gatwick Airport Crane Permits (gatwickairport.com) and/or Heathrow Airport Works Approval Team (Airside_Works_Approvals@heathrow.com).

13.1.3 Applicants are advised to discuss non-official safeguarding areas with planning officers.

Policy and Guidance:

- [Annex 2 to the DfT/ODPM Circular 01/2003 'Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas' Direction 2002'](#)
- [Guidance on Civil Aviation Authority \(CAA\) Planning Consultation Requirements \(PDF\)](#)
- [Commercial industry | Civil Aviation Authority](#)
- [The Airport Operators Association \(AOA\) Safeguarding of Aerodromes Advice Notes: Advice Note 1, 2, 3, 4 and 5 dated August 2016](#)

What you must provide:

- 13.1.4 The statement should show how the development will not constitute a hazard to air traffic, with or without mitigation proposed.

14. Phasing and Working Programme

14.1 Phasing Programme

Required for the following applications:

- 14.1.1 All mineral extraction proposals and proposals that involve waste management for the restoration of a mineral site. involving

Policy and Guidance:

- [Landfill \(England and Wales\) Regulations 2002](#)
- [National Planning Policy for Waste](#)
- [Surrey Waste Local Plan](#)
- [Surrey Minerals Plan](#)
- [National Planning Policy Guidance: Waste](#)

What you must provide:

- 14.1.2 Information/plans relating to the phasing and working programme of the operations proposed including timescales, mineral volumes per each phase, volume of material involved for landfilling or recovery, methods of proposed operations throughout the life of the development; stockpile location and design (soil/ mineral/ waste materials/ restoration materials). Where waste is to be generated, having regard to the waste hierarchy details of how waste produced during all stages of development will be minimised and managed in a sustainable manner, including what type of waste would be generated, how the waste would be managed; and which contractors will be used to ensure the waste is managed sustainably.
- 14.1.3 Statement on the proposed void space, volume of fill material involved, rates of fill, type and source of material, expected levels of settlement including justification thereof, and proposed methods of compaction (pre and post settlement levels) as part of the phasing programme and for the proposal overall.
- 14.1.4 The development involves the minimum quantity of waste necessary.

14.2 Landfill and Landraising Statement

Required for the following applications:

- 14.2.1 Any proposal involving landfilling including reworking or reclamation of former mineral sites.

Policy and Guidance:

- [Landfill \(England and Wales\) Regulations 2002](#)
- [National Planning Policy for Waste](#)
- [Surrey Waste Plan: Waste Development and Waste Development Control Policies](#)
- [National Planning Policy Guidance: Waste](#)

What you must provide:

- 14.2.2 Statement on the proposed void space, volume of fill material involved, rates of fill, type and source of material, expected levels of settlement including justification thereof, and proposed methods of compaction (pre and post settlement levels).
- 14.2.3 Demonstration that the amount of fill proposed is the minimum requisite required.

15. Community Engagement

15.1 Statement of Community Involvement

Required for the following applications:

- 15.1.1 For any proposals with substantial community interest.
- 15.1.2 Any proposal where this is a requirement under Section 61 (w) of the Localism Act 2011 when enacted and required by the Town and County Planning (Development Management Procedure) (England) Order 2015 subsequent regulations.

Policy and Guidance:

- Section 61W of the Localism Act 2011 (when enacted)
- The Local Government Association, British Property Federation & Others.
- [The Ten Commitments to Effective Pre-application engagement \(PDF\)](#)
- [National Planning Policy Guidance: Before submitting an application](#)

What you must provide:

- 15.1.3 The National Planning Policy Framework (NPPF) encourages pre-application discussions and states that: “early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties”.
- 15.1.4 Surrey County Council encourages developers to enter into pre-application discussions with the Council to establish the information that will be required, and to identify key issues and policies associated with any potential application.
- 15.1.5 A statement explaining how the applicant has complied with any community engagement recommendations made in Surrey County Council’s [Statement of Community Involvement](#).
- 15.1.6 Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process. Applicants are advised to submit details of the engagement carried out as well as the comments made by the public. Applicants are advised to demonstrate how they are addressing (if any) comments raised by the public.

Appendix 1: List of Planning Departments of Local Borough and District Councils in Surrey

- [Elmbridge](#)
- [Epsom and Ewell](#)
- [Guildford](#)
- [Mole Valley](#)
- [Reigate and Banstead](#)
- [Runnymede](#)
- [Spelthorne](#)
- [Surrey Heath](#)
- [Tandridge](#)
- [Waverley](#)
- [Woking](#)

Where relevant please refer to any appropriate neighbourhood plan documents, which can be accessed from the district and borough websites

Appendix 2: Other Statutory Consultees

- [Natural England](#)
- [Historic England](#)
- [Highways England](#)
- [Environment Agency](#)
- [Lead Local Flood Authority](#)
- [County Highway Authority](#)
- Water or sewage undertaker(s)
- The Health and Safety Executive
- The Gardens Trust
- Parish Councils
- Aerodrome Operator

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Annex 2 – Waste Management Development

The policy drivers for all the subjects listed are the [Surrey Waste Local Plan](#), relevant Borough or District Local Plans, the [National Planning Policy Framework](#), [National Planning Policy for Waste](#), [Waste Management Plan for England](#) and the [National Planning Policy Practice Guidance](#). Specific policies or paragraphs of these policy drivers may be detailed within a specific subject when relevant. This is also true of the [Surrey Aggregates Recycling Joint Development Plan Document](#).

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1. Planning Statement

Required for the following applications:

- 1.1. Mandatory for all planning applications.
- 1.2. The extent of the information required will be site/planning application specific.

Policy and Guidance:

- [Surrey Waste Local Plan](#)
- [Surrey Minerals Plan Core Strategy Development Plan Document including Surrey Aggregates Recycling Joint DPD \(PDF\)](#)
- [Planning Practice Guidance: determining an application](#)
- [Waste Management Plan for England](#)
- [EU Waste Framework Directive 2008/98/EC](#)
- [The Environment Agency](#)
- [Department for Food, Environment and Rural Affairs \(DEFRA\)](#)
- [Surrey County Council Annual Monitoring Report \(AMR\)](#)

What you must provide:

- 1.3. Where relevant the planning statement should set out the context and justification for the development, including:
 - A comprehensive site description setting out the physical features of the site and its surroundings.
 - A description of any use, planning designations or physical constraints ie nearby housing.
 - Context and need for the development. ie existing demand, projected future demand, expected throughput for the proposal and capacity, how the proposal would contribute towards identified need, predicted need and the waste hierarchy Information on the geology and topography of the site identifying where relevant land stability, water table levels, ground conditions including surface water drainage, heights and contours for the application site and surrounding area.
 - Information on capacity/throughout of the proposal.
 - Details on boundary treatment should include height, location and specification of screen bunds and fencing.
 - Identification of any international, national, and local environmental and planning designations and physical constraints applicable to the application site and surrounding land eg Special Protection Area (SPA), Special Area of Conservation (SAC), Sites of Special Scientific Interest (SSSI), highways, water courses, housing, Listed Buildings, Area of Outstanding Natural Beauty (AONB), public footpaths, Ancient Semi-Natural Woodland, Flood Zone(s) etc.;
 - Identification and discussion of National planning guidance, Development Plan policy, and any other material considerations applicable to the proposal justifying why planning permission should be granted.
 - Summaries of any supporting and technical information submitted as part of the application, including relevant key development criteria for preferred areas/areas of search identified in the Surrey Waste Local Plan and Aggregates Recycling Joint DPD.
 - An assessment of the cumulative effect of the proposal in combination with other existing or permitted development in the vicinity.
 - Where the proposal includes landfilling and landraising proposals should include the volume of imported material by origin and type (the total annual rate where possible) and void space capacity in metres cubed (m³).

- 1.4. Details of consultations with the County Planning Authority and wider community [to include parish councils, resident associations and action groups]/statutory consultees undertaken prior to submission and to demonstrate that regard has been taken to ensure that individuals and hard to reach groups are not discriminated against because they share certain protected characteristics as set out in the [Equality Act 2010](#).
- 1.5. Proposals may involve a combination of mineral and waste management development and if this is the case, the planning statement should address both. The subjects listed can be incorporated within the Planning Statement or can be submitted as individual, supporting documents as appropriate.

2. Green Belt Statement

Required for the following applications:

- 2.1. Where the application site lies within the Green Belt, a Green Belt Statement should be submitted.
- 2.2. Policy and Guidance:
 - [National Planning Policy Framework: Protecting Green Belt Land \(PDF\)](#)
 - [Surrey Waste Plan: Core Strategy](#)
 - [Surrey Aggregates Recycling Joint \(DPD\)](#)
 - [Surrey County Council Annual Monitoring Report \(AMR\)](#)
 - [The County Planning Authority's Alternative Site Assessment advice note \(PDF\)](#)
 - [Green Belt - GOV.UK](#)

What you must provide:

- 2.3. Need to demonstrate that the proposal meets the definition of appropriate green belt development or whether it is considered to be inappropriate development. In the case where the proposal is inappropriate development in the green belt, you need to demonstrate the factors that (alone or in combination) amount of very special circumstances which clearly outweighs harm by reason of inappropriateness and any other harm. In all cases you should explain the impact of the proposal on the visual and spatial openness of the Green Belt and whether the proposal conflicts with the purposes of the Green Belt.
- 2.4. The five purposes of the Green Belt are;
 - i. To check the unrestricted sprawl of large built-up areas;
 - ii. To prevent neighbouring towns merging into one another;
 - iii. To assist in safeguarding the countryside from encroachment;
 - iv. To preserve the setting and special character of historic towns; and
 - v. To assist in urban regeneration, by encouraging the recycling of derelict and other urban land.
- 2.5. An alternative site assessment may be required to demonstrate why the proposal cannot be sited beyond the Green Belt. The alternative site assessment should cross refer to the County Planning Authority's Alternative Site Assessment advice note.

3. Air Quality

3.1 Air Quality Assessment

Required for the following applications:

- 3.1.1 Where development as defined by the Environmental Protection UK (EPUK) - Institute of Air Quality Management (IAQM) guidance (or subsequent updates);
- Is to be located within or adjacent to an Air Quality Management Area (AQMA).
 - Is likely to generate significant vehicle movements.
 - Would involve the construction of a new chimney stack.

Policy and Guidance:

- Department for Environment Food, and Rural Affairs policy guidance and technical guidance.
- [Defra TG \(16\) guidance](#)
- Environment Agency guidance
- [Planning Practice Guidance: Air quality](#)
- [IAQM guidance](#)
 - Land-Use Planning and Development Control: Planning for Air Quality
 - Guide to the assessment of air quality impacts on designated nature conservation sites

What you must provide:

- 3.1.2 Assessment of vehicle emission air quality impacts on local sensitive receptors, with mitigation measures and/or compensation measures identified. Traffic pollutants most likely to have local significance are nitrogen dioxide (NO₂) and suspended particulate matter (PM_{2.5} and PM₁₀). To be carried out in accordance with EPUK-IAQM and Defra TG (16) guidance. To cover impacts from vehicles at the construction phase and the operational phase whenever the indicative thresholds [indicative minimum threshold or HDV flows (AADT) of 25 within/adjacent to AQMA, or 100 elsewhere; LDV flows (AADT) of 100 within/adjacent to AQMA, or 500 elsewhere] in the EPUK-IAQM guidance are to be exceeded.
- 3.1.3 In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.

3.2 Construction Dust Assessment

Required for the following applications:

- 3.2.1 Where development is to be located within an AQMA.
- 3.2.2 Where development proposal is likely to generate dust and human and ecological sensitive receptors are within 350m from the site or within 100m from construction road route.

Policy and Guidance:

- [IAQM guidance](#)
 - Guidance on the Assessment of Mineral Dust Impacts for Planning (May 2016 or subsequent revisions)

- Guidance on the assessment of dust from demolition and construction (Version 1.1 or subsequent revisions).
- Land-Use Planning and Development Control: Planning for Air Quality
- [Planning Practice Guidance: Air quality](#)

What you must provide:

- 3.2.3 Construction-phase dust impacts should be assessed using a methodology based on the good-practice approach described in IAQM’s *Guidance on the assessment of dust from demolition and construction* (version 1.1 or subsequent revisions), to estimate the impacts of both PM10 and nuisance dust, together, through a single risk-based assessment procedure.
- 3.2.4 The controls and mitigation that will be applied to avoid adverse impacts should be stated, based on the same IAQM guidance.
- 3.2.5 Monitoring should be based on the separate IAQM Guidance on Air Quality Monitoring in the Vicinity of Demolition and Construction Sites.

3.3 Operational Dust Assessment

Required for the following applications:

- 3.3.1 A dust assessment is required for any waste developments where dust emissions are likely to arise. This can be expected to cover the applications involving screening, crushing, chipping, blending, grading, landraising, landfilling and construction.
- 3.3.2 The distance criteria in the IAQM *Guidance on the Assessment of Mineral Dust impacts for Planning: Screen the need for detailed assessment* specify whether the dust impact assessment should be a detailed dust assessment or a simple qualitative statement.

Policy and Guidance:

- Please refer to the policy guidance documents detailed for Construction Dust (section 3.2), as well as the following;
- [IAQM guidance](#): Guidance on Monitoring on the Vicinity of Demolition and Construction Sites October 2018

What you must provide:

- 3.3.3 An assessment of the impact of dust on surrounding land users (receptors) is required. The assessment should be based on the IAQM approach described in *Guidance on the Assessment of Mineral Dust impacts for Planning*. [Note: This guidance applies to the operational phases of mineral development however it is acknowledged that some waste sites share some common features with mineral activities and also construction activities.]
- 3.3.4 The assessment will need to cover nuisance dust deposition impacts; if there are sensitive receptors close by (within 1000m) then the assessment will also need to cover the impacts of suspended particulate matter (PM10).
- 3.3.5 The assessment should state the controls and mitigation that will be applied to avoid adverse impacts, including where necessary: appropriate design and layout of the site; management of the site (eg Dust Management Plans); use of appropriate equipment; appropriate control and mitigation measures; and an appropriate scheme of on-going dust monitoring.

- 3.3.6 Surrey County Council has produced guidance for applicants on what it expects to form a suitable and sufficient dust assessment to support planning applications, the minimum contents of Dust Management Plans to minimise impacts, and the minimum contents of reports of dust monitoring results.

3.4 Odour

Required for the following applications:

- 3.4.1 For proposals involving putrescible waste and composting within 250m of sensitive receptors eg housing, schools, retirement facilities etc.

- 3.4.2 Where the proposal is likely to impact upon sensitive receptors by way of odour.

Policy and Guidance:

- [Guidance on the assessment of odour for planning \(IAQM\) \(PDF\)](#)
- [Good Practice and Regulatory Guidance on Composting and Odour Control for Local Authorities, DEFRA \(PDF\)](#)
- [Odour Management Plans for Waste Handling Facilities Environment Agency \(PDF\)](#)
- [Horizontal Guidance 4: Odour Management – How to Comply with your Environmental Permit Environment Agency \(PDF\)](#)

What you must provide:

- 3.4.3 An assessment of the impact of odour on surrounding sensitive receptors based on the accepted source-pathway-receptor conceptual model including:
- Existing baseline odour conditions (also including complaints history).
 - The location of receptors and their relative sensitivities to odour.
 - Details of the proposed activities and materials involved (including quantities, durations, methods of handling and storage etc.) and the resulting potential for generating odours including fugitive, diffuse, and point sources where relevant.
 - Details of control/mitigation measures proposed (including management and engineering controls).
 - A prediction of the likely odour impact from the proposed activity at relevant sensitive receptors based on the FIDOL factors (Frequency, Intensity, Duration, Offensiveness, Location/Sensitivity) and taking into account the following:
- 3.4.4 The likely magnitude of odour emissions (following implementation of proposed control/mitigation measures).
- 3.4.5 The effects of dispersion and dilution afforded by the pathway to the receptors and the resulting magnitude of odour that could result.
- 3.4.6 The meteorological characteristics at the site (particularly wind direction/speed) and the likely frequency of odour episodes that could result.
- 3.4.7 The potential cumulative odour effects with any other odours.
- Where odour effects are assessed as significant appropriate mitigation and control measures that would allow the proposal to proceed without causing significant loss of amenity.
 - The residual odour impacts and their effects.
- 3.4.8 In accordance with the IAQM guidance on assessment of odour for planning, the applicant should justify the methodology used to make the prediction and that the approach they have used is of a depth and rigour consistent with the likely risk of

adverse effects from odour. Likely methodologies include a simple qualitative (eg risk-matrix based), a semi-quantitative (eg radius of effect calculations) or a fully quantitative assessment (dispersion modelling).

- 3.4.9 The assessment should also describe the controls and mitigation that will be applied to avoid adverse impacts, including where necessary appropriate design and layout of the site, management of the site eg Odour Management Plans, use of appropriate equipment etc.

3.5 Bio-Aerosols

Required for the following applications:

- 3.5.1 Required for the operational phase of any development where all of the following apply:
- Where the proposal involves the management of putrescible waste, or
 - Has the potential to suspend biologically- active particles in the air and there are sensitive receptors to within 350m from the site boundaries eg such activities include, but are not necessarily limited to, composting facilities, anaerobic digestion, chipping or shredding activities, waste transfer stations, materials recycling facilities, active faces of landfill sites etc.

Policy and Guidance:

- [Bio-aerosol Emission from Waste Composting and the Potential for Workers' Exposure Health and Safety Executive \(PDF\)](#)
- [Guidance on the evaluation of Bio-aerosol Risk Assessment for Composting Facilities, Cranfield University \(PDF\)](#)

What you must provide:

- 3.5.2 An assessment of the impact of bio-aerosols is required to predict whether they can and will be maintained no higher than acceptable levels for sensitive receptors.
- 3.5.3 The assessment is to be based upon a source-pathway-receptor approach having regard to relevant publications on bio-aerosols risk assessment eg from Defra, the Institute of Occupational Medicine, Cranfield University, and the Environment Agency.

3.6 Other pollutants

Required for the following applications:

- 3.6.1 Required for the operational phase where a proposal includes:
- Energy from waste.
 - Combustion.
 - Bio-mass boilers.
 - Combined heat and power (CHP) schemes incorporating a biomass steam boiler ≥ 50 kWth.
 - Other CHPs and centralised boilers ≥ 450 kWth gas boiler or 30kw CHP.

What you must provide:

- 3.6.2 An assessment of the impact of other pollutants not specifically covered listed in section 3 in relation to surrounding sensitive receptors using suitable methodology and significance descriptors. The assessment should state the controls and mitigation that will be applied to avoid adverse impacts.

4. Ecology

4.1 Preliminary Ecological Assessment (PEA)

Required for the following applications:

4.1.1 Where the development is:

- likely to affect a designated site;
- in a Site of Special Scientific Interest (SSSI) Impact Risk Zone;
- 0.4 hectare or larger;
- within 100m of, or is likely to, affect a Priority Habitat or Species (See section 4.3 for specific requirements relating to great crested newts).

Policy and Guidance:

- [The Conservation of Habitats and Species Regulations 2017](#)
- [Wildlife and Countryside Act 1981](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey Wildlife Trust](#)
- [Chartered Institute of Ecology and Environmental Management](#)
- [Natural England - Standing advice for protected species](#)
- [Natural England - SSSI Impact Risk Zones \(PDF\)](#)
- [MAGIC website](#)
- [Office of the Deputy Prime Minister \(ODPM\) Circular 06/2005 "Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system" and the Good Practice Guide](#)
- BS 42020 Biodiversity Code of practice for planning and development
- [Planning Practice Guidance: Natural Environment](#)
- [The Conservation of Habitats and Species Regulations 2017](#)
- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Great crested newts: advice for making planning decisions - GOV.UK](#)
- [Great crested newts: district level licensing for local planning authorities - GOV.UK](#)
- [Protected species and development: advice for local planning authorities - GOV.UK](#)

What you must provide:

4.1.2 The PEA provides up-to-date information on habitats on the application site and links to other habitats, species present (or likely to be present), likely impacts, mitigation, and enhancement opportunities. A PEA should also provide an assessment and demonstration of biodiversity net gain, on or offsite. For all but the most minor applications, the PEA should include the results of a search from the Surrey Biodiversity Information Centre. If the PEA has recommendations that further surveys should be carried out, the results of these must be included with the submission documents.

4.1.3 It is expected that surveys, data collection and analysis follow the guidance in BS 42020. Please use the timetable guidance for surveys and assessments as outlined in [Protected species and development: advice for local planning authorities](#)

4.2 Ecological Impact Assessment

Required for the following applications:

- 4.2.1 Where the development would:
- Affect natural or semi- natural habitats.
 - Require a protected species survey [See section 4.3 for specific requirements relating to great crested newts]
 - For the demolition or works in the roof space of buildings which may be used by bats

Policy and Guidance:

- Same as PEA, see section 4.1.

What you must provide:

- 4.2.2 Where the PEA identifies the need for habitat and species surveys, these need to be carried out and assessed in an Ecological Impact Assessment (EclA) to establish their presence/absence, the population levels, likely impacts and scheme of mitigation and compensation. The EclA should follow the CIEEM Guidelines for Ecological Impact Assessment. Measures for mitigation, compensation and net gain should be set out in a Biodiversity Mitigation Plan in a way that enables them to be covered by condition.

4.3 Great Crested Newts

Required for the following applications:

- 4.3.1 Planning application sites that lie within the red and amber impact risk zones – as mapped by NatureSpace Partnership

What you must provide:

- 4.3.2 A Preliminary Ecological Appraisal report providing an initial assessment of any likely impacts on great crested newts, unless you can provide evidence at this stage that impacts on this species are unlikely; in the form of the following:
- Written confirmation that none of the following features are present on site with site photographs to demonstrate the lack of suitable features):
 - Ponds
 - Ditches
 - Piles of material, including timber, stones, and debris
 - Rough grassland
 - Hedgerows
 - Woodland
 - Scrub
 - Written confirmation that there are no ponds within 500 metres (m) of the site.
 - And written confirmation that the access points into the site will not affect any suitable features.
- 4.3.3 If suitable features do exist on site and there are ponds within 500m of the site, then a Preliminary Ecological Appraisal report must be submitted. The main purpose of this will be to assess the habitats present within the sites and all ponds within 500m of the site in order to confirm whether Great Crested Newts are likely to be impacted by proposal and therefore, whether a full survey should be carried out.

- 4.3.4 A full Great Crested Newt survey is **not** required if the applicant opts to use the Council's District Licence under the scheme administered by NatureSpace.
- 4.3.5 Unless it can be demonstrated that there is no risk of impacts on great crested newts or their habitats (having completed the appropriate level of assessment as described previously), you may need a licence to carry out the proposed development. You can get a licence by:
- Carrying out a full great crested newt survey, providing full details of mitigation as part of your planning application and [applying directly to Natural England](#) after planning permission has been approved; or
 - Becoming authorised by Surrey County Council under their district licence via [NatureSpace](#) by submitting the relevant NatureSpace documents as part of your planning application.

4.4 Biodiversity Net Gain (BNG)

Required for the following applications:

- 4.4.1 All applications except those exempt from BNG requirements.
- 4.4.2 (Please note that the requirement for BNG for small sites does not come into force until spring 2024. Small sites are defined as (i) For residential: where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares; (ii) For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare.

Policy and Guidance:

- [National Planning Policy Framework](#)
- [The Environmental Act](#)
- [Town and Country Planning Act 1990](#)
- Relevant Borough and District Development Plan Policy
- [The Biodiversity Metric 4.0](#)
- [The Planning Advisory Service](#)
- British Standard 42020
- British Standard 8683

What you must provide:

- 4.4.3 A 'baseline' (before development) and 'post intervention' (post development) metric calculation using the Biodiversity Metric 4.0. the metric needs to be accompanied by a technical BNG report containing methodology including habitat condition results, justification for approach to BNG (following the mitigation hierarchy) and any caveats, assumptions, or limitations to the assessment. A UK Hab baseline and post intervention figure must accompany the metric with habitats clearly referenced which correspond to habitats within the BNG report. The report submitted with the planning application will detail how a minimum of 10% gain has been met using the Biodiversity Metric and whether BNG is being provided on site, off site or statutory credits (or a combination). A copy of the Biodiversity Metric assessment (in excel format) must also be provided.
- 4.4.4 If BNG is to be provided off-site, the off-site land should be identified on a site plan and edged in red and a baseline Ecological Assessment of that land needs to be provided, as well as the proposed ecological enhancements for it. The 'off-site' tab of the BNG

metric will need to be completed with all date fields completed. Any caveats/justification required is to be clearly explained in the accompanying BNG report and in the 'Assessor comments' field of the BNG metric.

- 4.4.5 BNG is an additional requirement and does not change existing legal protections for important habitats and species. It maintains the mitigation hierarchy of avoid impacts first, then mitigate and only compensate as a last resort. Where required a Preliminary Ecological Assessment should be provided (please see section 4.1).
- 4.4.6 Applicants are advised to liaise with the County Councils Ecology Team to determine whether theory proposal is exempt from BNG (ecology.planning@surreycc.gov.uk).

5. Landscape, Landscaping and Trees

5.1 Area of Outstanding Natural Beauty Exceptional Circumstances Test

Required for the following applications:

- 5.1.1 For major development within an Area of Outstanding Natural Beauty (AONB). Note: There is no definition of major for development in the AONB – it is a matter for the decision maker to determine whether a proposed development in the AONB context is major development.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Surrey Hills AONB Management Plan](#)
- [High Weald AONB Management Plan](#)
- [Surrey Landscape Character Assessment](#)
- Landscape Character Areas for the AONBs on [Surrey Interactive Map](#)

What you must provide:

- 5.1.2 An assessment of:
- The need for the development including in terms of any national considerations; and the impact of permitting it, or refusing it, upon the local economy.
 - The cost of, and scope for, developing elsewhere outside the designated area, or meeting the need for it in some other way.
 - Any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that can be moderated.
 - The impact of the proposal on the setting of the AONB

5.2 Landscape Assessment

Required for the following applications:

- 5.2.1 Planning applications where a Landscape and Visual Impact Assessment (LVIA) has been scoped into an EIA under the EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017]. The assessment must be a formal Landscape and Visual Impact Assessment (LVIA).
- 5.2.2 Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB. For major development or other development with the potential for significant landscape and/or visual impact, including development within the setting of an AONB, a formal LVIA will be required. For all other development, an informal and proportionate Landscape and Visual Appraisal (LVA) will be required. At the discretion of the CPA, there may be exceptional circumstances (eg very minor development which is well-screened) where neither an LVIA nor LVA will be required. Applicants should clearly justify the approach taken.
- 5.2.3 LVIA's and LVAs must be produced by suitably qualified and experienced landscape professionals and accord with industry best practice guidance (eg GLVIA3, DMRB LA107 or guidance which supersedes these).
- 5.2.4 All planning applications for development which could have an effect on an existing landscape scheme approved by the County Planning Authority.

Policy and Guidance:

- [The Landscape Institute](#) - including relevant published Technical Guidance and Technical Advice
- Guidelines for Landscape and Visual Impact Assessment (Third Edition)
- Landscape Character Assessment Guidance for England and Scotland and topic papers on [Natural England](#) website
- [Surrey Landscape Character Assessment](#)
- Surrey Historic Landscape Character Assessment on [Surrey Interactive Map](#)
- [High Weald AONB Management Plan](#)
- [Surrey Hills AONB Management Plan](#)
- [National Planning Practice Guidance for Natural Environment: landscape assessment](#)
- BS5837:2012 Trees in Relation to Construction – Recommendations
- BS5845:2014 – Trees: from nursery to independence in the landscape - Recommendations

What you must provide:

- 5.2.5 Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area Appraisals, landscape, or nature conservation designations, AONB management plans, Listed Buildings, Registered Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.
- 5.2.6 Photographs, visualisations, and photomontages to be provided as appropriate. Where produced as part of a LVIA or LVA, these should accord with LI Technical Guidance Note 06/19 or any guidance which supersedes this.
- 5.2.7 The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required (potentially see section 5.3).
- 5.2.8 Landscape and visual impact assessments must consider the impact from a range of heights, ridges, hillsides, and valleys including plans which show the surrounding contours and topography with a discussion on the impacts.

5.3 Landscape Scheme**Required for the following applications:**

- 5.3.1 All applications where landscape mitigation, compensation, or restoration is required.

Policy and Guidance:

- [Surrey Landscape Character Assessment](#)
- Advice can be sought from the County Landscape Architect
- BS 5845:2014 – Trees: from nursery to independence in the landscape - Recommendations
- Current Government biosecurity guidance and regulations. See DEFRA/APHA/Forestry Commission websites.
- Surrey's New Tree Strategy (2020)
- Tree Species Selection for Green Infrastructure: A Guide for Specifiers (Trees & Design Action Group)

What you must provide:

- 5.3.2 A landscape scheme should show how the proposal reflects the landscape assessment, and/or is informed by, the existing features and landscape character both within, and in the vicinity of, the site. A scheme should be based on evidence including soil and ecological surveys and include written and schematic plans, providing details of hard and soft landscaping, existing vegetation to be retained, and arrangements for future maintenance and long-term management.
- 5.3.3 A landscape management plan should consist of a plan showing management compartments for each landscape type or feature, and a report with descriptions of each landscape type of feature, management objectives, prescriptions and annual operations, a matrix indicating timing of annual operations, and responsibilities and timescales for implementation, monitoring and review. For larger and more complex applications a Landscape and Ecology Management Plan (LEMP) may be required for nature conservation based restoration schemes and usually for a 25 year period (5 years aftercare plus 20 years management).
- 5.3.4 Where relevant it should include landscape/habitat restoration and enhancement and new landscape features to compensate for those lost to development.
- 5.3.5 Where new planting is proposed the application should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed spacing, numbers or planting densities, notes on cultivation, and timing of planting. Within a rural context, new planting should typically comprise native species of local provenance, sensitive to the surrounding landscape character. Within an urban context native species are encouraged, however a proportion of non-native species may be acceptable. This will be a case-by-case basis to be discussed with the County Planning Authority in order to provide species diversity and resilience to climate change, pests, and diseases.
- 5.3.6 Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.
- 5.3.7 Other information that should be provided may include:
- Proposed finished ground levels or contours; sections.
 - A soil management strategy where significant earthworks are required.
 - Means of enclosure; fences and boundary treatments.
 - Protection measures for existing and new planting.
 - Tree pit size, protection, staking/guying.
 - Underground cellular systems for tree planting within hard surfaced environments
 - Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and Construction Method Statement
 - Access and Car parking layouts.
 - Services.
 - Implementation timetables.
 - Biosecurity including the sourcing of new trees and shrub stock.
 - Landscape strategy setting out the vision, design approach and justification for species selection.
- 5.3.8 Where new trees are proposed, to ensure planted trees become successfully established, applicants will be required to organise and outline suitable post planting maintenance arrangements that includes regular scheduled watering. In determining the maintenance details required and submitted, reference will be made to BS8545:

2014 “*Trees: from nursery to independence in the landscape. Recommendations*” annexes G1 and G2.

5.4 Ancient Woodland

Required for the following applications:

5.4.1 Where development is to take place in an ancient woodland or within 500m of the boundary of an ancient woodland as shown on the Surrey Inventory of Ancient Woodland.

5.4.2 **Note** this also applies to ‘aged’ or ‘veteran’ trees on site or within 100m.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England and Forestry Commission Standing Advice on Ancient Woodland and veteran trees](#)
- [Surrey Ancient Woodland Inventory - Woodland surveys - Surrey County Council](#)
- [Surrey Interactive Map](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey historic and landscape character assessments & Historic Environment Record](#)
- The Forestry Commission
- Natural England
- Woodland Trust
- [Veteran Trees: A Guide to Good Management](#)

What you must provide:

5.4.3 An impact assessment to be provided. To consist of an appraisal of the biodiversity and historic features of the ancient woodland or veteran tree(s) and an assessment of how they are affected by the development. This assessment should include ecological and historic surveys.

5.4.4 Ecological surveys should follow [terrestrial habitats guidance](#) approved by the Chartered Institute of Ecology and Environmental Management (CIEEM).

5.4.5 The assessment will need to cover direct impacts on the habitat(s), species, and archaeological features, as well as secondary impacts resulting from changes in air, soil and water quality, disturbance, or fragmentation.

5.4.6 The assessment should state the controls and mitigation, including a 15m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects(see [Natural England and Forestry commission standing advice - GOV.UK](#)). Tree surveys should be in accordance with guidance in British Standard BS:5837 2012 ‘Trees in relation to demolition, design and development’.

5.5 Trees and Arboricultural Implications

Required for the following applications:

- 5.5.1 All development proposals where there are trees, woodland, or hedgerows (protected by a tree preservation order or not) either on, or adjacent to, the application site and which could be influenced or be affected by the development.
- 5.5.2 The full sequence of events might not be applicable in all instances.

Policy and Guidance:

- Where relevant, the [Hedgerows Regulations 1997](#)
- A tree survey should be carried out by a suitably qualified and experienced Arboriculturist to British Standard BS:5837: 2012 'Trees in Relation to Design, Demolition and Construction to Construction – Recommendations' Each surveyed tree will be categorised according to the cascade chart for tree quality assessment, Table 1 of the standard.
- [National Planning Policy Guidance: Tree Preservation Orders](#)
- BS5837:2012 – Trees in relation to design, demolition, and construction. Recommendations.
- BS3998:2010 – Tree work: Recommendations
- BS8545:2014 – Trees: from nursery to independence in the landscape. Recommendations.
- [Arboricultural Association's directory of registered consultants](#)

What you must provide:

- 5.5.3 An Arboriculture Impact Assessment that evaluates the direct and indirect effects of the proposal including mitigation and compensatory measures where necessary to include a tree survey of trees on or adjacent to the site. The assessment will take account of the effects of any tree loss required to implement the development and any potentially damaging activities proposed in the vicinity of retained trees.
- 5.5.4 Impact of the proposals access, working space and provision for the storage of materials should also be taken into account.
- 5.5.5 Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

5.6 Tree Constraints Plan

Required for the following applications:

- 5.6.1 Where there are trees or hedgerows either on, or adjacent to, the application site and are potentially affected by the development.

What you must provide:

- 5.6.2 A tree constraints plan should include:
- A plan showing all existing trees (and/or hedgerows where considered relevant by an Arboriculturist) potentially affected by the development (or temporarily affected) including their crown spread, indicating those to be retained and those to be felled.
 - Information on which trees are to be retained and felled including details of their height, trunk diameter, species, age, life expectancy, proposed root protection zone and an assessment of the condition and amenity value.

- Illustrate the calculated and/or adjusted Root Protection Areas (RPA's) for each tree.
- Measures for protecting retained trees during site works.
- Where necessary indicate other trees or landscape features on land adjacent to the development site which might be affected by the development or might serve as screening.
- Evaluation of impact of proposed tree losses and compensatory planting required including number, species, age/girth, recommended locations, and maintenance schedule.
- Trees protected by a tree preservation order should be identified and details provided.

5.7 Tree Protection Plan

Required for the following applications:

5.7.1 When existing trees (and tree roots) will be impacted by the development.

What you must provide:

5.7.2 A tree protection plan to illustrate all protective measures for existing trees and roots to include protective barrier fencing/ground protection.

6. Restoration and Aftercare

6.1 Restoration

Required for the following applications:

- 6.1.1 All landfill and temporary waste proposals except for those applications seeking to vary/remove a condition which has no impact on the final restoration/aftercare of the site.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Surrey Minerals Plan Mineral Site Restoration Supplementary Planning Document](#)
- [Surrey Minerals Plan Core Strategy DPD: Restoration and Enhancement \(PDF\)](#)
- [Good Practice Guide for Handling Soils, prepared on behalf of MAFF](#)
- [The Mineral Product Association](#)
- [Surrey Local Sites Partnership](#)
- [Surrey Biodiversity Opportunity Areas Guidance, Surrey Nature Partnership](#)

What you must provide:

- 6.1.2 A statement setting out the restoration proposals for the land following cessation of operations to include:
- An overall restoration plan, identifying the proposed afteruse of the site.
 - Interim and final plans required for where gas/leachate monitoring infrastructure needs removed at a later date.
 - Total volume and type of fill material (if required) to restore the application site alongside filling rates and expected levels of settlement.
 - Phasing of restoration and if it shall be progressive including phasing plans to demonstrate this.
 - An assessment of the agricultural land classification where applicable.
 - A Soil Resource and Management Plan including;
 - Information on soil resources, including whether the importation of additional soils is required and how topsoil, subsoil and overburden are to be stripped. Details on how soils and soil making materials are to be handled and their proposed depths in the restored landform.
 - Where soils are to be stored during the operational phase, a statement be provided detailing where topsoil/subsoil will be located including bund positions and height; and quantities stored.
 - Measures that would be taken to safeguard the soil quality during storage and restoration.
 - Pre and post settlement contours (where applicable) of the restored area and its relationship to the surrounding land.
 - Drainage of the restored area to include grading to promote natural drainage, surface water catchment, proposed field drains, ditches, culverts, sumps and watercourses, direction of flow and site drainage plan and erosion control measures.
 - Proposals for the removal of buildings, plant, equipment, roads and hardstandings.
 - Landscape strategy and planting details.
 - Ensure restoration plan delivers Biodiversity Net Gain (please refer Biodiversity Net Gain section 4.3 of this document).

6.2 Aftercare

Required for the following applications:

- 6.2.1 All mineral proposals except for those applications seeking to vary/remove a condition which has no impact on the final restoration/aftercare of the site.

Policy and Guidance:

- Same as Restoration (Section 6.1).

What you must provide:

- 6.2.2 A strategy to include:
- The strategic aims and objectives for the site and identified land use for the aftercare period.
 - How the methods used in the restoration and aftercare enable the land to retain its longer-term capability.
 - Information on the steps to be taken, who will undertake them and the period during which they are to be taken.
 - Details of any long-term management proposals.
 - Details of any hard or soft landscaping and maintenance regime.
 - Details of drainage (if required).
 - Details of an annual programme to be provided no later than one month prior to the annual aftercare meeting.
 - Details of annual aftercare meetings.
 - Proposed cultivation techniques, cropping and grazing where applicable with reference to the pre-working agricultural land classification.
 - Monitoring regime to ensure biodiversity targets, including biodiversity net gain, are delivered.

6.3 Enhancement

Required for the following applications:

- 6.3.1 All mineral proposals except for those applications seeking to vary/remove a condition which has no impact on the final restoration/aftercare of the site.

Policy and Guidance:

- Same as Restoration (Section 6.1).

What you must provide:

- 6.3.2 Details on what enhancement measures and positive contribution the site makes to biodiversity can be provided on other land within the applicant's control.
- 6.3.3 Details of interim measures that can take place whilst awaiting final restoration.

7. Highways, Traffic and Access

7.1 Construction Traffic Management Plan

Required for the following applications:

- 7.1.1 Where it is proposed to bring large plant (which may or may not be classified as abnormal loads) onto the site or where the access (by virtue of existing land used or designation) is considered sensitive.
- 7.1.2 This is not required where a proposal does not involve any physical development/traffic movements.

Policy and Guidance:

- [Transport Development Planning](#)
- [National Planning Policy Framework: Promoting sustainable transport \(PDF\)](#)
- [Surrey Waste Plan: Waste Development Control Policies](#)
- [Surrey Transport Plan](#)
- [Surrey County Council's Transportation Development Control Good Practice Guide](#)

What you must provide:

- 7.1.3 The plan should include details of:
- Parking for vehicles of site personnel, operatives, and visitors.
 - Loading and unloading of plant and materials.
 - Storage of plant and materials.
 - Programme of works including measures for traffic management, vehicle routing, hours of operation and design of delivery areas.
 - Provision of boundary hoarding behind any visibility zones.
 - Specifications for vehicle turning within the site so that vehicles leave the site in forward gear.
 - Measures for the suppression and control of dust during construction.

7.2 Transport Statement

Required for the following applications:

- 7.2.1 The scale of development is anything too small to require a Transport Assessment.

Policy and Guidance:

- [Surrey Waste Plan: Waste Development Control Policies](#)
- [National Planning Policy Guidance: Travel plans, transport assessment and statements in decision-taking](#)

What you must provide:

- 7.2.2 Information on the existing or proposed access arrangements, including the width of the access shown on a plan giving visibility splays. If the access is to be altered details should be given of the proposed width of the altered access and the method of construction.
- 7.2.3 The mode of transport should be made clear and if all or some transportation is by means other than by road, details should be provided.

- 7.2.4 Should state the likely average and maximum daily vehicle movements generated by the proposed development; a breakdown of quantity and type of traffic associated with the various activities ie Heavy Goods Vehicles (HGVs), Light Goods Vehicles (LGVs) or cars along with the average and maximum capacity of the HGVs in tonnes or cubic metres.
- 7.2.5 Details of how the vehicle movements would be spread over a typical working day with any peak periods ie 0700 to 0900 hours specified, and any variations during the course of the development identified.
- 7.2.6 A summary of the routes to be used by the application site vehicles, or alternatively, roads which the applicant may seek to prohibit site vehicles using, should be provided.
- 7.2.7 Should address the measures proposed for preventing/minimising the deposit or spread of mud or waste materials onto the public highway. Adequate provision for parking, loading/unloading, and manoeuvring of vehicles will be required.
- 7.2.8 The Transport Statement should also give an indication of the current level of traffic generation from the site.
- 7.2.9 Where a public right of way is affected by the proposed development, details should be provided.

7.3 Transport Assessment

Required for the following applications:

- 7.3.1 When a development proposal has significant transport implications [significant normally means a 10% increase in HGV movement, but should be considered on a case-by-case basis].
- 7.3.2 A Transport Assessment is likely to be required for development:
- Generating 30 or more two-way vehicle movements per hour.
 - 100 plus two-way vehicle movements per day.
 - Any development proposed in a location within or adjacent to an AQMA.
- 7.3.3 Applicants are advised to discuss this matter during pre- application discussions. If proposals have an impact on the Strategic Road Network, the applicant should discuss the proposal with the Highways Agency.

Policy and Guidance:

- [Surrey Waste Plan: Waste Development Control Policies](#)
- [Guidance on Transport Assessment \(PDF\)](#) Chapter 4 - Preparing a transport assessment gives more detail on preparing a transport assessment, the framework and information and type of assessment required.
- [Department for Transport Circular 02/13 “The Strategic Road Network and the Delivery of Sustainable Development” \(PDF\)](#)
- [National Planning Policy Guidance: Travel plans, transport assessment and statements in decision-taking](#)
- [Vehicle, electric vehicle and cycle parking guidance for new developments](#)

What you must provide:

- 7.3.4 When a development is EIA development, a Transport Assessment can be included with the Environmental Assessment. When this is the case it will, however, need to

consider the environmental impact of the traffic not just the impact on the highway network.

- 8
- 7.3.5 Should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. Should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts.
 - 7.3.6 All submissions should include proposals to reduce the transportation impact of the development and adequate mitigation.

8. Geological, Land and Soils

8.1 Contaminated Land Assessment

Required for the following applications:

- 8.1.1 When contamination of soil, groundwater, or from hazardous soil gas is known or suspected, on or in the vicinity of the site, based on present or previous uses of the site or its surroundings.
- 8.1.2 Where the land has been designated 'contaminated' by the Borough/District Council.
- 8.1.3 Also when there is a potential risk from naturally occurring hazards in the ground such as arsenic, radon and methane/carbon dioxide.
- 8.1.4 A contaminated land assessment is the minimum requirement to be submitted with an application where the potential for land contamination is suspected/there is reasonable possible of. In its absence would certainly trigger a pre-commencement condition on suspected sites.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#) [including and the definition of "Site Investigation Information"]
- [Environment Agency Groundwater Protection guides](#)
- Borough or District Council Contaminated Land Officer.
- [Environment Agency Guidance](#)
- [Land affected by Contamination Guidance](#)
- BS10175:2011 +A1:2013
Investigation of potentially contaminated sites. Code of Practice
- [Land Contamination Risk Management \(LCRM\)](#)
- [Approved Document C - Site preparation and resistance to contaminants and moisture](#)
- National Quality Mark Scheme for Land Contamination Management (NQMS)
- [Land contamination: technical guidance - GOV.UK](#)

What you must provide:

- 8.1.5 The Applicant should provide proportionate but sufficient site investigation information (a risk assessment) to assess the existence or otherwise of contamination, its nature and extent, and the risks it may pose to whom/what (ie all identified receptors) so that the risks can be assessed and if necessary reduced to an acceptable level by remediation or mitigation.
- 8.1.6 The risk assessment should identify the potential sources, pathways, and receptors ('pollutant linkages') and evaluate the risks. This information will enable the County Planning Authority to determine whether further more detailed investigation is required, or whether any proposed remediation or mitigation is satisfactory.
- 8.1.7 As a minimum, a desktop study, site walkover and initial Tier 1 risk assessment will be required (Phase 1). This may be sufficient to develop a conceptual model of the source of contamination, the pathways by which it might reach vulnerable receptors and options to show how the identified pollutant linkages can be broken. The study shall be carried out by a competent and suitably qualified specialist.

- 8.1.8 Unless this initial assessment clearly demonstrates with complete confidence that the risk from contamination can be satisfactorily reduced to an acceptable level and the remedial or mitigation measures are viable, further site investigations and Tiers of risk assessment (Phase 2 intrusive ground investigation) and the development of a mitigation or remediation strategy and verification plan will be needed before the application can be determined.
- 8.1.9 The Applicant is required to ensure that land, after development, is not capable of being determined as contaminated land under Part 2A of the EPA 1990.
- 8.1.10 Early consultation with the CPA and Environment Agency is recommended to determine likely requirements for submission with the planning application.
- 8.1.11 For EIA development the risk assessments undertaken of land potentially affected by contamination should inform the EIA.

8.2 Stability Assessment

Required for the following applications:

- 8.2.1 A land/slope stability report will be required when:
- The proposal involves substantial engineering works.
 - There are good reasons to believe that the ground is unstable.
 - The proposed development could affect the land or adjoining land.
- 8.2.2 This may include the effects of both natural and manmade underground cavities; unstable slopes and ground compression.

Policy and Guidance:

- [Planning Policy Guidance: Land Stability](#)
- [National Planning Policy Guidance: Quarry Slope Stability](#)

What you must provide:

- 8.2.3 A land/slope stability investigation should be carried out by a professional qualified engineer and involve site investigations and a geotechnical appraisal.
- 8.2.4 A land/slope stability risk assessment report should be submitted and should include information on:
- An understanding of the factors influencing stability.
 - An assessment of whether or not the site is stable and has an adequate level of protection.
 - Land is capable of supporting the loads to be imposed.
 - Development will be threatened by unstable slopes on or adjacent to the site.
 - Development will initiate slope instability which may threaten neighbouring land.
 - Site could be affected by ground movements due to natural cavities or past, present, or future mining activities. Any remedial or precautionary measures necessary to reduce or overcome the risk of instability should be put forward.

- 8.2.5 Agricultural Land Classification and Soils

Required for the following applications:

- 8.2.6 Where proposal affects the best and versatile agricultural land classified as Grade 1, 2 or 3a and can also include applications involving land filling for the purposes of restoration.

Policy and Guidance:

- [Agricultural Land Classification of England & Wales 1988](#)
- [Natural England Technical Information Note TIN049 "Agricultural Land Classification: protecting the best & most versatile agricultural land"](#)
- [Good Practice Guide for Handling Soils \(April 2000\) prepared on behalf of MAFF.](#)
- [Soils Guidance \(quarrying.org\)](#)

What you must provide:

- 8.2.7 Information which demonstrates:
- The quality of existing agricultural land.
 - The quality of imported soils/other waste materials and how they would improve the land for agricultural purposes.
 - Measures that would be taken to safeguard the soil qualities during storage and restoration.
 - How the agricultural land classification would be protected or on completion of proposed operation, would be returned to the same agricultural land grade classification and the quality of any agricultural land lost and justification for its loss.
 - A soil management plan.

9. Water Environment

9.1 Flood Risk Assessment

Required for the following applications:

- 9.1.1 All development proposals located within Flood Zones 2 and/or 3.
- 9.1.2 Where the development is to be located within Flood Zone 1 and the site area is greater than 1 hectare in size and where the Environment Agency or Local Drainage Engineer has indicated that there may be a land drainage problem.
- 9.1.3 All proposals for new development (including minor development and changes of use) in an area within Flood Zone 1 which has critical drainage problems and/or where a Surface Water Management Plan or equivalent document is in place which indicates that the site may be subject to drainage problems; and/or where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding.

Policy and Guidance:

- [National Planning Policy Framework: Meeting the challenge of climate change, flooding, and coastal change \(PDF\)](#)
- [Environment Agency Guidance “Flood risk assessment for planning applications”](#)
- [National Planning Policy Guidance: Flood Risk and Coastal Change](#)
- District and Borough Strategic Flood Risk Assessments
- [Flood risk assessments: climate change allowances - GOV.UK](#)

What you must provide:

- 9.1.4 Assessment to establish the impact of the proposed development on the floodplain and level of risk of all forms of flooding to and from the development demonstrating:
- Whether a proposed development is likely to be affected by current or future flooding from any source.
 - Whether it will increase flood risk elsewhere.
 - How these flood risks will be managed now and over the development’s lifetime.
 - Whether the measures proposed to deal with these effects and risks are appropriate.
 - Consideration of climate change.
 - Opportunities to reduce the probability and consequences of flooding.
 - Evidence for the County Planning Authority to apply (if necessary) the Sequential Test for all sources of flooding.
 - Mitigation measures and emergency evacuation procedures necessary.
 - Whether the development will be safe and pass the Exception Test, if applicable.
- 9.1.5 The sequential and exception tests required for a site and for development within a site (ie siting vulnerable development outside the flood plain) can be found on the Environment Agency webpages “Guidance: flood risk assessment for planning applications”.

9.2 Sustainable Drainage Systems (SuDS)

Required for the following applications:

- 9.2.1 All major developments should incorporate sustainable drainage systems unless there is clear evidence that this would be inappropriate. A surface water drainage assessment should be carried out to demonstrate that all waste management development makes use of SuDS and will not create an increased risk of flooding from surface water to the development site and the surrounding area. The SuDS pro-forma should be completed and returned to the CPA as part of the planning application. For minor applications as proportionate assessment of the surface water requirements should be undertaken and any opportunity for the inclusion of SuDS reviewed.

Policy and Guidance:

- [Sustainable Drainage System Design Guidance - Surrey County Council](#)
- [Water. People. Places: A guide for master planning sustainable drainage into developments \(PDF\)](#)
- [Sustainable drainage systems: non- statutory technical standards](#)
- [Ordinary Watercourse Consent from Surrey County Council](#)

What you must provide:

- 9.2.2 An assessment (taking into account different factors including the layout of the site, the topography and geology) demonstrating how any surface water generated from the development will be controlled as near to its source as possible. A drainage strategy (including FRA where applicable, proposed drainage layout and calculations) shall be submitted to demonstrate that the development does not flood or increase flooding downstream.
- 9.2.3 Sustainable drainage for the site shall be proposed in accordance with SuDS surface water management hierarchy of prevention, reduction, source control, site control and regional control (the accepted hierarchy of surface water discharge options is infiltration, then attenuation and discharge to watercourse, surface water sewer, other sewer).
- 9.2.4 Evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc). Any assessment should be accompanied by the [Planning Advice - Sustainable Drainage Systems \(SuDS\) - Surrey County Council](#).
- 9.2.5 Where the intention is to incorporate infiltration SuDS, their feasibility shall be demonstrated through approved intrusive geotechnical surveys to establish infiltration rates, ground water levels and ground contamination.
- 9.2.6 Should actual infiltration rates (via intrusive tests) not be readily available (reason to be stated in drainage strategy), desktop study demonstrating evidence of likely ground conditions (from British Geological Survey or other sources) of the site could be used. In such instance, an alternative strategy shall also be submitted to demonstrate how the site would drain if infiltration is not feasible. House or rubble soakaways are not acceptable.
- 9.2.7 Should it be proposed to dispose of surface water into a watercourse, surface water sewer, highway drain or another drainage system, should be accompanied by evidence that the rates are being restricted to greenfield values and the system has adequate capacity downstream and is in a suitable state to accept the water. Where

an application is part of a larger site which already has planning permission it is essential that the new proposal does not compromise the drainage scheme already approved.

- 9.2.8 Any works to be carried out which will affect the flow or storage of water within, or which place or alter a structure/obstruction within an ordinary watercourse will require Ordinary Watercourse Consent from Surrey County Council. *Note:* These can include permanent or temporary structures or works. An 'ordinary watercourse' is a watercourse that is not part of a main river and includes rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Consent within Surrey is issued by the Flood Risk Planning and Consenting Team within Surrey County Council. The team can provide information on the requirements for consent and the application procedure and is contactable by email on SuDS@surreycc.gov.uk Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.

9.3 Hydrogeological/hydrological report

Required for the following applications:

- 9.3.1 Applications that:
- Involve significant ground works, dewatering, abstraction; or
 - Propose to infill land.

Policy and Guidance:

- [The EU Water Framework Directive](#)
- [National Planning Policy Framework: Facilitating the sustainable use of minerals \(PDF\)](#)
- [British Geological Survey: Groundwater data and information](#)
- [National Planning Policy Guidance: Water supply, wastewater and water quality](#)
- [National Planning Policy Guidance: Flood Risk and Coastal Change](#)
- [British Hydrological Society](#)
- [National Planning Policy Guidance: Water Management](#)

What you must provide:

- 9.3.2 All applications should include:
- Details of existing groundwater levels.
 - Impacts of the development on existing water levels.
 - Mitigation measures and management of such impacts.
 - For applications within a groundwater source protection zone, a risk assessment will be required considering the impact on water quality and resources.
- 9.3.3 For applications involving dewatering or abstraction, the assessment should also include:
- Calculations of the extent and volumes of dewatering; details of topography and surface drainage, artificial ground, superficial deposits, landslip deposits, rockhead depth, bedrock geology and details of any borehole reports including any information with regard to both licensed and unlicensed abstractions, where necessary.
 - Details of the natural water table including its depth, source catchment areas and characteristics.

- Consideration of the potential impact upon any wetland Site of Special Scientific Interest (SSSI).
- Evidence that third parties will not be affected by the dewatering, and where there is a potential impact upon public and private water supplies, water bodies or watercourses details of mitigating measures must be included in the application.
- Details of proposed methods of dewatering and proposed methods of water disposal.
- Proposed measures to control potential pollution to protect ground and surface water.
- Any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

9.3.4 Monitoring of the existing water regime for at least 12 months prior to submission of the application may be necessary in order to ensure that surface and groundwater can be safeguarded.

9.4 Drainage and Water Supply Report

Required for the following applications:

9.4.1 For all applications where there would be a net increase in water and wastewater demand to serve the development where appropriate.

9.4.2 Policy and Guidance:

- [National Planning Policy Framework](#)
- [National Planning Policy Guidance: Water Management](#)

What you must provide:

9.4.3 Water supply and sewerage/wastewater infrastructure is essential to any development. Failure to ensure that any required upgrades to the infrastructure network are delivered alongside development could result in adverse impacts in the form of internal and external sewer flooding and pollution of land and water courses and/or low water pressure. Calculations of the mains water consumption for the development proposed and sewage demand and whether any upgrades are needed.

10. Heritage and Archaeology

10.1 Heritage Statement

Required for the following applications:

- 10.1.1 Where Heritage Assets or features, and their respective settings, may be affected by the proposal. A statement is required if your proposal links to either;
- Work affecting a listed building and/or its setting.
 - A new development in a conservation area.
 - Demolition work in a conservation area.
 - Work within an area or archaeological potential.
 - Work within the area of a scheduled ancient monument.
 - Work within a historic park or garden.
- 10.1.2 A Heritage Asset would be considered to be a nationally or locally Listed Building, Nationally Registered or locally listed Park or Garden, Registered Battlefield, Conservation Area, Historic Landscape and/or associated natural heritage features, or undesignated features or structures of demonstrable historic or cultural heritage interest.
- 10.1.3 Please note that listed building consent is determined by the relevant district or borough and not by Surrey County Council.

Policy and Guidance:

- Historic Environment Planning Team Officer
heritageconsultations@surreycc.gov.uk
- [Land Planning and Development Heritage and Planning Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Enabling Development and Heritage Assets | Historic England](#)
- [Surrey Historic Landscape Characterisation Assessment](#)
- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)
- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)
- [Enabling Development and Heritage Assets | Historic England](#)

What you must provide:

- 10.1.4 A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive, but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or a mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

- 10.1.5 The applicant and/or agent should provide details of how the proposal impacts the listed building/asset and also the context of the setting the building/asset within their heritage statement.
- 10.1.6 If your proposal affects a locally listed asset applicants and/or may need to discuss with the relevant district or borough who hold the register for that asset.

10.2 Archaeology

Required for the following applications:

- 10.2.1 An archaeological assessment is required when a Heritage Statement or pre-application discussion indicates that a Heritage Asset with an Archaeological Interest is likely to be present on site and/or affected by a development proposal.
- 10.2.2 *Note:* An asset of Archaeological Interest is considered to be a Scheduled Monument, a County Site of Archaeological Importance, an Area of High Archaeological Potential, or development application area exceeding 0.4 hectares in size, where it is reasonably considered that previously undocumented archaeological remains might survive.

Policy and Guidance:

- Same as Heritage Assets, see section 10.1.3.

What you must provide:

- 10.2.3 An assessment should examine the nature and significance of the archaeological resources of the site, in comparison with the nature of the development proposal, and detail the likely implications for the future survival and management of the resource that arise.
- 10.2.4 All archaeological sites are unique and no two sites are identical in nature. Surrey County Council will therefore address archaeological issues on application sites and waste sites on a case-by-case basis. Surrey County Council will expect applicants to supply sufficient information to allow appropriate archaeological consideration of the implications of proposed development operations in advance of the determination of any application.

11. Other Environmental Impacts

11.1 Lighting Assessment

Required for the following applications:

- 11.1.1 All minerals developments involving any external lighting, including temporary, construction and security lighting.

Policy and Guidance:

- [Department for Communities and Local Government's Lighting in the Countryside 1997](#)
- [Guidance Notes for the Reduction of Obtrusive Light \(2020\), Institute of Lighting Professionals](#)
- [Bats Conservation Trust: Guidance on Bats and Lighting](#)
- [An appropriately qualified Lighting Engineer](#)
- [National Planning Policy Guidance: Light pollution](#)

What you must provide:

- 11.1.2 An assessment providing full details of any external lighting including details of:
- The number, type, location, and height of any lighting including those on columns and/or buildings.
 - The intensity of the installation (in Lux levels) and spill patterns shown on a plan.
 - The proposed hours of use.
 - Potential for impacts on ecological features.
 - Proposed mitigation measures.
 - Measures for unforeseen impacts and monitoring.

11.2 Noise Assessment

Required for the following applications:

- 11.2.1 Where the development:
- Is likely to affect sensitive land uses such as dwelling, school, or care-home.
 - Involves the use of mobile site plant, processing plant or machinery such as a crusher, screener, conveyor, or trammel.
 - Involves engineering activities such as earth moving, bund creation or soil stripping.
 - Is likely to affect a designated (international, national, or local) Nature Conservation or Geological site.
 - Is to be located within the AONB and Area of Great Landscape Value.

Policy and Guidance:

- [A qualified acoustic specialist.](#)
- Borough or District Council Environmental Health Officer.
- ["Guidelines for Noise and Vibration Assessment and Control – Minerals, Waste and Other County Development" Surrey County Council \(PDF\)](#)
- [Guidelines for Noise and Vibration Assessment and Control – Minerals, Waste and Other County Development – Surrey County Council](#)
- [National Planning Policy Guideline: Noise](#)
- [National Planning Policy Guideline: Minerals](#)
- BS 4142:2014 "Methods for rating and assessing industrial and commercial sound".

- BS 5228-1:2009+A1:2014 “Code of practice for noise and vibration control on construction and open sites. Noise”

What you must provide:

- 11.2.2 A noise assessment outlining the existing noise climate (established normally by measurement) and the impact of the proposed development assessment from the noise viewpoint using prediction and measurement techniques as appropriate for any potential noise sensitive development in the locality. If mitigation measures are proposed the impact of noise on sensitive locations should be assessed following implementation of the proposed mitigation measures.
- 11.2.3 For any noise sensitive development, existing or consented, potentially affected by the minerals development, a noise assessment should be prepared by a competent person that defines the baseline sound environment, following appropriate guidance, usually established through measurement, and the impact of the proposed development using prediction and measurement techniques as appropriate. Where criteria in appropriate guidance may be exceeded, mitigation measures should be provided such that the criteria are not exceeded.

11.3 Open Space Assessment including Rights of Way

Required for the following applications:

- 11.3.1 Any development proposals that would result in the loss of open space or have implications for Public Rights of Way.

Policy and Guidance:

- [Surrey Minerals Plan Core Strategy Development Plan Document Policy Protecting Communities and the Environment \(PDF\)](#)
- [Surrey County Council's Countryside Access Team](#)
- Rights of Way shown on [Surrey Interactive Map](#)
- [Rights of Way Improvement Plan for Surrey](#)
- [National Planning Policy Guidance: Open space, sports and recreational facilities, public rights of way and local green space](#)

What you must provide:

- 11.3.2 An assessment of any open space or Public Rights of Way lost, directly or indirectly affected by a proposed development including any measures to replace or compensate for such impacts and identification of any opportunities to improve facilities for walkers, cyclists, horse riders. This includes any right of way which is outside a site boundary.

12. High Pressure Pipeline Search

12.1 Pipeline operators do not have statutory powers although may have legal agreements in place on land and clearly this is a matter that has significant health and safety implications.

Required for the following applications:

12.1 For all developments involving excavation or below ground works. There are special requirements for safe working in close proximity to a high pressure pipeline and proposed works require approval from a pipeline operator prior to commencing.

Policy and Guidance:

- [Linesearch before u dig](#)
- [National Grid - Check before you dig - location of our cables and equipment](#)
- [Cadent Gas Network](#)
- [Southern Gas Network](#)

What you must provide:

12.3 For all developments where excavation or below ground works are proposed an applicant must carry out a search to determine whether a high pressure pipeline is present in vicinity of the application site. Most pipeline operators are signed up to Linesearch and it is recommended a search should be carried using the Linesearch tool to establish the presence of pipeline infrastructure. The results of any pipeline search undertaken are to be submitted with a planning application.

13. Airport Safeguarding

13.1 Airport Safeguarding Statement

13.1.1 Aerodrome Safeguarding is a legislative requirement for officially safeguarded aerodromes of which Heathrow Airport and Gatwick Airport is one. Aerodrome safeguarding is the process used to ensure the safety of the aircraft while taking off and landing or flying in the vicinity of aerodromes. It is embedded in the Town & Country Planning process by way of ODPM/DfT Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives Storage Areas: The Town & Country Planning (Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002.

Required for the following applications:

13.1.2 All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fair Oaks, Northolt, Odiham] and where:

- The proposal involves landfilling.
- The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries, and flat roofs.
- Where the proposal includes lighting which may impact on airport safety (ie dazzling).
- Where a proposal involves the venting and flaring of gas.
- Where buildings/structures have the potential to impact on Communication, Navigation & Surveillance Equipment (CNS).
- Where the buildings/structures have the potential to impact on including instrument flight procedures (IFPs)
- Where the buildings/structures have the potential to infringe Obstacle Limitation Surfaces (OLS)
- Where the buildings/structures have the potential to cause building/structure induced turbulence
- Where the proposals include wind turbines or large areas of solar panels.
- Where a crane or tall construction equipment is to be used on site, a permit may be required from Gatwick Airport Crane Permits (gatwickairport.com) and/or Heathrow Airport Works Approval Team (Airside_Works_Approvals@heathrow.com).

13.1.3 Applicants are advised to discuss non-official safeguarding areas with planning officers.

Policy and Guidance:

- [Annex 2 to the DfT/ODPM Circular 01/2003 'Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas' Direction 2002'](#)
- [Guidance on Civil Aviation Authority \(CAA\) Planning Consultation Requirements \(PDF\)](#)
- [Commercial industry | Civil Aviation Authority](#)
- [The Airport Operators Association \(AOA\) Safeguarding of Aerodromes Advice Notes: Advice Note 1, 2, 3, 4 and 5 dated August 2016](#)

What you must provide:

- 13.1.4 The statement should show how the development will not constitute a hazard to air traffic, with or without mitigation proposed.

14. Sustainable Design and Waste Management

14.1 Landfill and Landraising Statement

Required for the following applications:

- 14.1.1 Any proposal involving landfilling including reworking or reclamation of former mineral sites.

Policy and Guidance:

- [Landfill \(England and Wales\) Regulations 2002](#)
- [National Planning Policy for Waste](#)
- [Surrey Waste Plan: Waste Development and Waste Development Control Policies](#)
- [National Planning Policy Guidance: Waste](#)

What you must provide:

- 14.1.2 Statement on the proposed capacity, amount of material involved, rates of fill, type, and source of material, expected levels of settlement including justification thereof, and proposed methods of compaction (pre and post settlement levels).
- 14.1.3 Demonstration that the amount of fill proposed is the minimum requisite required.

14.2 Sustainable Design and Construction Statement

Required for the following applications:

- 14.2.1 Major Developments (Over 1000 square metres) [As defined in [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) however there isn't a definition of major for use in the AONB – it is a matter for the decision maker to determine whether a proposed development in the AONB context is major development.]

Policy and Guidance:

- [Surrey Waste Local Plan 2019-2033 - Surrey County Council](#)
- [National Planning Policy Guidance: Climate Change](#)
- [Surrey County Councils Sustainable Construction Standing Advice Note](#)
- [Policy 4 – Sustainable Construction and Waste Management in New Development from the Surrey Waste Plan: 2020](#)

What you must provide:

- 14.2.2 Statement detailing how sustainable forms of design/construction have been incorporated into the new development and any proposed renewable energy technologies. This statement should also set out how waste produced during all stages of development will be minimized and managed in a sustainable manner, including the following details:
- What type of waste will be generated.
 - How the waste will be managed.
 - Which contractors will be used to ensure the waste is correctly recycled or disposed of responsibly and legally.

14.3 Economic Statement

Required for the following applications:

- 14.3.1 Where significant economic growth or regeneration benefits apply, or might be enabled, by a major waste management proposal.

Policy and Guidance:

- [S70\(2\) of the Town and Country Planning Act 1990](#)
- [National Planning Policy Framework: Building a strong, competitive economy \(PDF\)](#)
- [Surrey Waste Local Plan 2019-2033 - Surrey County Council](#)

What you must provide:

- 14.3.2 Explanation of any economic benefits from the proposed development, including new jobs created or supported and community benefits providing evidence where relevant.

15. Community Engagement

15.1 Statement of Community Involvement

Required for the following applications:

- 15.1.1 For any proposals with substantial community interest.
- 15.1.2 Any proposal where this is a requirement under Section 61 (w) of the Localism Act 2011 when enacted and required by the Town and County Planning (Development Management Procedure) (England) Order 2015 subsequent regulations.

Policy and Guidance:

- Section 61W of the Localism Act 2011 (when enacted)
- The Local Government Association, British Property Federation & Others.
- [The Ten Commitments for effective pre-application engagement](#)
- [National Planning Policy Guidance: Before submitting an application](#)

What you must provide:

- 15.1.3 The National Planning Policy Framework (NPPF) encourages pre-application discussions and states that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties'.
- 15.1.4 Surrey County Council encourages developers to enter into pre-application discussions with the Council to establish the information that will be required, and to identify key issues and policies associated with any potential application.
- 15.1.5 A statement explaining how the applicant has complied with any community engagement recommendations made in [Surrey County Council's Statement of Community Involvement](#).
- 15.1.6 Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process. Applicants are advised to submit details of the engagement carried out as well as the comments made by the public. Applicants are advised to demonstrate how they are addressing (if any) comments raised by the public.

Appendix 1: List of Planning Departments of Local Borough and District Councils in Surrey

- [Elmbridge](#)
- [Epsom and Ewell](#)
- [Guildford](#)
- [Mole Valley](#)
- [Reigate and Banstead](#)
- [Runnymede](#)
- [Spelthorne](#)
- [Surrey Heath](#)
- [Tandridge](#)
- [Waverley](#)
- [Woking](#)

Where relevant please refer to any appropriate neighbourhood plan documents, which can be accessed from the district and borough websites.

Appendix 2: Other Statutory Consultees

- [Natural England](#)
- [Historic England](#)
- [Highways England](#)
- [Environment Agency](#)
- [Lead Local Flood Authority](#)
- [County Highway Authority](#)
- Water or sewage undertaker(s)
- The Health and Safety Executive
- The Gardens Trust
- Parish Councils
- Aerodrome Operator

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Annex 3 – County Development (Regulation 3)

The policy drivers for all the subjects listed below are the relevant Borough or District Local Plans/Core Strategies, the [National Planning Policy Framework](#) and the [National Planning Policy Practice Guidance](#). Specific policies or paragraphs of these policy drivers may be detailed within a specific subject below when relevant.

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1. Planning Statement

Required for the following applications:

- 1.1. Mandatory for all planning applications. The more complex the scheme the greater the detail required.

Policy and Guidance:

- [Planning Practice Guidance: determining an application](#)

What you must provide:

- 1.2. The planning statement should set out the context and justification for the development including:
 - A comprehensive site description setting out the physical features of the site and its surroundings.
 - A description of any use, planning designations or physical constraints i.e. nearby housing.
 - A demonstration of the need for the proposed development.
 - Fully describe the scope of the development and all the various activities and phases that comprise the proposed development.
 - Detail existing and proposed staff and pupil numbers (if a school development).
 - Details of the site layout, buildings and colour and type of materials to be used.
 - Details of boundary treatment.
 - How the proposal conforms to European, National, and Development Plan policy.
 - Information on the geology and topography of the site.
 - Describe the topography of the site and the surrounding area.
 - Educational need argument (if relevant).
 - Details of consultations with the County Planning Authority and wider community [to include parish councils, resident associations and action groups]/statutory consultees undertaken prior to submission and to demonstrate that regard has been taken to ensure that individuals and hard to reach groups are not discriminated against because they share certain protected characteristics as set out in the Equality Act 2010.

2. Green Belt Statement

Required for the following applications:

- 2.1. Where the application site lies within the Green Belt, a Green Belt Statement should be submitted.
- 2.2. Where the application site lies within the Green Belt and the proposal would be for inappropriate development.

Policy and Guidance:

- [National Planning Policy Framework: Protecting Green Belt Land](#)
- [The County Planning Authority Alternative Site Assessment Guidance](#)
- [Green Belt - GOV.UK](#)

What you must provide:

- 2.3. Need to demonstrate whether you believe the proposal meets the definition of appropriate green belt development or whether you believe it to be inappropriate development. In the case where the proposal is inappropriate green belt development, you need to demonstrate the factors that (alone or in combination) amount of very special circumstances which clearly outweighs harm by reason of inappropriateness and any other harm. In all cases you should explain the impact of the proposal on the visual and spatial openness of the Green Belt and whether the proposal conflicts with the purposes of the Green Belt.
- 2.4. The five purposes of the Green Belt are:
- 1) To check the unrestricted sprawl of large built-up areas;
 - 2) To prevent neighbouring towns merging into one another;
 - 3) To assist in safeguarding the countryside from encroachment;
 - 4) To preserve the setting and special character of historic towns; and
 - 5) To assist in urban regeneration, by encouraging the recycling of derelict and other urban land.
- 2.5. An alternative site assessment may be required to demonstrate why the proposal cannot be sited beyond the Green Belt. The alternative site assessment should cross refer to the County Planning Authority's Alternative Site Assessment advice note

3. Ecology

3.1 Preliminary Ecological Assessment (PEA)

Required for the following applications:

3.1.1 Where the development is:

- likely to affect a designated site;
- in a Site of Special Scientific Interest (SSSI) Impact Risk Zone;
- 0.4 hectare or larger;
- within 100m of, or is likely to, affect a Priority Habitat or Species (See section 4.3 for specific requirements relating to great crested newts).

Policy and Guidance:

- [The Conservation of Habitats and Species Regulations 2017](#)
- [Wildlife and Countryside Act 1981](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey Wildlife Trust](#)
- [Chartered Institute of Ecology and Environmental Management](#)
- [Natural England - Standing advice for protected species](#)
- [Natural England - SSSI Impact Risk Zones \(PDF\)](#)
- [MAGIC website](#)
- [Office of the Deputy Prime Minister \(ODPM\) Circular 06/2005 "Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system" and the Good Practice Guide](#)
- BS 42020 Biodiversity Code of practice for planning and development
- [Planning Practice Guidance: Natural Environment](#)
- [The Conservation of Habitats and Species Regulations 2017](#)
- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Great crested newts: advice for making planning decisions - GOV.UK](#)
- [Great crested newts: district level licensing for local planning authorities - GOV.UK](#)
- [Protected species and development: advice for local planning authorities - GOV.UK](#)

What you must provide:

3.1.2 The PEA provides up-to-date information on habitats on the application site and links to other habitats, species present (or likely to be present), likely impacts, mitigation and enhancement opportunities. A PEA should also provide an assessment and demonstration of biodiversity net gain, on or offsite. For all but the most minor applications, the PEA should include the results of a search from the Surrey Biodiversity Information Centre. If the PEA has recommendations that further surveys should be carried out, the results of these must be included with the submission documents.

3.1.3 It is expected that surveys, data collection and analysis follow the guidance in BS 42020. Please use the timetable guidance for surveys and assessments as outlined in [Protected species and development: advice for local planning authorities](#).

3.2 Ecological Impact Assessment

Required for the following applications:

3.2.1 Where the development would:

- Affect natural or semi- natural habitats.

- Require a protected species survey (See section 3.4 for specific requirements relating to great crested newts).
- For the demolition or works in the roof space of buildings which may be used by bats

Policy and Guidance:

- Same as PEA (section 3.1)

What you must provide:

- 3.2.2 Where the PEA identifies the need for habitat and species surveys, these need to be carried out and assessed in an Ecological Impact Assessment (EclA) to establish their presence/absence, the population levels, likely impacts and scheme of mitigation and compensation. The EclA should follow the CIEEM Guidelines for Ecological Impact Assessment. Measures for mitigation, compensation and net gain should be set out in a Biodiversity Mitigation Plan in a way that enables them to be covered by condition.

3.3 Great Crested Newts

Required for the following applications:

- 3.3.1 Planning application sites that lie within the red and amber impact risk zones – as mapped by NatureSpace Partnership.

What you must provide:

- 3.3.2 A Preliminary Ecological Appraisal report providing an initial assessment of any likely impacts on Great Crested Newts, unless you can provide evidence at this stage that impacts on this species are unlikely; in the form of the following:
- Written confirmation that none of the following features are present on site with site photographs to demonstrate the lack of suitable feature:
 - Ponds
 - Ditches
 - Piles of material, including timber, stones and debris
 - Rough grassland
 - Hedgerows
 - Woodland
 - Scrub
 - Written confirmation that there are no ponds within 500 metres (m) of site.
 - And written confirmation that the access points into the site will not affect any suitable features.
- 3.3.3 If suitable features do exist on site and there are ponds within 500m of the site, then a Preliminary Ecological Appraisal report must be submitted. The main purpose of this will be to assess the habitats present within the sites and all ponds within 500m of the site in order to confirm whether Great Crested Newts are likely to be impacted by proposal and therefore, whether a full survey should be carried out.
- 3.3.4 A full Great Crested Newt survey is **not** required if the applicant opts to use the Council's District Licence under the scheme administered by NatureSpace.
- 3.3.5 Unless it can be demonstrated that there is no risk of impacts on great crested newts or their habitats (having completed the appropriate level of assessment as described above), you may need a licence to carry out the proposed development. You can get a licence by:

- Carrying out a full great crested newt survey, providing full details of mitigation as part of your planning application and [applying directly to Natural England](#) after planning permission has been approved; or
- Becoming authorised by Surrey County Council under their district license via [NatureSpace](#) by submitting the relevant NatureSpace documents as part of your planning application.

3.4 Biodiversity Net Gain (BNG)

Required for the following applications:

- 3.4.1 All applications except those exempt from BNG requirements.
- 3.4.2 (Please note that the requirement for BNG for small sites does not come into force until spring 2024. Small sites are defined as (i) For residential: where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares; (ii) For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare.

Policy and Guidance:

- [National Planning Policy Framework](#)
- [The Environmental Act](#)
- [Town and Country Planning Act 1990](#)
- Relevant Borough and District Development Plan Policy
- [The Biodiversity Metric 4.0](#)
- [The Planning Advisory Service](#)
- British Standard 42020
- British Standard 8683

What you must provide:

- 3.4.3 A 'baseline' (before development) and 'post intervention' (post development) metric calculation using the Biodiversity Metric 4.0. the metric needs to be accompanied by a technical BNG report containing methodology including habitat condition results, justification for approach to BNG (following the mitigation hierarchy) and any caveats, assumptions or limitations to the assessment. A UK Hab baseline and post intervention figure must accompany the metric with habitats clearly referenced which correspond to habitats within the BNG report. The report submitted with the planning application will detail how a minimum of 10% gain has been met using the Biodiversity Metric and whether BNG is being provided on site, off site or statutory credits (or a combination). A copy of the Biodiversity Metric assessment (in excel format) must also be provided.
- 3.4.4 If BNG is to be provided off-site, the off-site land should be identified on a site plan and edged in red and a baseline Ecological Assessment of that land needs to be provided, as well as the proposed ecological enhancements for it. The 'off-site' tab of the BNG metric will need to be completed with all date fields completed. Any caveats/justification required is to be clearly explained in the accompanying BNG report and in the 'Assessor comments' field of the BNG metric.
- 3.4.5 In addition, an Ecological Impact Assessment still needs to be carried out on the site to be developed in order to calculate the amount of mitigation required by the off-site provision.

- 3.4.6 BNG is an additional requirement and does not change existing legal protections for important habitats and species. It maintains the mitigation hierarchy of avoid impacts first, then mitigate and only compensate as a last resort. Where required a Preliminary Ecological Assessment should be provided (please see section 3.1 above).
- 3.4.7 Applicants are advised to liaise with the County Ecology Team to determine whether theory proposal is exempt from BNG (ecology.planning@surreycc.gov.uk).

3.5 Thames Basin Heaths, Wealden Heaths and Ashdown Forest Special Protection Areas (SPAs)

Required for the following applications:

- 3.6.1 Applications (full or outline) seeking a net gain in residential units (including under Class C2) located within a Special Protection Area (SPA) or its identified Zone of Influence (ZOI). Residential development in these areas has the potential to have a significant adverse effect on their ecological integrity and may require a Habitats Regulations Assessment (HRA) and/or Appropriate Assessment (AA) to be carried out.
- 3.6.2 European and national legislation under the [Conservation of Habitats and Species Regulations 2010](#) requires that 'any plan or project' considers whether it will give rise to any likely significant effect upon these areas. In order to avoid any likely significant effect, proposals for development are required to demonstrate that they can avoid or mitigate any such effect.
- 3.6.3 The Thames Basin Heaths Special Protection Area (SPA) covers an area of 8,275 ha across Surrey, Berkshire and Hampshire. It is complex of lowland heathlands in Southern England supporting important populations of breeding birds, including the Dartford Warbler, Nightjar and Woodlark. The Surrey boroughs falling within this SPA, or its ZOI, are: Elmbridge, Guildford, Surrey Heath, Runnymede, Waverly and Woking.
- 3.6.4 The Wealden Heaths Special Protection Area (SPA) (Phases I and II) comprise areas of wet and dry heathland, woodland, valley bogs, open water and permanent grassland across Surrey, Hampshire and West Sussex. Parts of [Waverley Borough](#) fall within this SPA, or its ZOI.
- 3.6.5 The Ashford Forest Special Protection Area (SPA) covers an area of 3,207 ha in the High Weald of East Sussex, and supports important populations of breeding birds, including the Dartford Warbler, Nightjar and Woodlark. Parts of [Tandridge District](#) fall within the ZOI of this SPA. Further information can be obtained from [Natural England](#)

What you must provide:

- 3.6.6 A statement to demonstrate **either** that there would be no significant adverse effect necessitating mitigation, together with the reason why (to include as appropriate a Habitat Regulations Assessment and/or Appropriate Assessment) **or**; that mitigation would be required, with confirmation of the mechanism by which it would be secured. This information should be prepared in light of information, advice and guidance produced by the district or borough council within which the development is located, including any current tariff.

4. Landscape, Landscaping and Tree

4.1 Area of Outstanding Natural Beauty Exceptional Circumstances Test

Required for the following applications:

- 4.1.1 For major development within an Area of Outstanding Natural Beauty (AONB). Note: There is no definition of major for development in the AONB – it is a matter for the decision maker to determine whether a proposed development in the AONB context is major development.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Surrey Hills AONB Management Plan](#)
- [High Weald AONB Management Plan](#)
- [Surrey Landscape Character Assessment](#)
- Landscape Character Areas for the AONBs on [Surrey Interactive Map](#)

What you must provide:

- 4.1.2 An assessment of:
- The need for the development including in terms of any national considerations; and the impact of permitting it, or refusing it, upon the local economy.
 - The cost of, and scope for, developing elsewhere outside the designated area, or meeting the need for it in some other way.
 - Any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that can be moderated.
 - The impact of the proposal on the setting of the AONB

4.2 Landscape Assessment

Required for the following applications:

- 4.2.1 Planning applications where a Landscape and Visual Impact Assessment (LVIA) has been scoped into an EIA under the EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017].
- 4.2.2 Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB. For major development or other development with the potential for significant landscape and/or visual impact, including development within the setting of an AONB, a formal LVIA will be required. For all other development, an informal and proportionate Landscape and Visual Appraisal (LVA) will be required. There may be exceptional circumstances (e.g. very minor development which is well-screened) where neither an LVIA or LVA will be required. Applicants should clearly justify the approach taken.
- 4.2.3 LVIA's and LVAs must be produced by suitably qualified and experienced landscape professionals and accord with industry best practice guidance (e.g. GLVIA3, DMRB LA107 or guidance which supersedes these).
- 4.2.4 All planning applications for development which could have an effect on an existing landscape scheme approved by the County Planning Authority.

Policy and Guidance:

- [The Landscape Institute](#) - including relevant published Technical Guidance and Technical Advice
- Guidelines for Landscape and Visual Impact Assessment (Third Edition)
- Landscape Character Assessment Guidance for England and Scotland and topic papers on [Natural England](#) website
- [Surrey Landscape Character Assessment](#)
- Surrey Historic Landscape Character Assessment on [Surrey Interactive Map](#)
- [High Weald AONB Management Plan](#)
- [Surrey Hills AONB Management Plan](#)
- [National Planning Practice Guidance for Natural Environment: landscape assessment](#)
- BS5837:2012 Trees in Relation to Construction – Recommendations
- BS5845:2014 – Trees: from nursery to independence in the landscape - Recommendations
- Advice can be sought from the County Landscape Architect.

What you must provide:

- 4.2.5 Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area Appraisals, landscape or nature conservation designations, AONB management plans, Listed Buildings, Registered Historic Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.
- 4.2.6 Photographs, visualisations and photomontages to be provided as appropriate. Where produced as part of a LVIA or LVA, these should accord with LI Technical Guidance Note 06/19 or any guidance which supersedes this.
- 4.2.7 The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required (potentially see below).
- 4.2.8 Landscape and visual impact assessments must consider the impact from a range of heights, ridges, hillsides and valleys including plans which show the surrounding contours and topography with a discussion on the impacts.
- 4.2.9 Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

4.3 Landscape Scheme**Required for the following applications:**

- 4.3.1 All applications where landscape mitigation, compensation, or restoration is required.

Policy and Guidance:

- [Surrey Landscape Character Assessment](#)
- Advice can be sought from the County Landscape Architect
- BS 5845:2014 – Trees: from nursery to independence in the landscape - Recommendations
- Current Government biosecurity guidance and regulations. See DEFRA/APHA/Forestry Commission websites
- Surrey's New Tree Strategy (2020)

- Tree Species Selection for Green Infrastructure: A Guide for Specifiers (Trees & Design Action Group)

What you must provide:

- 4.3.2 A landscape scheme should show how the proposal reflects the landscape assessment, and/or is informed by, the existing features and landscape character both within, and in the vicinity of, the site. A scheme should be based on evidence including soil and ecological surveys and include written and schematic plans, providing details of hard and soft landscaping, existing vegetation to be retained, and arrangements for future maintenance and long term management.
- 4.3.3 A landscape management plan should consist of a plan showing management compartments for each landscape type or feature, and a report with descriptions of each landscape type of feature, management objectives, prescriptions and annual operations, a matrix indicating timing of annual operations, and responsibilities and timescales for implementation, monitoring and review. For larger and more complex applications a Landscape and Ecology Management Plan (LEMP) may be required for nature conservation based restoration schemes and usually for a 25 year period (5 years aftercare plus 20 years management).
- 4.3.4 Where relevant it should include landscape/habitat restoration and enhancement and new landscape features to compensate for those lost to development.
- 4.3.5 Where new planting is proposed [this should be native species of local provenance and that species such as Ash and Elm should be avoided where possible] the application should provide as a minimum, a schedule of plants, noting species, plant or stock size, and proposed spacing, numbers or planting densities, notes on cultivation, and timing of planting. Within a rural context, new planting should typically comprise native species of local provenance, sensitive to the surrounding landscape character. Within an urban context native species are encouraged, however a proportion of non-native species may be acceptable. this will be a case-by-case basis to be discussed with the County Planning Authority in order to provide species diversity and resilience to climate change, pests and diseases.
- 4.3.6 Other information that should be provided may include:
- Proposed finished ground levels or contours; sections.
 - A soil management strategy where significant earthworks are required.
 - Means of enclosure; fences and boundary treatments.
 - Protection measures for existing and new planting.
 - Tree pit size, protection, staking/guying.
 - Underground cellular systems for tree planting within hard surfaced environments
 - Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and Construction Method Statement
 - Access and Car parking layouts.
 - Services.
 - Implementation timetables.
 - Biosecurity including the sourcing of new trees and shrub stock.
 - Landscape strategy setting out the vision, design approach and justification for species selection.
- 4.3.7 Where new trees are proposed, to ensure planted trees become successfully established, applicants will be required to organise and outline suitable post planting maintenance arrangements that includes regular scheduled watering. In determining

the maintenance details required and submitted, reference will be made to BS8545: 2014 “Trees: from nursery to independence in the landscape. Recommendations” annexes G1 and G2.

4.4 Ancient Woodland

Required for the following applications:

4.4.1 Where development is to take place in an ancient woodland or within 500m of the boundary of an ancient woodland as shown on the Surrey Inventory of Ancient Woodland.

4.4.2 Note this also applies to ‘aged’ or ‘veteran’ trees on site or within 100m

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Natural England and Forestry Commission Standing Advice on Ancient Woodland and veteran trees](#)
- [Surrey Ancient Woodland Inventory](#)
- [Surrey Interactive Map](#)
- [Surrey Biodiversity Information Centre](#)
- [Surrey Landscape Character Assessment](#)
- [Surrey Historic Environment Record](#)
- [The Forestry Commission](#)
- [Natural England](#)
- [Woodland Trust](#)
- [Veteran Trees: A Guide to Good Management](#)

What you must provide:

4.4.3 An impact assessment to be provided. To consist of an appraisal of the biodiversity and historic features of the ancient woodland or veteran tree(s) and an assessment of how they are affected by the development. This assessment should include ecological and historic surveys.

4.4.4 Ecological surveys should follow [terrestrial habitats guidance](#) approved by the Chartered Institute of Ecology and Environmental Management (CIEEM).

4.4.5 The assessment will need to cover direct impacts on the habitat(s), species and archaeological features, as well as secondary impacts resulting from changes in air, soil and water quality, disturbance or fragmentation.

4.4.6 The assessment should state the controls and mitigation, including a 15m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects(see [Natural England and Forestry commission standing advice - GOV.UK](#)). Tree surveys should be in accordance with guidance in British Standard BS:5837 2012 ‘Trees in relation to demolition, design and development’.

4.5 Trees and Arboricultural Implications

Required for the following applications:

4.5.1 All development proposals where there are trees, woodland or hedgerows (protected

by a tree preservation order or not) either on, or adjacent to, the application site and which could be influenced or be affected by the development.

4.5.2 The full sequence of events might not be applicable in all instances.

Policy and Guidance:

- Where relevant, the [Hedgerows Regulations 1997](#)
- A tree survey should be carried out by a suitably qualified and experienced Arboriculturist to British Standard BS:5837: 2012 'Trees in Relation to Design, Demolition and Construction to Construction – Recommendations' Each surveyed tree will be categorised according to the cascade chart for tree quality assessment, Table 1 of the standard.
- [National Planning Policy Guidance: Tree Preservation Orders](#)
- BS5837:2012 – Trees in relation to design, demolition and construction. Recommendations.
- BS3998:2010 – Tree work: Recommendations
- BS8545:2014 – Trees: from nursery to independence in the landscape. Recommendations.
- [Mayor of London Toolkit of measures to improve air quality at schools \(PDF\)](#)
- [Arboricultural Association's directory of registered consultants](#)
- [Air pollutant Abatement performances of Green Infrastructure in Open Road and Built-up Street Canyon Environments – A Review](#)

What you must provide:

4.5.3 An Arboriculture Impact Assessment that evaluates the direct and indirect effects of the proposal including mitigation and compensatory measures where necessary to include a tree survey of trees on or adjacent to the site. The assessment will take account of the effects of any tree loss required to implement the development and any potentially damaging activities proposed in the vicinity of retained trees.

4.5.4 Impact of the proposals access, working space and provision for the storage of materials should also be taken into account.

4.5.5 Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

4.6 Tree Constraints Plan

Required for the following applications:

4.6.1 Where there are trees or hedgerows either on, or adjacent to, the application site and are potentially affected by the development.

What you must provide:

4.6.2 A tree constraints plan should include:

- A plan showing all existing trees (and/or hedgerows where considered relevant by an Arboriculturist) potentially affected by the development (or temporarily affected) including their crown spread, indicating those to be retained and those to be felled.
- Information on which trees are to be retained and felled including details of their height, trunk diameter, species, age, life expectancy, proposed root protection zone and an assessment of the condition and amenity value.
- Illustrate the calculated and/or adjusted Root Protection Areas (RPA's) for each tree.
- Measures for protecting retained trees during site works.

- Where necessary indicate other trees or landscape features on land adjacent to the development site which might be affected by the development or might serve as screening.
- Evaluation of impact of proposed tree losses and compensatory planting required including number, species, age/girth, recommended locations and maintenance schedule.
- Trees protected by a tree preservation order should be identified and details provided.

4.7 Tree Protection Plan

Required for the following applications:

4.7.1 When existing trees (and tree roots) will be impacted by the development.

What you must provide:

4.7.2 A tree protection plan to illustrate all protective measures for existing trees and roots to include protective barrier fencing/ ground protection.

5. Traffic, Highways & Rights of Way

5.1 Travel Plan

Required for the following applications:

- 5.1.1 All school developments resulting in an increase in pupil and/or staff numbers, including temporary and bulge permissions.

Policy and Guidance:

- [Surrey County Council Travel Plans – a good practice guide for developers 2018](#)
- [National Planning Policy Guidance: Travel plans, transport assessment and statements in decision-taking](#)
- [Surrey County Highway Authority](#)
- [National Planning Policy Framework: Promoting sustainable transport and Achieving well-designed places \(PDF\)](#)
- [Surrey Transport Plan](#)
- [Surrey County Council’s Transportation Development Control Good Practice Guide](#)

What you must provide:

- 5.1.2 A strategy for managing access to a school, reducing the impacts of car travel, encouraging greater use of public transport, cycling and walking, scooters and car sharing.
- 5.1.3 Sets out sustainable travel objectives and targets that the school must commit to achieving through various measures. Typically measures include sustainable site design and promotion of car sharing, public transport, walking and cycling.
- 5.1.4 Special Educational Needs Schools will usually not require the submission of a Travel Plan, however, information will be required in the Planning Statement on proposed pupil and staff numbers and expected movements to and from the School. Where high levels of staff are expected a specific Travel Plan may be required to encourage more sustainable modes of transport to manage movements.

5.2 Construction Traffic Management Plan

Required for the following applications:

- 5.2.1 All developments except very minor proposals such as canopies, fences, change of use. If not being provided, your Planning Statement should make simple case as to why one is not being submitted to show that issues have actively been considered.

Policy and Guidance:

- [Transport Development Planning](#)
- [National Planning Policy Framework: Promoting sustainable transport \(PDF\)](#)
- [Surrey Transport Plan](#)
- [Surrey County Council’s Transportation Development Control Good Practice Guide](#)

What you must provide:

- 5.2.2 The plan should include details of:
 - Parking for vehicles of site personnel, operatives and visitors.
 - Loading and unloading of plant and materials.
 - Storage of plant and materials.

- Programme of works including measures for traffic management, vehicle routing, hours of operation and design of delivery areas.
- Vehicle routing and hours of operation.
- Design of delivery areas.
- Specifications for vehicle turning within the site so that vehicles leave the site in forward gear.
- Measures for the suppression and control of dust during construction.

5.3 Transport Statement

Required for the following applications:

- 5.3.1 Small scale developments and minor school expansions (not required for temporary / bulge applications unless advised otherwise by the County Planning Authority).

Policy and Guidance:

- [National Planning Policy Guidance: Travel plans, transport assessment and statements in decision-taking](#)
- [Surrey County Highway Authority](#)

What you must provide:

- 5.3.2 Information on the existing or proposed access arrangements, including the width of the access shown on a plan giving visibility splays. If the access is to be altered details should be given of the proposed width of the altered access and the method of construction. Access into the site from several directions in order to increase accessibility and permeability should be investigated.
- 5.3.3 Details of existing modal split (car/cycle/walk/scooter) should be provided and how the trips would be spread during school dropping off/picking up periods.
- 5.3.4 Provision for parking for staff and visitors only, loading/unloading and manoeuvring of vehicle, particularly delivery vehicles and coaches, will be required.
- 5.3.5 Where a public right of way is affected by the proposed development, details should be provided:
- Those which are known to have particularly difficult existing traffic and access conditions
 - Where cumulative effect of several temporary developments in quick succession.

5.4 Transport Assessment

Required for the following applications:

- 5.4.1 For new schools, large school expansions and major developments.

Policy and Guidance:

- [Surrey County Highway Authority](#)
- [Guidance on Transport Assessment](#) - Chapter 4 - Preparing a transport assessment gives more detail on preparing a transport assessment, the framework and information and type of assessment required.
- [Department for Transport Circular 02/13 "The Strategic Road Network and the Delivery of Sustainable Development"](#) (PDF)
- [National Planning Policy Guidance: Travel plans, transport assessment and statements in decision-taking](#)
- [Vehicle, electric vehicle and cycle parking guidance for new developments](#)

What you must provide:

- 5.4.2 As for Transport Statement plus an illustration of accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. Demonstrate existing/proposed catchment. Determine impact of proposal and any necessary works to accommodate increase in trips (e.g. junction improvements/footway widening/pedestrian crossings/parking restrictions). Illustrate any reduction in car trips due to sibilings. Should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. The level of parking provision proposed should be justified.
- 5.4.3 All submissions should include proposals to reduce the transportation impact of the development and adequate mitigation.
- 5.4.4 Where traffic is intended to be restricted to certain routes, the proposal must include details of how this is to be accomplished with certainty.

6. Water Environment

6.1 Flood Risk Assessment

Required for the following applications:

- 6.1.1 All development proposals located within Flood Zones 2 and/or 3.
- 6.1.2 Where the development is to be located within Flood Zone 1 and the site area is greater than 1 hectare in size and where the Environment Agency or Local Drainage Engineer has indicated that there may be a land drainage problem.
- 6.1.3 All proposals for new development (including minor development and changes of use) in an area within Flood Zone 1 which has critical drainage problems and/or where a Surface Water Management Plan or equivalent document is in place which indicates that the site may be subject to drainage problems; and/or where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding.

Policy and Guidance:

- [National Planning Policy Framework: Meeting the challenge of climate change, flooding and coastal change \(PDF\)](#)
- [Environment Agency Guidance “Flood risk assessment for planning applications”](#)
- [National Planning Policy Guidance: Flood Risk and Coastal Change](#)
- District and Borough Strategic Flood Risk Assessments

What you must provide:

- 6.1.4 Assessment to establish the impact of the proposed development on the floodplain and level of risk of all forms of flooding to and from the development demonstrating:
- Whether a proposed development is likely to be affected by current or future flooding from any source.
 - Whether it will increase flood risk elsewhere.
 - How these flood risks will be managed now and over the developments lifetime.
 - Whether the measures proposed to deal with these effects and risks are appropriate.
 - Consideration of climate change.
 - Opportunities to reduce the probability and consequences of flooding.
 - Evidence for the County Planning Authority to apply (if necessary) the Sequential Test.
 - Mitigation measures and emergency evacuation procedures necessary.
 - Whether the development will be safe and pass the Exception Test, if applicable.
- 6.1.5 The sequential and exception tests required for a site and for development within a site (i.e. siting vulnerable development outside the flood plain) can be found on the Environment Agency webpages “Guidance: flood risk assessment for planning applications”

6.2 Sustainable Drainage Systems (SuDS)

Required for the following applications:

- 6.2.1 A surface water drainage assessment should be carried out to demonstrate that all developments make use of SuDS and will not create an increased risk of flooding from surface water to the development and the surrounding area. The SuDS pro-forma

should be completed and returned to the CPA as part of the planning application.

- 6.2.2 All major developments should incorporate sustainable drainage systems unless there is clear evidence that this would be inappropriate. A surface water drainage assessment should be carried out to demonstrate that all developments makes use of SuDS and will not create an increased risk of flooding from surface water to the development site and the surrounding area. The SuDS pro-forma should be completed and returned to the CPA as part of the planning application. For minor applications a proportionate assessment of the surface water requirements should be undertaken and any opportunity for the inclusion of SuDS reviewed.

Policy and Guidance:

- [National Planning Policy Guidance: Reducing the causes and impacts of flooding](#)
- [Written Ministerial Statement 2014](#)
- [Sustainable Drainage System Design Guidance - Surrey County Council \(surreycc.gov.uk\)](#)
- [Water. People. Places: A guide for master planning sustainable drainage into developments \(PDF\)](#)
- [Sustainable drainage systems: non- statutory technical standards](#)
- [LASOO Guidance on meeting the national standards \(PDF\)](#)
- [The Lead Local Flood Authority](#)
- [Watercourse Consent from Surrey County Council](#)
- [Sustainable Drainage System Design Guidance - Surrey County Council \(surreycc.gov.uk\)](#)
- [Ordinary Watercourse Consent from Surrey County Council](#)
- [Flood risk assessments: climate change allowances - GOV.UK \(www.gov.uk\)](#)

What you must provide:

- 6.2.3 An assessment (taking into account different factors including the layout of the site, the topography and geology) demonstrating how any surface water generated from the development will be controlled as near to its source as possible. A drainage strategy (including FRA where applicable, proposed drainage layout and calculations) shall be submitted to demonstrate that the development does not flood or increase flooding downstream.
- 6.2.4 Sustainable drainage for the site shall be proposed in accordance with SuDs surface water management hierarchy of prevention, reduction, source control, site control and regional control (the accepted hierarchy of surface water discharge options is infiltration, then attenuation and discharge to: watercourse, surface water sewer, other sewer).
- 6.2.5 Evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc.). Any assessment should be accompanied by the [Planning Advice - Sustainable Drainage Systems \(SuDS\) - Surrey County Council \(surreycc.gov.uk\)](#).
- 6.2.6 Where the intention is to incorporate infiltration SuDS, their feasibility shall be demonstrated through approved intrusive geotechnical surveys to establish infiltration rates, ground water levels and ground contamination.
- 6.2.7 Should actual infiltration rates (via intrusive tests) not be readily available (reason to be stated in drainage strategy), desktop study demonstrating evidence of likely ground conditions (from British Geological Survey or other sources) of the site could be used. In such instance, an alternative strategy shall also be submitted to demonstrate how

the site would drain if infiltration is not feasible. House or rubble soakaways are not acceptable.

- 6.2.8 Should it be proposed to dispose of surface water into a watercourse, surface water sewer, highway drain or another drainage system, should be accompanied by evidence that the rates are being restricted to greenfield values and the system has adequate capacity downstream and is in a suitable state to accept the water.
- 6.2.9 Where an application is part of a larger site which already has planning permission it is essential that the new proposal does not compromise the drainage scheme already approved.
- 6.2.10 Any works to be carried out which will affect the flow or storage of water within, or which place or alter a structure/obstruction within an ordinary watercourse will require Ordinary Watercourse Consent from Surrey County Council. Note: These can include permanent or temporary structures or works. An 'ordinary watercourse' is a watercourse that is not part of a main river and includes rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Consent within Surrey is issued by the Flood Risk Planning and Consenting Team within Surrey County Council. The team can provide information on the requirements for consent and the application procedure and is contactable by email on SuDS@surreycc.gov.uk Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.
- 6.2.11 Evidence to show you have 'in principle' agreement with the water and sewerage Authority to discharge into surface water sewer.
- 6.2.12 Reports must include the impact on adjacent areas.

6.3 Drainage and Water Supply Report

Required for the following applications:

- 6.3.1 For applications where there would be a net increase in water and wastewater demand to serve the development where appropriate.

Policy and Guidance:

- [National Planning Policy Framework](#)
- [National Planning Policy Guidance: Water Management](#)

What you must provide:

- 6.3.2 Water supply and sewerage/wastewater infrastructure is essential to any development. Failure to ensure that any required upgrades to the infrastructure network are delivered alongside development could result in adverse impacts in the form of internal and external sewer flooding and pollution of land and water courses and/or low water pressure. Calculations of the mains water consumption for the development proposed and sewage demand and whether any upgrades are needed.

7. Heritage and Archaeology

7.1 Heritage Statement

Required for the following applications:

- 7.1.1 Where Heritage Assets or features, and their respective settings, may be affected by the proposal. A statement is required if your proposal links to either;
- Work affecting a listed building and/or its setting.
 - A new development in a conservation area.
 - Demolition work in a conservation area.
 - Work within an area or archaeological potential.
 - Work within the area of a scheduled ancient monument.
 - Work within a historic park or garden.
- 7.1.2 A Heritage Asset would be considered to be a nationally or locally Listed Building, Nationally Registered or locally listed Park or Garden, Registered Battlefield, Conservation Area, Historic Landscape and/or associated natural heritage features, or undesignated features or structures of demonstrable historic or cultural heritage interest.
- 7.1.3 Please note that listed building consent is determined by the relevant district or borough and not by Surrey County Council.

Policy and Guidance:

- Historic Environment Planning Team Officer heritageconsultations@surreycc.gov.uk
- [Surrey Historic Environment Record](#)
- [Schedule of Ancient Monuments](#)
- [Historic England Registered Parks and Gardens](#)
- [Historic England Listed Buildings Register](#)
- [Historic England Good Practice Advice notes: GPA1, GPA2 and GPA3](#)
- [Surrey Historic Landscape Characterisation Assessment](#)
- [National Planning Policy Guidance: Historic Environment](#)
- [Historic England: Mineral Extraction and Archaeology Guidance](#)
- [Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets](#)
- [Enabling Development and Heritage Assets | Historic England](#)

What you must provide:

- 7.1.4 A Heritage Statement setting out the significance of all Heritage Assets affected by a proposed development. The statement should be comprehensive, but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset, or an mitigation of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement. Contact the County Historic Environmental Planning Team and the Historic Environment Record to support the Heritage Statement. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based

assessment and, where necessary, a field evaluation.

- 7.1.5 The applicant and/or agent should provide details of how the proposal impacts the listed building/asset and also the context of the setting the building/asset within their heritage statement.
- 7.1.6 If your proposal affects a locally listed asset applicants and/or may need to discuss with the relevant district or borough who hold the register for that asset.

7.2 Archaeology

Required for the following applications:

- 7.2.1 An archaeological assessment is required when a Heritage Statement or pre-application discussion indicates that a Heritage Asset with an Archaeological Interest is likely to be present on site and/or affected by a development proposal.
- 7.2.2 Note: An asset of Archaeological Interest is considered to be a Scheduled Monument, a County Site of Archaeological Importance, an Area of High Archaeological Potential, or development application area exceeding 0.4 hectares in size, where it is reasonably considered that previously undocumented archaeological remains might survive.

Policy and Guidance:

- Same as Heritage Assets, see above.

What you must provide:

- 7.2.3 An assessment should examine the nature and significance of the archaeological resources of the site, in comparison with the nature of the development proposal, and detail the likely implications for the future survival and management of the resource that arise.
- 7.2.4 All archaeological sites are unique and no two sites are identical in nature. Surrey County Council will therefore address archaeological issues on application sites on a case-by-case basis. Surrey County Council will expect applicants to supply sufficient information to allow appropriate archaeological consideration of the implications of proposed development in advance of the determination of any application.

8. High Pressure Pipeline Search

- 8.1. Pipeline operators do not have statutory powers although may have legal agreements in place on land and clearly this is a matter that has significant health and safety implications.

Required for the following applications:

- 8.2. For all developments involving excavation or below ground works. There are special requirements for safe working in close proximity to a high pressure pipeline and proposed works require approval from a pipeline operator prior to commencing.

Policy and Guidance:

- Linesearch before u dig
- National Grid - Check before you dig - location of our cables and equipment
- Cadent Gas Network
- Southern Gas Network

What you must provide:

- 8.3. For all developments where excavation or below ground works are proposed an applicant must carry out a search to determine whether a high pressure pipeline is present in the vicinity of the application site. Most pipeline operators are signed up to Linesearch and it is recommended a search should be carried out using the Linesearch tool to establish the presence of pipeline infrastructure. The results of any pipeline search undertaken are to be submitted with a planning application

9. Other Environmental Impacts

9.1 Air Quality Assessment

Required for the following applications:

- Major Developments (over 1000sqm)
- Generates significant levels of pollution
- Involves development sensitive to poor air quality that is proposed in or adjacent to an AQMA
- If proposal is for a development which would generate odours
- Where the proposal would involve the construction of a new chimney stack

Policy and Guidance:

- [Department for Environment Food, and Rural Affairs policy guidance and technical guidance.](#)
- [The Environment Agency guidance.](#)
- [The Environmental Protection UK \(EPUK\) and Institute of Air Quality Management \(IAQM\) guidance](#)
- [Mayor of London Toolkit of measures to improve air quality at schools May 2018 \(PDF\)](#)
- [HM Government white paper: A Green Future: Our 25 Year Plan To Improve The Environment \(PDF\)](#)
- [Air Pollution Abatement Performances of Green Infrastructure in Open Road and Built-up Street Canyon Environments – A Review \(PDF\)](#)
- [IAQM guidance:](#)
- [IAQM Guidance on Air Quality and designated air quality sites](#)
- [Land-Use Planning and Development Control: Planning for Air Quality](#)

What you must provide:

- 9.1.1 Assessment of existing air quality, and assessment of predicted air quality as a result of the development. [Note: indicative minimum threshold or HDV flows (AADT) of 25 within/adjacent to AQMA, or 100 elsewhere; LDV flows (AADT) of 100 within/adjacent to AQMA, or 500 elsewhere].
- 9.1.2 In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.

9.2 Lighting Assessment

Required for the following applications:

- 9.2.1 Developments involving significant external lighting, including temporary construction and security lighting.

Policy and Guidance:

- [Department for Communities and Local Government's Lighting in the Countryside 1997](#)
- [Guidance Notes for the Reduction of Obtrusive Light \(2020\), Institute of Lighting Professionals](#)
- [Bats Conservation Trust: Guidance on Bats and Lighting](#)
- [An appropriately qualified Lighting Engineer](#)
- [National Planning Policy Guidance: Light pollution](#)

- [Guidance notes for the reduction of light pollution](#)
- [Sport England Artificial Lighting](#)

What you must provide:

- 9.2.2 An assessment providing full details of any external lighting including details of:
- The number, type, location and height of any lighting including those on columns and/ or buildings
 - The intensity of the installation (in Lux levels) and spill patterns shown on a plan
 - The proposed hours of use.
 - Potential for impacts on ecological features
 - Proposed mitigation measures
 - Measures for unforeseen impacts and monitoring
 - Assessment should demonstrate that proposed lighting levels do not exceed minimum required for proposed activity
 - The assessment must take into account the impact of lighting from all relevant near and far viewpoints.

9.3 Noise Assessment

Required for the following applications:

- 9.3.1 Proposed development close to existing major noise source e.g. motorways or trunk road, airports and possibly railway, industrial activities such as minerals or waste operations.
- 9.3.2 When the development itself is likely to generate significant noise levels e.g. outdoors sports activities.

Policy and Guidance:

- [A qualified acoustic specialist.](#)
- Borough or District Council Environmental Health Officer.
- [Guidelines for Noise and Vibration Assessment and Control – Minerals, Waste and Other County Development – Surrey County Council](#)
- [National Planning Policy Guideline: Noise](#)
- BS 4142:2014 “Methods for rating and assessing industrial and commercial sound”
- [Design Manual for Roads and Bridges](#)

What you must provide:

- 9.3.3 For any noise sensitive development, existing or consented, potentially affected by the proposed development, a noise assessment should be prepared by a competent person that defines the baseline sound environment, following appropriate guidance, usually established through measurement, and the impact of the proposed development using prediction and measurement techniques as appropriate. Where criteria in appropriate guidance may be exceeded, mitigation measures should be provided such that the criteria are not exceeded.

9.4 Open Space Assessment including Rights of Way

Required for the following applications:

- 9.4.1 Any development proposals that would result in the loss of open space, or have implications for Public Rights of Way.

Policy and Guidance:

- [Surrey County Council’s Countryside Access Team](#)

- Rights of Way shown on [Surrey Interactive Map](#)
- [Rights of Way Improvement Plan](#)
- [National Planning Policy Guidance: Open space, sports and recreational facilities, public rights of way and local green space](#)
- [Surrey Rights of Way Improvement Plan](#)

What you must provide:

- 8
- 9.4.2 An assessment of any open space or Public Rights of Way lost, directly or indirectly affected by a proposed development including any measures to replace or compensate for such impacts and identification of any opportunities to improve facilities for walkers, cyclists, horse riders. This includes any right of way which is outside a site boundary.

10. Airport Safeguarding

10.1 Airport Safeguarding Statement

10.1.1 Aerodrome Safeguarding is a legislative requirement for officially safeguarded aerodromes of which Heathrow Airport and Gatwick Airport is one. Aerodrome safeguarding is the process used to ensure the safety of aircraft while taking off and landing or flying in the vicinity of aerodromes. It is embedded in the Town & Country Planning process by way of ODPM/DfT Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives Storage Areas: The Town & Country Planning (Safeguarded Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002.

Required for the following applications:

- 10.1.2 All applications within the consultation area of civil and military aerodromes and airstrips [including Heathrow, Gatwick, Biggin Hill, Farnborough, Fair Oaks, Northolt, Odiham] and where:
- The development involves features attractive to hazardous birds such as: amenity landscaping and water features, this includes the enhancement of existing wet areas or water courses and buildings with ledges, gantries and flat roofs.
 - Where the proposal includes lighting which may impact on airport safety (i.e. dazzling).
 - Where a proposal involves the venting and flaring of gas.
 - Where buildings/structures have the potential to impact on Communication, Navigation & Surveillance Equipment (CNS).
 - Where the buildings/structures have the potential to impact on including instrument flight procedures (IFPs)
 - Where the buildings/structures have the potential to infringe Obstacle Limitation Surfaces (OLS)
 - Where the buildings/structures have the potential to cause building/structure induced turbulence
 - Where the proposals include wind turbines or large areas of solar panels
 - Where a crane or tall construction equipment is to be used on site, a permit may be required from Gatwick Airport Crane Permits (gatwickairport.com) and/or Heathrow Airport Works Approval Team (Airside_Works_Approvals@heathrow.com).

Policy and Guidance:

- [Annex 2 to the DfT/ODPM Circular 01/2003 'Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas' Direction 2002'](#)
- [Commercial industry | Civil Aviation Authority \(caa.co.uk\)](http://caa.co.uk)
- [The Airport Operators Association \(AOA\) Safeguarding of Aerodromes Advice Notes: Advice Note 1, 2, 3, 4 and 5 dated August 2016](#)

What you must provide:

10.1.3 The statement should show how the development will not constitute a hazard to air traffic, with or without mitigation proposed.

11. Sustainable Design and Waste Management

11.1 Sustainable Design and Construction Statement

Required for the following applications:

- 11.1.1 Large school expansions, major developments (over 1000sqm) or where Borough or District stipulate specific thresholds.

Policy and Guidance:

- [National Planning Policy Guidance: Climate Change](#)
- [National Planning Policy Guidance: Renewable and low carbon energy](#)
- Relevant policies within Borough / District Local Plans
- [Surrey County Councils Sustainable Construction Standing Advice Note](#)
- [Policy 4 – Sustainable Construction and Waste Management in New Development from the Surrey Waste Plan: 2020](#)

What you must provide:

- 11.1.2 Statement detailing how sustainable forms of design/ construction have been incorporated into the new development and any proposed renewable energy technologies. This statement should also set out how waste produced during all stages of development will be minimized and managed in a sustainable manner, including the following details:
- What type of waste will be generated.
 - How the waste will be managed.
 - Which contractors will be used to ensure the waste is correctly recycled or disposed of responsibly and legally.

12. Community Engagement

Required for the following applications:

- 12.1. For any proposals with substantial community interest.
- 12.2. Any proposal where this is a requirement under Section 61 (w) of the Localism Act 2011 when enacted and required by the Town and County Planning (Development Management Procedure) (England) Order 2015 subsequent regulations.

Policy and Guidance:

- [Surrey County Council's Statement of Community Involvement](#)
- Section 61W of the Localism Act 2011 (when enacted)
- The Local Government Association, British Property Federation & Others.
- [The Ten Commitments for effective pre-application engagement](#)
- [National Planning Policy Guidance: Before submitting an application](#)

What you must provide:

- 12.3. The National Planning Policy Framework (NPPF) encourages pre-application discussions and states that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties'.
- 12.4. Surrey County Council encourages developers to enter into pre-application discussions with the Council to establish the information that will be required, and to identify key issues and policies associated with any potential application.
- 12.5. A statement explaining how the applicant has complied with any community engagement recommendations made in [Surrey County Council's Statement of Community Involvement](#).
- 12.6. Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process. Applicants are advised to submit details of the engagement carried out as well as the comments made by the public. Applicants are advised to demonstrate how they are addressing (if any) comments raised by the public.

13. Pitch Layout

13.1 Pitch Layout Plan

Required for the following applications:

- 13.1.1 Developments on school sites where the proposal would be located on part of the playing field or on an existing playing pitch.

Policy and Guidance:

- [Sport England](#)
- [National Planning Policy Guidance: Open space, sports and recreational facilities, public rights of way and local green space](#)
- [National Planning Policy Framework: Promoting healthy and safe communities \(PDF\)](#)

What you must provide:

- 13.1.2 Plan to show the existing and proposed playing pitch layout including hard and soft play.

14. Structural and Engineering

14.1 Structural and Engineering Statement

Required for the following applications:

- 14.1.1 A structural survey maybe required for any applications that propose:
- The conversion of a building;
 - Substantial demolition
 - Where a listed building consent is sought and the proposed works could significantly affect the historic fabric of the building;
 - Where the application involves a building/ buildings with structural problems.

Policy and Guidance:

- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- Possible Local Development Framework Policies relating to Structural Engineering Statements

What you must provide:

- 14.1.2 An appraisal of the structural stability of a building. The survey should be prepared by an expert and cover the condition of a building and whether it is capable of accommodating the proposed works.

15. Contaminated Land

15.1 Contaminated Land Assessment

Required for the following applications:

- 15.1.1 Where previous uses of the site, or adjacent land, could have caused contamination (e.g. mineral extraction, waste disposal, landfilling, industrial processes, petrol stations, institutional/ residential with fuel storage, agricultural chemical storage, vehicle parking/servicing, etc.).
- 15.1.2 A contaminated land assessment is the minimum requirement to be submitted with an application where the potential for land contamination is suspected/there is reasonable possible of. In its absence would certainly trigger a pre-commencement condition on suspected sites.

Policy and Guidance:

- Your local Contaminated Land Officer
- [The Environment Agency](#)
- [National Planning Policy Guidance: Land affected by contamination](#)
- [National Planning Policy Framework: Achieving well-designed places \(PDF\)](#)
- Possible Local development Framework Policies relating to Contaminated Land Assessments

What you must provide:

- 15.1.3 Investigation of the nature and extent of soil and groundwater contamination and how any contamination would be addressed, including a desktop ground investigation and risk assessment identifying pollutant sources, pathways and receptors plus strategies for land remediation.
- 15.1.4 Where there is known contamination, a Phase 1 Preliminary Risk Assessment will be required.

Appendix 1: List of Planning Departments of Local Borough and District Councils in Surrey

- [Elmbridge](#)
- [Epsom and Ewell](#)
- [Guildford](#)
- [Mole Valley](#)
- [Reigate and Banstead](#)
- [Runnymede](#)
- [Spelthorne](#)
- [Surrey Heath](#)
- [Tandridge](#)
- [Waverley](#)
- [Woking](#)

Where relevant please refer to any appropriate neighbourhood plan documents, which can be accessed from the district and borough websites.

Appendix 2: Other Statutory Consultees

- [Natural England](#)
- [Historic England](#)
- [Highways England](#)
- [Environment Agency](#)
- [SuDs Team](#)
- [County Highway Authority](#)
- [Southern Water](#)
- [Sutton and East Surrey Water](#)
- [Surrey Wildlife Trust](#)
- [Forestry Commission](#)
- [National Trust](#)
- [Thames Water](#)
- The Gardens Trust
- Sports England
- Parish Councils