

## 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 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	8. Amenity
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4. Landscape, Landscaping and Trees	11. Statement of Community Involvement
5. Traffic, Highways and Rights of Way	12. Pitch Layout Plan
6. Water Environment	13. Structural and Engineering Plan
7. Heritage and Archaeology	14. Contaminated Land

### 1. PLANNING STATEMENT

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Planning Statement</b>	All planning applications will require a Planning Statement. The more complex the scheme the greater the detail required.	<p>The planning statement should set out the context and justification for the development including:</p> <ul style="list-style-type: none"> <li>• A site description setting out the physical features of the site and its surroundings;</li> <li>• A description of any use, Planning designations or physical constraints i.e. nearby housing;</li> <li>• A demonstration of the need for the proposed development.</li> <li>• Fully describe the scope of the development and all the various activities and phases that comprise the proposed development.</li> <li>• Detail existing and proposed staff and pupil numbers (if a school development)</li> <li>• Details of the site layout, buildings and colour and type of materials to be used</li> <li>• Details of boundary treatment</li> <li>• How the proposal conforms to European, National, and Development Plan policy.</li> <li>• Information on the geology and topography of the site</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Practice Guidance: determining an application</li> </ul>

		<ul style="list-style-type: none"> <li>• Describe the topography of the site and the surrounding area</li> <li>• Educational need argument (if relevant)</li> <li>• Details of consultations with the County Planning Authority and wider community<sup>1</sup>/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 <a href="#">Equality Act 2010</a>.</li> </ul>	
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## 2. GREEN BELT STATEMENT

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Green Belt</b>	Where the application site lies within or partially within the Green Belt.	<p>If site located in the Green Belt and the proposal would be 'inappropriate development' therefore very special circumstances would need to be put forward to justify the inappropriate development. These may include:</p> <ul style="list-style-type: none"> <li>• The need for the development. This should cover existing demand, projected future demand, the catchment area, describe other sites within the District/Borough and where necessary adjoining District/Boroughs.</li> <li>• Alternative site selection stating why the proposal must be located here and not in the urban area</li> <li>• How the proposal has been designed and positioned to limit the impact on openness.</li> </ul> <p>If proposal considered to be 'appropriate development', justification as to how this conclusion has been reached</p>	<ul style="list-style-type: none"> <li>• <a href="#">National Planning Policy Framework (Paras 79-92)</a></li> <li>• The County Planning Authority's Alternative Site Assessment advice note.</li> </ul>

<sup>1</sup> Such as Residents Associations, Parish Councils and Action Groups

### 3. ECOLOGY

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Preliminary Ecological Assessment (PEA)</b>	Where the development is likely to affect a designated site <sup>2</sup> or is 0.4ha or larger  Where the development is within 100m of or is likely to affect a Priority Habitat or Species	The Preliminary Ecological Appraisal (PEA) provides up-to-date information on habitats on the application site and links to other habitats, species present or likely to be, likely impacts, mitigation and enhancement opportunities, For all but the most minor applications, the PEA should include the results of a search from the Surrey Biodiversity Information Centre.	<ul style="list-style-type: none"> <li>• <a href="#">Natural England - Standing advice for protected species</a></li> <li>• <a href="#">The Environment Agency.</a></li> <li>• <a href="#">Office of the Deputy Prime Minister (ODPM) Circular 06/2005 “Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system”</a> and the <a href="#">Good Practice Guide</a></li> <li>• <a href="#">Natural England Standing Advice for Ancient Woodland</a></li> <li>• <a href="#">BS42020 Biodiversity Code of practice for planning and development</a></li> <li>• <a href="#">NPPG: Natural Environment</a></li> <li>• <a href="#">Chartered Institute of Ecology and Environmental Management</a></li> <li>• <a href="#">National Planning Policy Framework 2012 (paras 117,118 &amp; 119)</a></li> <li>• <a href="#">Wildlife and Countryside Act 1981</a></li> <li>• <a href="#">Conservation of Habitats and Species Regulations 2010</a></li> </ul>
<b>Ecological Impact Assessment</b>	Where the development would affect natural or semi-natural habitats*6. For the demolition or works in the roof space of buildings which may be used by bats.	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. Where mitigation and compensation for biodiversity are proposed, these should be set out in a Biodiversity Mitigation Plan <sup>3</sup> .	

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### 4. LANDSCAPE, LANDSCAPING AND TREES

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Area of Outstanding</b>	For major development within an Area of	An assessment of: <ul style="list-style-type: none"> <li>• The need for the development including in terms of any</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">National Planning Policy Framework (Para 116)</a></li> </ul>

<sup>2</sup> For example Sites of Special Scientific Interest (SSSI), Sites of Nature Conservation Importance (SNCI), Special Protection Area (SPA)

<sup>3</sup> This can be the subject of a condition.

<p><b>Natural Beauty Exceptional Circumstance Test</b></p>	<p>Outstanding Natural Beauty (AONB)</p>	<p>national considerations; and the impact of permitting it, or refusing it, upon the local economy</p> <ul style="list-style-type: none"> <li>• The cost of, and scope for, developing elsewhere outside the designated area, or meeting the need for it in some other way;</li> <li>• Any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that can be moderated</li> <li>• The impact of the proposal on the setting of the AONB</li> </ul>	<ul style="list-style-type: none"> <li>• Surrey Hills AONB <u>Management Plan 2014 – 2019</u></li> <li>• <u>High Weald Management Plan 2014 - 2019</u></li> <li>• Surrey Landscape <u>Character Assessment 2015</u></li> <li>• Landscape Character <u>Areas</u> for the AONBs on Surrey Interactive Map</li> </ul>
<p><b>Landscape Assessment</b></p>	<ul style="list-style-type: none"> <li>• Planning applications that require an EIA.</li> <li>• Planning Applications that are within or visible from the High Weald Area of Outstanding Natural Beauty or Surrey Hills Area of Outstanding Natural Beauty.</li> <li>• All planning applications outside these areas where development could have an effect on landscape features, treescapes or historic landscapes.</li> <li>• All planning applications for development which could have an effect on an existing landscape scheme</li> </ul>	<p>Assessments may be carried out for developments proposed in rural or urban landscapes and townscapes. Assessments should follow best practice guidance provided in ‘Guidelines for Landscape and Visual Impact Assessment (Third Edition)’ as published by the Landscape Institute/IEEMA. In all cases the approach and scope of the assessment should be proportional to the scale and nature of the proposed development.</p> <p>Where the landscape assessment is part of an EIA, it should fulfil the requirements of a formal Landscape and Visual Impact Assessment (LVIA).</p> <p>Applicants should demonstrate how landscape or townscape character and visual sensitivity has been taken in to account, and how the development may be integrated in to the landscape by location, layout and design.</p> <p>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.</p> <p>Photographs, visualisations and photomontages to be provided as appropriate.</p> <p>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).</p>	<ul style="list-style-type: none"> <li>• The Landscape Institute <a href="http://www.landscapeinstitute.org">www.landscapeinstitute.org</a></li> <li>• Guidelines for Landscape and Visual Impact Assessment (Third Edition), 2011</li> <li>• Landscape Character Assessment Guidance for England and Scotland and topic papers <a href="http://www.naturalengland.org.uk">www.naturalengland.org.uk</a></li> <li>• <u>Surrey Landscape Character Assessment 2015</u></li> <li>• <u>Surrey Historic Landscape Character Assessment</u></li> <li>• <u>The High Weald AONB Management Plan 2015 - 2019</u></li> <li>• <u>Surrey Hills Management Plan 2015 – 2019</u></li> <li>• Advice can be sought from the County landscape Architect</li> </ul>

		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.	
<b>Landscape Scheme</b>	All applications where landscape mitigation, compensation, or restoration is required.	<p>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 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 *</p> <p>Where relevant it should include landscape/habitat restoration and enhancement and new landscape features to compensate for those lost to development.</p> <p>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.</p> <p>Other information that should be provided may include:</p> <ul style="list-style-type: none"> <li>• Proposed finished ground levels or contours; sections</li> <li>• A soil management strategy where significant earthworks are required;</li> <li>• Means of enclosure; fences and boundary treatments</li> <li>• Protection measures for existing and new planting</li> <li>• Tree pit size, protection, staking/guying</li> <li>• Extent and provision of all construction operations, including site compounds, temporary haul roads or access points; and Construction Method Statement</li> <li>• Access and Car parking layouts.</li> <li>• Services</li> <li>• Implementation timetables</li> </ul> <p>*A <u>landscape management plan</u> 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</p>	<ul style="list-style-type: none"> <li>• <u>Surrey Landscape Character Assessment 2015</u> (with link to website page)</li> <li>• Advice can be sought from the County Landscape Architect</li> </ul>

		<p>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 (usually for a 25 year period).</p> <p>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 annexe G1 and G2.</p>	
<b>Ancient Woodland &amp; 'Aged' or 'Veteran' trees</b>	<p>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</p> <p>Where development is to take place within 100m of an aged or veteran tree</p>	<p>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.</p> <p>Ecological surveys should follow guidance approved by the <u>Chartered Institute of Ecology and Environmental Management (CIEEM)</u>.</p>	<ul style="list-style-type: none"> <li>• <u>National Planning Policy Framework 2012</u> (paragraph 118)</li> <li>• <u>Natural England and Forestry Commission Standing Advice for Ancient Woodland and Veteran Trees</u></li> <li>• <u>Surrey Ancient Woodland Inventory</u></li> <li>• <u>Surrey County Council web page link to Ancient Woodland Inventory</u></li> <li>• <u>The Surrey Interactive Map</u></li> <li>• <u>Surrey Biodiversity Information Centre</u></li> <li>• <u>Surrey historic and landscape character assessments &amp; Historic Environment Record</u></li> <li>• <u>The Forestry Commission</u></li> <li>• <u>Natural England</u></li> </ul>
<b>Trees and Arboricultural Implications</b>	<p>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</p>	<p>An Arboricultural Impact Assessment including an 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. Impact of the proposals access, working space and provision for the storage of materials should also be taken into account.</p>	<ul style="list-style-type: none"> <li>• Where relevant, the <u>Hedgerows Regulations 1997</u></li> <li>• A tree survey should be carried out by a suitably qualified and experienced Arboriculturist to BS 5387:2012 'Trees in Relation to Construction – Recommendations'.</li> <li>• <u>Tree preservation order: 'A Guide to the Law and Good Practice' 2009 DCLG.</u></li> <li>• BS 3998: 2010 – Tree work:</li> </ul>

<p><b>Tree Constraints Plan</b></p>	<p>by the development.</p> <p>The full sequence of events might not be applicable in all instances – applicants are advised to contact the County Planning Authority for advice</p> <p>Where there are trees or hedgerows either on, or adjacent to, the application site and are potentially affected by the development</p>	<p>A tree constraints plan including:</p> <ul style="list-style-type: none"> <li>• A plan showing all existing trees (and/or hedgerows where considered relevant by an arboriculturalist) potentially affected by the development (or temporarily affected) including their crown spread, indicating those to be retained and those to be felled.</li> <li>• 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</li> <li>• Illustrate the calculated and/or adjusted Root Protection Areas (RPA's) for each tree.</li> <li>• Measures for protecting retained trees during site works.</li> <li>• 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.</li> <li>• Evaluation of impact of proposed tree losses and compensatory planting required including number, species, age/girth, recommended locations and maintenance schedule.</li> <li>• Trees protected by a tree preservation order should be identified and details provided.</li> </ul>	<p>Recommendations</p> <ul style="list-style-type: none"> <li>• BS 8545:2014 – Trees: from nursery to independence in the landscape. Recommendations.</li> <li>• <u>Arboricultural Association's directory of registered consultants</u></li> </ul>
<p><b>Tree Protection Plan</b></p>	<p>When existing trees (and trees roots) will be impacted by the development</p>	<p>A tree protection plan to illustrate all protective measures to include protective barrier fencing/ ground protection.</p>	

## 5. TRAFFIC, HIGHWAYS & RIGHTS OF WAY

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<p><b>Travel Plan</b></p>	<p>All school developments resulting in an increase in pupil numbers, including temporary and bulge permissions.</p>	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Surrey County Council “Travel Plan Good Practice Guide” 2010</a></li> <li>• <a href="#">NPPG: Travel plans, transport assessment and statements in decision-taking</a></li> <li>• Please contact the County Highway Authority</li> <li>• <a href="#">Surrey County Highway Authority</a></li> <li>• <a href="#">National Planning Policy Framework 2012 (Paras 32 &amp; 56)</a></li> <li>• <a href="#">Surrey Transport Plan April 2011</a></li> </ul> <p><a href="#">Surrey County Council’s Transportation Development Control Good Practice Guide</a></p>
<p><b>Construction Traffic Management Plan</b></p>	<p>All developments except very minor proposals such as canopies, fences, change of use. If not being provided, Planning Statement should make simple case as to why one is not being submitted to show that issues have actively been considered.</p>	<ul style="list-style-type: none"> <li>• Details of parking for vehicles of site personnel, operatives and visitors; loading and unloading of plant and materials; storage of plant and materials;</li> <li>• Programme of works (including measures for traffic management); provision of boundary hoarding behind any visibility zones;</li> <li>• Programme of works (including numbers of HGVs and any measures for traffic management;</li> <li>• vehicle routing and hours of operation design of delivery areas;</li> <li>• specifications for lorry parking and turning;</li> </ul> <p>measures for the suppression and control of dust during construction.</p>	<ul style="list-style-type: none"> <li>• <a href="#">NPPG: Travel plans, transport assessment and statements in decision-taking</a></li> <li>• Transport Development Planning Team at Surrey County Council</li> </ul>
<p><b>Transport Statement</b></p>	<p>Small scale developments and minor school expansions</p> <p>(not required for temporary / bulge applications unless advised otherwise by the County Planning Authority)</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Provision for parking for staff and visitors only,</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">NPPG: Travel plans, transport assessment and statements in decision-taking</a></li> <li>• Transport Development Planning Team at Surrey County Council</li> </ul>

		<p>loading/unloading and manoeuvring of vehicle, particularly delivery vehicles and coaches, will be required.</p> <ul style="list-style-type: none"> <li>• Where a public right of way is affected by the proposed development, details should be provided:</li> <li>• those which are known to have particularly difficult existing traffic and access conditions</li> <li>• where cumulative effect of several temporary developments in quick succession</li> </ul>	
<b>Transport Assessment</b>	For new schools, large school expansions and major developments	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All submissions should include proposals to reduce the transportation impact of the development and adequate mitigation.</li> <li>• Where traffic is intended to be restricted to certain routes, the proposal must include details of how this is to be accomplished with certainty.</li> </ul>	<ul style="list-style-type: none"> <li>• Transport Development Planning Team at Surrey County Council</li> <li>• Chapter 4 of 'Guidance on Transport Assessment' (<a href="https://www.gov.uk/government/organisations/department-for-transport">https://www.gov.uk/government/organisations/department-for-transport</a>) gives more detail on preparing a transport assessment, the framework and information and type of assessment required.</li> <li>• Department for Transport Circular 2/07 'Planning and the Strategic Road Network' <a href="http://www.dft.gov.uk">www.dft.gov.uk</a></li> <li>• <u>NPPG: Travel plans, transport assessment and statements in decision-taking</u></li> </ul>
<b>Open Space Assessment including Rights of Way</b>	Any development proposals that would result in the loss of open space, or have implications for Public Rights of Way.	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	<ul style="list-style-type: none"> <li>• <u>Surrey County Council's Countryside Access Team.</u></li> <li>• <u>Rights of Way shown on Surrey's Interactive Map</u></li> <li>• <u>NPPG: Open space, sports and recreational facilities, public rights of way and local green space</u></li> <li>• <u>National Planning Policy Framework 2012 (Chapter 8)</u></li> <li>• <u>The Council's Rights of Way</u></li> </ul>

## 6. WATER ENVIRONMENT

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Flood Risk Assessment</b>	<p>-All development proposals located within Flood Zones 2 and/or 3.</p> <p>-Where the development is to be located within Flood Zone 1 and the site area is greater than 1 hectare in size</p> <p>-Where the Environment Agency or Local Drainage Engineer has indicated that there may be a land drainage problem.</p> <p>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</p>	<p>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</p> <ul style="list-style-type: none"> <li>• whether a proposed development is likely to be affected by current or future flooding from any source</li> <li>• whether it will increase flood risk elsewhere;</li> <li>• how these flood risks will be managed now and over the developments lifetime,</li> <li>• whether the measures proposed to deal with these effects and risks are appropriate;</li> <li>• consideration of climate change</li> <li>• opportunities to reduce the probability and consequences of flooding,</li> <li>• evidence for the County Planning Authority to apply (if necessary) the Sequential Test</li> <li>• mitigation measures and emergency evacuation procedures necessary.</li> <li>• whether the development will be safe and pass the Exception Test, if applicable.</li> <li>• Reports must include the impact on adjacent areas.</li> </ul> <p>The sequential and exception tests required for a site and for development within 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”</p>	<ul style="list-style-type: none"> <li>• <u>National Planning Policy Framework 2012 (Para 93-108).</u></li> <li>• <u>Environment Agency Guidance “Flood risk assessment for planning applications”, October 2015</u></li> <li>• <u>NPPG: Flood Risk and Coastal Change</u></li> <li>• District and Borough Strategic Flood Risk Assessments</li> </ul>

	vulnerable class may be subject to other sources of flooding.		
<b>Sustainable Drainage Systems (SuDS)</b>	<p>Required for all major developments</p> <p>Where the development is located in Flood Zone 2 or 3</p> <p>Where known drainage problems exists</p> <p>Where the development includes impermeable hard surfacing</p> <p>Where the development involves land raising activities</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Any assessment should be accompanied by the Surrey County Council Model Surface Water Drainage Statement Proforma<sup>4</sup>.</li> <li>• A drainage strategy (including FRA where applicable, proposed drainage layout and calculations) to demonstrate that the development does not flood or increase flooding downstream.</li> <li>• 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).</li> <li>• Evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc).</li> <li>• 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.</li> <li>• Should actual infiltration rates (via intrusive tests) not be readily</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Policy Guidance para 51</li> <li>• Written Ministerial Statement 2014<sup>6</sup></li> <li>• <u>Surrey Advice Note supporting the provision of a Surface Water Drainage Statement</u><sup>7</sup></li> <li>• <u>Water. People. Places: A guide for master planning sustainable drainage into developments</u><sup>8</sup></li> <li>• <u>Sustainable drainage systems: non-statutory technical standards 2015</u><sup>9</sup></li> <li>• LASOO Guidance on meeting the national standards</li> <li>• <u>The Lead Local Flood Authority</u></li> </ul>

<sup>4</sup> Can be found on <http://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice/more-about-flooding/suds-planning-advice>

<sup>2</sup> <http://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2014-12-18/HCWS161/>

<sup>3</sup> [http://www.surreycc.gov.uk/\\_\\_data/assets/pdf\\_file/0011/52769/SuDS-Advice-Note.pdf](http://www.surreycc.gov.uk/__data/assets/pdf_file/0011/52769/SuDS-Advice-Note.pdf)

<sup>8</sup> [https://eastsussexgovuk.blob.core.windows.net/media/1997/se7-suds-masterplanning\\_low\\_res\\_reduced.pdf](https://eastsussexgovuk.blob.core.windows.net/media/1997/se7-suds-masterplanning_low_res_reduced.pdf)

<sup>9</sup> <https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

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|  |  | <p>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 alternate strategy shall also be submitted to demonstrate how the site would drain if infiltration is not feasible. House or rubble soakaways are not acceptable.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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 CC<sup>5</sup>.</li> <li>• Evidence to show have 'in principle' agreement with the water board to discharge into surface water sewer</li> <li>• Reports must include the impact on adjacent areas.</li> </ul> |  |
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<sup>5</sup> 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](mailto:SuDS@surreycc.gov.uk). Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency

## 7. HERITAGE AND ARCHAEOLOGY

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Heritage Assets</b>	Where Heritage Assets <sup>10</sup> or features may be affected by the proposal.	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.	<ul style="list-style-type: none"> <li>• <a href="#"><u>Surrey County Council Heritage Conservation Team Officer</u></a></li> <li>• <a href="#"><u>Surrey Historic Environment Record</u></a></li> <li>• <a href="#"><u>Schedule of Ancient Monuments</u></a></li> <li>• <a href="#"><u>Historic England Listed Buildings Register</u></a></li> </ul>
<b>Archaeology</b>	Where archaeological sites or features may be affected by the proposal.  Or where the application site area is over 0.4ha	An archaeological assessment is required when a Heritage Statement or pre-application discussion indicates that a Heritage Asset with an Archaeological Interest <sup>11</sup> is likely to be present on site and/or affected by a development proposal. 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.	<ul style="list-style-type: none"> <li>• <a href="#"><u>Historic England Registered Parks and Gardens</u></a></li> <li>• <a href="#"><u>Historic England Good Practice Advice notes: GPA1, GPA2 and GPA3</u></a></li> <li>• <a href="#"><u>Historic England Advice Notes</u></a></li> <li>• <a href="#"><u>Surrey Historic Landscape Characterisation Assessment</u></a></li> <li>• <a href="#"><u>NPPG: Conserving and enhancing the historic environment</u></a></li> </ul>

<sup>10</sup> 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.

<sup>11</sup> 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

## 8. AMENITY

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Air Quality Assessment</b>	-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	Assessment of existing air quality, and assessment of predicted air quality as a result of the development, including any proposed mitigation measures. <sup>12</sup>	<ul style="list-style-type: none"> <li>• <a href="#">Department for Environment Food, and Rural Affairs policy guidance and technical guidance.</a></li> <li>• <a href="#">The Environment Agency guidance.</a></li> <li>• <a href="#">The Environmental Protection UK (EPUK) and Institute of Air Quality Management (IAQM) guidance</a></li> </ul>
<b>Lighting Assessment</b>	Outdoor sport facilities  Developments involving significant external lighting, including temporary construction and security lighting.	An assessment providing full details of any external lighting including details of: <ul style="list-style-type: none"> <li>• The number, type, location and height of any lighting including those on columns and/ or buildings</li> <li>• The intensity of the installation (in Lux levels) and spill patterns shown on a plan</li> <li>• The proposed hours of use.</li> <li>• Potential for impacts on ecological features</li> <li>• Proposed mitigation measures</li> <li>• Measures for unforeseen impacts and monitoring</li> <li>• Assessment should demonstrate that proposed lighting levels do not exceed minimum required for proposed activity</li> <li>• The assessment must take into account the impact of lighting from all relevant near and far viewpoints.</li> </ul>	<ul style="list-style-type: none"> <li>• Department for Communities and Local Government's Lighting in the Countryside 1997.</li> <li>• <a href="#">Guidance Notes for the Reduction of Obtrusive Light (2011), Institute of Lighting Professionals</a></li> <li>• <a href="#">Bats and Lighting in the UK (2009), the Bat Conservation Society</a></li> <li>• <a href="#">An appropriately qualified Lighting Engineer</a></li> <li>• <a href="#">Guidance notes for the reduction of light pollution</a></li> <li>• <a href="#">NPPG: Light pollution</a></li> <li>• <a href="https://www.sportengland.org/media/4181/artificial-sports-lighting-design-guide-2012-051112.pdf">https://www.sportengland.org/media/4181/artificial-sports-lighting-design-guide-2012-051112.pdf</a></li> </ul>
<b>Noise</b>	Proposed development close to	For any noise sensitive development, existing or consented,	<ul style="list-style-type: none"> <li>• <a href="#">A qualified acoustic specialist.</a></li> </ul>

<sup>12</sup> 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.

<p><b>Assessment</b></p>	<p>existing major noise source e.g. motorways or trunk road, airports and possibly railway, industrial activities such as minerals or waste operations.</p> <p>When the development itself is likely to generate significant noise levels e.g. outdoors sports activities.</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>• <u>Your relevant Borough or District Council Environmental Health Officer.</u></li> <li>• <u>“Guidelines for Noise Control – Minerals and Waste Disposal”, 1994 Surrey County Council</u></li> <li>• <u>NPPG: Noise</u></li> <li>• BS 4142:2014 “Methods for rating and assessing industrial and commercial sound”</li> <li>• <u>Design Manual for Roads and Bridges - Standards for Highways</u></li> </ul>
<p><b>High Pressure Pipeline Search<sup>13</sup></b></p>	<p>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.</p>	<p>Evidence to show that a high pressure pipeline search has been carried out and plan to show location of pipes</p>	<ul style="list-style-type: none"> <li>• <u>Linesearch before u dig</u></li> <li>• <u>National Grid</u></li> <li>• <u>Cadent Gas Network</u></li> <li>• <u>Southern Gas Network</u></li> </ul>

**9. AIRPORTS**

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<p><b>Airport</b></p>	<p>All applications within the</p>	<p>The statement should show how the development will not constitute</p>	<ul style="list-style-type: none"> <li>• <u>Annex 2 to the Department for</u></li> </ul>

<sup>13</sup> 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.

<p><b>Safeguarding Statement</b></p>	<p>consultation area of civil and military aerodromes and airstrips<sup>14</sup> and where:</p> <ul style="list-style-type: none"> <li>• The proposal involves landfilling</li> <li>• 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</li> </ul> <p>Where the proposal includes lighting which may impact on airport safety (i.e. dazzling) Where a proposal involves the venting and flaring of gas.</p> <p>Applicants are advised to discuss non-official safeguarding areas with planning officers</p>	<p>a hazard to air traffic, with or without mitigation proposed.</p>	<p><u>Transport/ODPM Circular 1/2003</u></p> <ul style="list-style-type: none"> <li>• Safeguarding Aerodromes, Technical Sites and Military Explosive Storage Areas' 'Potential Bird Hazards from Sustainable Urban Drainage Schemes (SUDS) August 2006.</li> <li>• <u>Guidance on civil aviation (CAA) planning consultation requirements, August 2012</u></li> <li>• <u>The Airport Operators Association (AOA) the General Aviation Awareness Council safeguarding of Aerodromes Advice Notes: Advice Note 1</u></li> <li>• <u>'Safeguarding – an Overview': Advice Note 2 'Lighting near Aerodromes'</u></li> <li>• <u>Advice Note 3 'Potential Bird Hazards from Amenity landscaping and Building Design.'</u></li> <li>• <u>Advice Note 4 'Cranes and Other Construction Issues'</u></li> <li>• Advice Note 7 'Wind Turbines and Aviation'</li> </ul>
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<sup>14</sup> including Heathrow, Gatwick, Biggin Hill, Farnborough, Fair Oaks, Northolt, Odiham

## 10. SUSTAINABLE DESIGN AND CONSTRUCTION

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Sustainable Design and Construction Statement</b>	Large school expansions, major developments (over 1000sqm) or where Borough or District stipulate specific thresholds	Statement detailing how sustainable forms of design/construction have been incorporated into the new development and any proposed renewable energy technologies.	<ul style="list-style-type: none"> <li>• <u>NPPG: Climate Change</u></li> <li>• <u>NPPG: Renewable and low carbon energy</u></li> <li>• Relevant policies within Borough / District Local Plans</li> </ul>

## 11. STATEMENT OF COMMUNITY INVOLVEMENT

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Statement of Community Involvement</b>	<p>For any proposals with substantial community interest.</p> <p>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 2010 subsequent regulations.</p>	<p>A Statement explaining how the applicant has complied with the pre-application engagement recommendation made in Surrey County Council's Statement of Community involvement.</p> <p>Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process.</p>	<ul style="list-style-type: none"> <li>• <u>Surrey County Council's Statement of Community Involvement.</u></li> <li>• Section 61W of the Localism Act 2011 (when enacted)</li> <li>• The Local Government Association, British Property Federation &amp; Others.</li> <li>• <u>The Ten Commitments to Effective Pre-application engagement</u></li> <li>• <u>NPPG: Before submitting an application</u></li> </ul>

## 12. PITCH LAYOUT PLAN

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Pitch Layout Plan</b>	Developments on school sites where the proposal would be located on part of the playing field or on an existing playing pitch.	Plan to show the existing and proposed playing pitch layout including hard and soft play.	<ul style="list-style-type: none"> <li>• <u>Sport England</u></li> <li>• <u>NPPG: Open space, sports and recreational facilities, public rights of way and local green space</u></li> <li>• <u>National Planning Policy Framework 2012 (Chapter 8)</u></li> </ul>

## 13. STRUCTURAL AND ENGINEERING STATEMENT

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Structural and Engineering Statement</b>	<p>A structural survey maybe required for any applications that propose</p> <ul style="list-style-type: none"> <li>• The conversion of A building;</li> <li>• Substantial demolition</li> <li>• Where a listed building consent is sought and the proposed works could significantly affect the historic fabric of the building;</li> <li>• Where the application involves a building/ buildings with structural problems.</li> </ul>	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.	<ul style="list-style-type: none"> <li>• <u>National Planning Policy Framework 2012 (chapter 11)</u></li> <li>• Possible Local Development Framework Policies relating to Structural Engineering Statements</li> </ul>

## 14. CONTAMINATED LAND

SUBJECT	WHEN REQUIRED	ASSESSMENTS/ REPORTS/ SURVEYS	WHY IS IT REQUIRED AND GUIDANCE
<b>Contaminated Land Assessment</b>	<p>Not required for sites with no known contamination</p> <p>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)</p>	<p>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.</p> <p>Where there is known contamination, a Phase 1 Preliminary Risk Assessment will be required.</p>	<ul style="list-style-type: none"> <li>• <u>Your local Contaminated Land Officer</u></li> <li>• <u>The Environment Agency</u></li> <li>• <u>NPPG: Land affected by contamination</u></li> <li>• <u>National Planning Policy Framework 2012 (Para 56)</u></li> <li>• Possible Local development Framework Policies relating to Contaminated Land Assessments</li> </ul>

## 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

### Other Key Surrey County Council Statutory Consultees

- Natural England
- Historic England
- Highways England
- Environment Agency
- SuDs Team
- County Highway Authority
- Southern Water
- Sutton and East Surrey Water
- AONB
- Surrey Wildlife Trust
- Forestry Commission
- National Trust
- Thames Water