

Schedule of Modifications

Introduction and National Validation Document

A total of 12 amendments has been made to this document, these are listed below.

1. Officer requested the following **addition** to the bottom of paragraph 2 on page 2:

Our website has all the up-to-date information on Minerals and waste policies and plans

2. Officer requested that paragraph 3 on page 2 of the document is **reworded and updated** to reflect the updated National Planning Policy Framework (NPPF).

The following text has been removed

Paragraph 193 of the National Planning Policy Framework (NPPF) makes it clear that planning authorities should only request supporting information that is relevant, necessary and material to the application. Paragraph 44 of the National Planning Policy Guidance (NPPG) requires all planning authorities to redress their validation checklists, consult on amended checklists, and then adopt the amended checklists every two years.

The text that now replaces it is:

Paragraph 44 of the National Planning Policy Framework (NPPF) makes it clear that planning authorities should only request supporting information that is relevant, necessary and material to the application and requires all planning authorities to review their validation checklists at least every two years. These points are also made in paragraphs 038 – 43 [Reference ID: 14-043-20140306] of the National Planning Policy Guidance (NPPG).

3. Officer requested the **rewording** on page 4 for how to submit a planning application to Surrey County Council to reflect updates to how document can be submitted.

The following text has been removed

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

The text that now replaces it is:

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

4. Officer requested the **addition** on page 4 for how to submit a planning application to Surrey County Council to include offerings of pre-app advice.

The following text has included within this section:

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

5. Officer requested the **addition** of the following text under national requirements on page 4 of the document:

- (a) a completed application form
- (b) compliance with national information requirements
- (c) the correct application fee
- (d) provision of local information requirements

Please refer to NPPG paragraph 002 [ReferenceID: 14-022-20140306]

6. Officer requested the paragraph about the planning portal on page 3 is **updated and moved** to page 5. The text has been updated and reads as follows:

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

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

All documents should be submitted in unlocked, i.e. not password protected, pdf format to enable them to be split if necessary and to enable the county council to undertake any GDPR redaction required before publishing on our website. It would also be beneficial for larger

applications and/or Environmental Impact Assessment (EIA) applications to receive one hardcopy of the entire submission.

7. Technical Support Officer requested that National Validation Requirements table is **reformatted** to meet legislation for accessibility of information.

This has been updated in the latest version.

8. Officer requested that the text for correct fee for national requirements is **updated** around cash payments.

The following text has been removed

No on-line or cash payments can be accepted by the CPA, accordingly all cheques should be made payable to Surrey County Council (NB please note that there is no postal delivery to County Hall on a Saturday or Sunday).

The text that now replaces it is:

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

For applications submitted direct to us (by post or by email) payment of the application fee must be by:

- Cheque payable to Surrey County Council (as detailed on the [Making a planning application webpage](#)).
- Using our [online payment form](#)

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

9. Officer requested that the text for Ownership Certificates **includes** the following:

All applications – the agricultural holding declaration is required whether or not the application site forms part of, or includes, an agricultural holding.

10. Officer requested that the following text is **added** to the Ownership Certificates:

For waste and County Council development applications this is part of the Planning Portal application form. For mineral applications a separate certificate should be completed.

11. Officer requested that the Agricultural Holding Certificate is to be **merged** into previous Ownership Certificates. Text removed and one line **added** to Ownership Certificate part of:

All agricultural tenants must be notified prior to the submission of the application.

12. Officer requested the additional text and link to be **added** as part of the Environmental Impact Assessment Section on page 9:

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