

# 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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# Planning Statement

**Required for the following applications:**

All planning applications will require a Planning Statement. The more complex the scheme the greater the detail required.

**Policy and Guidance:**

- [Planning Practice Guidance: determining an application](#)

**What you must provide:**

The planning statement should set out the context and justification for the development including:

- A 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](#).

# 1. Green Belt Statement

Required for the following applications:

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

## Policy and Guidance:

- [National Planning Policy Framework: Protecting Green Belt Land](#)
- [The County Planning Authority's Alternative Site Assessment advice note](#)

## What you must provide:

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:

- 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.
- Alternative site selection stating why the proposal must be located here and not in the urban area
- How the proposal has been designed and positioned to limit the impact on openness.

If proposal considered to be 'appropriate development', justification as to how this conclusion has been reached

## 2. Ecology

### 2.1 Preliminary Ecological Assessment (PEA)

Required for the following applications:

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.

**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 \(PDF\)](#)

**What you must provide:**

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.

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

### 2.2 Ecological Impact Assessment

Required for the following applications:

Where the development would:

- Affect natural or semi- natural habitats.
- Require a protected species survey.
- For the demolition or works in the roof space of buildings which may be used by bats

**Policy and Guidance:**

Same as PEA, above

**What you must provide:**

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. Landscape, Landscaping and Trees

### 3.1 Area of Outstanding Natural Beauty Exceptional Circumstances Test

Required for the following applications:

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:**

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

### 3.2 Landscape Assessment

Required for the following applications:

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.

**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:**

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.

### **3.3 Landscape Scheme**

#### **Required for the following applications:**

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

#### **What you must provide:**

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.

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).

Where relevant it should include landscape/habitat restoration and enhancement and new landscape features to compensate for those lost to development.

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.

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.

### 3.4 Ancient Woodland

**Required for the following applications:**

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.

**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:**

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.

Ecological surveys should follow [terrestrial habitats guidance](#) approved by the Chartered Institute of Ecology and Environmental Management (CIEEM).

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.

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'.

### 3.5 Trees and Arboricultural Implications

**Required for the following applications:**

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.

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.
- [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:**

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.

Impact of the proposals access, working space and provision for the storage of materials should also be taken into account.

### 3.6 Tree Constraints Plan

**Required for the following applications:**

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:**

A tree constraints plan should include:

- 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.
- 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.

### 3.7 Tree Protection Plan

**Required for the following applications:**

When existing trees (and tree roots) will be impacted by the development.

**What you must provide:**

A tree protection plan to illustrate all protective measures for existing trees and roots to include protective barrier fencing/ ground protection.

## 4. Traffic, Highways & Rights of Way

### 4.1 Travel Plan

**Required for the following applications:**

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 Plan Good Practice Guide” 2010](#)
- [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:**

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.

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.

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.

### 4.2 Construction Traffic Management Plan

**Required for the following applications:**

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:**

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.

### 4.3 Transport Statement

**Required for the following applications:**

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:**

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.

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.

Provision for parking for staff and visitors only, loading/unloading and manoeuvring of vehicle, particularly delivery vehicles and coaches, will be required.

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.

### 4.4 Transport Assessment

**Required for the following applications:**

For new schools, large school expansions and major developments.

**Policy and Guidance:**

- [Surrey County Highway Authority](#)
- [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](#)

**What you must provide:**

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 siblings. 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.

All submissions should include proposals to reduce the transportation impact of the development and adequate mitigation.

Where traffic is intended to be restricted to certain routes, the proposal must include details of how this is to be accomplished with certainty.

## 4.5 Open Space Assessment including Rights of Way

**Required for the following applications:**

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 \(ROWIP\)](#)
- [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:**

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

## 5. Water Environment

### 5.1 Flood Risk Assessment

**Required for the following applications:**

All development proposals located within Flood Zones 2 and/or 3.

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.

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:**

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.

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”

### 5.2 Sustainable Drainage Systems (SuDS)

**Required for the following applications:**

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](#)
- [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](#)

**What you must provide:**

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.

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).

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](#).

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.

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.

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.

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](mailto:SuDS@surreycc.gov.uk) Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.

Evidence to show have 'in principle' agreement with the water board to discharge into surface water sewer.

Reports must include the impact on adjacent areas.

## 6. Heritage and Archaeology

### 6.1 Heritage Assets

**Required for the following applications:**

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.

**Policy and Guidance:**

- Surrey County Council Heritage Conservation Team Officer: [heritageconsultations@surreycc.gov.uk](mailto: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](#)

**What you must provide:**

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.

### 6.2 Archaeology

**Required for the following applications:**

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.

*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:**

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.

All archaeological sites are unique and no two sites are identical in nature. Surrey County Council will therefore address archaeological issues on minerals sites on a case-by-case basis. The Historic England Advice: Mineral Extraction and Archaeology 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.

## 7. Amenity

### 7.1 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

**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 on Air Quality and designated air quality sites \(PDF\)](#)

**What you must provide:**

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].

### 7.2 Lighting Assessment

Required for the following applications:

Outdoor sport facilities

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 lighting design guide \(PDF\)](#)

**What you must provide:**

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.

## 7.3 Noise Assessment

**Required for the following applications:**

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.

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 \(PDF\)](#)
- [National Planning Policy Guideline: Noise](#)
- BS 4142:2014 “Methods for rating and assessing industrial and commercial sound”
- [Design Manual for Roads and Bridges - Standards for Highways](#)

**What you must provide:**

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.

## 7.4 High Pressure Pipeline Search

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:**

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.

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**Policy and Guidance:**

- [Linesearch before u dig](#)
- [National Grid: Dial before you dig \(PDF\)](#)
- [Cadent Gas Network](#)
- [Southern Gas Network](#)

**What you must provide:**

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

## 8. Airport Safeguarding

### 8.1 Airport Safeguarding Statement

#### 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 navigational aids including Instrument Flight Procedures (IFPs).

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 \(PDF\)](#)
- [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:

The statement should show how the development will not constitute a hazard to air traffic, with or without mitigation proposed.

## 9. Sustainable Design and Waste Management

### 9.1 Sustainable Design and Construction Statement

Required for the following applications:

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](#)

**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 the development will be minimized and managed in a sustainable manner, including the following details:

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.



## 10. Community Involvement

### 10.1 Statement of Community Involvement

**Required for the following applications:**

For any proposals with substantial community interest.

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 to Effective Pre-application engagement \(PDF\)](#)
- [National Planning Policy Guidance: Before submitting an application](#)

**What you must provide:**

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.

# 11. Pitch Layout

## 11.1 Pitch Layout Plan

**Required for the following applications:**

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:**

Plan to show the existing and proposed playing pitch layout including hard and soft play.

## 12. Structural and Engineering

### 12.1 Structural and Engineering Statement

**Required for the following applications:**

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:**

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.

## 13. Contaminated Land

### 13.1 Contaminated Land Assessment

Required for the following applications:

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.).

**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:**

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.

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

## 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