

Schedule of Modifications

Introduction and National Validation Document

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

Introduction Section

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

Paragraphs to be **removed**:

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

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

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

Paragraph to be **added**:

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

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

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

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

Local Validation List Section

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

Paragraph to be **removed**:

Annex 2

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

Paragraph to be **added**:

Annex 2

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

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

Paragraph to be **removed**:

Annex 3

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

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

Paragraph to be **added**:

Annex 3

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

How to submit a planning application Surrey County Council Section

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

Paragraphs to be **removed**:

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

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

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

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

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

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

Paragraphs to be **added**:

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

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

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

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

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

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

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

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

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

National Validation Requirements Section

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

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

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

Paragraph to be **removed**:

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

Paragraph to be **added**:

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

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

Text to be **added**:

Application Form

Required for the following applications:

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

The Site Location Plan

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

Paragraph to be **removed**:

What you must provide:

A plan that:

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

Paragraph to be **added**:

What you must provide:

A plan that:

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

Other Plans

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

Paragraph to be **removed**:

What you must provide:

All plans/drawings should plan that:

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

Paragraph to be **added**:

What you must provide:

All plans/drawings should plan that:

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

The Correct Fee

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

Paragraph to be **added**:

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

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

Paragraph to be **removed**:

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

Paragraph to be **added**:

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

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

Paragraph to be **removed**:

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

Paragraph to be **added**:

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

Environmental Impact Assessment Section

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

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Paragraph to be **removed**:

Required for the following applications:

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

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

An exception to this is where:

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

Paragraph to be **added**:

Required for the following applications:

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

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

An exception to this is where:

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

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

Paragraph to be **removed**:

What you must provide:

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

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

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

Paragraph to be **added**:

What you must provide:

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

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

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

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

Outline Planning Applications

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

Section to be **added**:

Outline Planning Applications

What you must provide:

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

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

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

National Validation Requirements (Other Applications)

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

Chapter and sections to be **added**:

National Validation Requirements (Other Applications)

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

Details Pursuant Applications

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

What you must provide:

For all Details Pursuant Applications:

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

Section 73 (s73) Applications

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

What you must provide:

For all Section 73 Applications:

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

Prior Notification for Demolition Applications

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

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

What you must provide:

For all prior notification for demolition applications:

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

Non-material Amendment (NMA) Applications

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

What you must provide:

For all non-material amendment applications:

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