

# Surrey County Council

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## Local List for the Validation of County Development and County Matters Planning Applications

[Month] 2020

## Introduction

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

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

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

Under Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 local authorities are required to produce lists of the information that they require to make a planning application. These are called local lists (validation checklists), and they are lists of the information required for different types of applications. Paragraph 44 of the [National Planning Policy Framework](#) (NPPF) makes it clear that planning authorities should only request supporting information that is relevant, necessary and material to the application and requires all planning authorities to review their validation checklists at least every two years. These points are also made in [paragraphs 038 – 43 \[Reference ID: 14-043-20140306\] of the National Planning Policy Guidance](#) (NPPG).

## The Purpose of this Document

The purpose of this document is to provide guidance to applicants and agents on the validation requirements of planning applications submitted to the CPA. It will:

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

Please note: The subsequent annexes to this document relate to validation purposes only and applicants should be aware further information can be requested throughout the determination of the application.

## **Invalid Applications**

An application for planning permission from Surrey County Council will only be considered valid where it meets both the National Requirements for validation and the requirements of the Local Validation List. Where we consider an application to be invalid we will contact the applicant. After which, should the applicant disagree with the particulars we are requesting, they are entitled to dispute this requirement and follow the procedure as set out in Statutory Instrument 2015 No. 595 (The Town and Country Planning Development Management Procedure) (England) (Amendment) Order 2015.

## National Requirements

### Compulsory information which must be submitted with every application including:

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

Please refer to [nPPG paragraph 022 \[Reference ID: 14-022-20140306\]](#)

## Local Validation List

The list of 'local requirements' has been structured in the following way:

### Annex 1

Minerals applications for full planning permission (including S73 applications and change of use) includes mineral exploration, extraction, processing, ancillary operations and associated development; and proposals involving major surface disposal of mine and quarry wastes. Where minerals proposal includes restoration by means of landfilling, this element should be included within the application for minerals development and not waste development.

### Annex 2

Waste applications for full planning permission (including S73 applications and change of use) includes disposal, recovery, land raising, recycling, treatment, processing, storage and transfer.

### Annex 3

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

## Exclusions

The 'local requirements' do not apply to Certificates of Lawful Existing/Proposed Use or Development applications, applications for details pursuant to a planning condition or non-material amendments [note: this does not negate the need for a planning application or requirements of the National Planning Policy Guidance for these types of application].

Please contact the CPA's Technical Support Team on 020 8541 9897 or [mwcd@surreycc.gov.uk](mailto:mwcd@surreycc.gov.uk) for further details in respect of these types of applications.

## How to submit a planning application Surrey County Council:

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

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

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

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

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

Should you have any feedback or questions relating to Surrey County Council's Local List of Information Requirements document please contact the CPA's Technical Support Team on 020 8541 9897 or [mwcd@surreycc.gov.uk](mailto:mwcd@surreycc.gov.uk).

## National Validation Requirements

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

### Application form

#### Required for the following applications:

All applications.

#### What you must provide:

A fully completed and original planning application form applicable to the nature of the development proposed.

See our website for links to the different types of [planning application forms](#)

### The site location plan

#### Required for the following applications:

All applications.

#### What you must provide:

A plan that:

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

All the land necessary to carry out the proposed development including land required for access to the site must be edged red.

Any other land owned by the applicant and close to or adjoining the application site must be edged blue.

### Other plans

#### Required for the following applications:

All applications (where relevant).

#### What you must provide:

Plans could include:

- Block plan of the site (e.g. 1:100 or 1:200) showing any site boundaries.
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed sections and/or site levels at a scale of 1:50 or 1:100.
- Roof plans at a scale of 1:50 or 1:100.

All plans/drawings should:

- Show a north point.

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

### **The correct fee**

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

All applications (where a fee is necessary).

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

Information about planning fees including a [fee guide \(PDF\)](#) and [fee calculator](#) can be found on the Planning Portal website.

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](mailto: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.]

### **Ownership Certificate and agricultural land declaration**

(This may be part of the application form).

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

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

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

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

**Certificate A:** applicant is the sole owner, no agricultural tenants.

**Certificate B:** applicant is not the sole owner, or there are agricultural tenants, and the details of all owners/ tenants are known.

**Certificate C:** applicant is not sole owner and does not know the name and address of all the owners and/ or agricultural tenants.

**Certificate D:** applicant is not sole owners and does not know the name and address of any of the owners and/ or agricultural tenants.

A notice to owners of the application site must be completed and served in accordance with Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

For the avoidance of doubt, an 'owner' is anyone with a freehold interest or leasehold interest in the land and/or property concerned with an unexpired term of not less than seven years.

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

### **Design and Access Statement**

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

A Design and Access Statement (DAS) will be required for the following development proposals:

- All major development applications. Major development, as referred to in this document, is defined under Article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015.
- In designated historic areas [Conservation Areas and World Heritage Sites] where:
  - the extension of an existing building where the floorspace created exceeds 100 square metres.
  - the erection of a building or buildings where the cubic content of the development exceeds 100 cubic metres.
- Applications for development in a designated area where additional floor-space of 100 square metres or more proposed in relation to buildings.

However, the following applications are exempt from this requirement:

- applications relating to engineering or mining operations,
- applications relating to a material change in use of the land or buildings,
- applications relating to waste development.

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

The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. The level of detail required in a statement will depend on the scale and complexity of the application and therefore the Design and Access Statement should be proportional to the complexity of the application.

See also [Planning Portal information on Design and Access Statements](#) and the [National Planning Policy Guidance information on Design and Access Statements](#).

### **Environmental Impact Assessment**

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

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

- For development of a type listed in Schedule 1 of the Town & Country Planning (EIA) Regulations 2017 (as amended) (please refer to Statutory Instrument 2017 No.571 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017).



- For development of a type listed in Schedule 2 of the Town & Country Planning (EIA) Regulations 2017(as amended) and for which a Screening Opinion has been adopted by the County Planning Authority, or a Screening Direction has been issued by the Secretary of State, stating that the proposal is 'EIA development' (i.e. is likely to have significant effects on the environment).

An exception to this is where:

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

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

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

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

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

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