

Surrey County Council

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

December 2023

Introduction

1. 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).
2. 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. 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) (2023) 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

4. 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.
5. 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

6. 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

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

Local Validation List

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

Annex 1

9. 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

10. Waste applications for full planning permission (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.

Annex 3

11. 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.

Exclusions

12. 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].
13. Please contact the CPA's Technical Support Team on 020 8541 9897 or mwcd@surreycc.gov.uk for further details in respect of these types of applications.

How to submit a planning application Surrey County Council

14. 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).
15. Waste and Reg3 (but not mineral-related) applications can also be made direct to us or via the [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 any GDPR redaction required and split larger documents if necessary and before publishing on our website).
16. 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 in this way. We cannot acknowledge applications as received until we have successfully downloaded and processed the accompanying documents.
17. 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.
18. 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,
35 Guildford Road,
Woking
GU22 7QQ
19. 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.
20. Surrey County Council's Local List of Information Requirements will be regularly monitored and kept up to date.
21. 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.

National Validation Requirements (Full and Outline Applications)

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22. 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.

Application form

Required for the following applications:

23. All applications, including outline planning applications.

What you must provide:

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

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

The site location plan

Required for the following applications:

26. All applications.

What you must provide:

27. 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.
- Shows at least two named roads, surrounding buildings and features.
- Shows a north point.
- Provides a drawing reference number and date.

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

29. 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:

30. All applications (where relevant).

What you must provide:

31. 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.

32. All plans/drawings should:

- Show a north point (except on elevation plans).
- 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.
- Show details of any measurements and dimensions of proposed structures.

The correct fee

Required for the following applications:

33. All applications (where a fee is necessary).

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

What you must provide:

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

36. Since 2018 all applications 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.

37. 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](#)

38. No cash payments can be accepted [Note: there is no postal delivery to Woking Quadrant Court 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

39. (This may be part of the application form).

Required for the following applications:

40. 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:

41. 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.

42. 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.

43. 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.

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

Design and Access Statement

Required for the following applications:

45. 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.

46. 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:

47. 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.

48. 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:

49. 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 a 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).

50. 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'.

What you must provide:

51. 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 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.

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

53. 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

What you must provide:

54. 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.

55. 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

access points to the development will be suited, even if access has been reserved.

56. Please note that under Article 5(2) of the Town and 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)

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

Details Pursuant Applications

58. 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:

59. 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 submitted 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

60. Section 73 of the Town and 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:

61. 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.
 - Shows a north point.
 - Provides 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 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

62. 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 and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 11, Class B.

63. 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:

64. 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 include a scale bar and calibration scale.
 - Is printed on the correct sized paper according to the scale.
 - Shows the proposed demolition in relation to the site boundaries, and other existing buildings on site.
 - Shows details of any measurements and dimensions of existing structures.
 - Supporting documentation in relation to the demolition proposed, this may include a planning statement and photographs.

65. In order to support or 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

66. 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:

67. 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 Be printed on the correct sized paper according to the scale.
 - Show details of any measurements and dimensions of proposed structures.

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