

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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1. Planning Statement

Required for the following applications:

- 1.1. Mandatory for all planning applications. The more complex the scheme the greater the detail required.

Policy and Guidance:

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

What you must provide:

- 1.2. The planning statement should set out the context and justification for the development including:
- A comprehensive 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.

2. Green Belt Statement

Required for the following applications:

- 2.1. Where the application site lies within the Green Belt, a Green Belt Statement should be submitted.
- 2.2. Where the application site lies within the Green Belt and the proposal would be for inappropriate development.

Policy and Guidance:

- [National Planning Policy Framework: Protecting Green Belt Land](#)
- [The County Planning Authority Alternative Site Assessment Guidance](#)
- [Green Belt - GOV.UK](#)

What you must provide:

- 2.3. Need to demonstrate whether you believe the proposal meets the definition of appropriate green belt development or whether you believe it to be inappropriate development. In the case where the proposal is inappropriate green belt development, you need to demonstrate the factors that (alone or in combination) amount of very special circumstances which clearly outweighs harm by reason of inappropriateness and any other harm. In all cases you should explain the impact of the proposal on the visual and spatial openness of the Green Belt and whether the proposal conflicts with the purposes of the Green Belt.
- 2.4. The five purposes of the Green Belt are:
- 1) To check the unrestricted sprawl of large built-up areas;
 - 2) To prevent neighbouring towns merging into one another;
 - 3) To assist in safeguarding the countryside from encroachment;
 - 4) To preserve the setting and special character of historic towns; and
 - 5) To assist in urban regeneration, by encouraging the recycling of derelict and other urban land.
- 2.5. An alternative site assessment may be required to demonstrate why the proposal cannot be sited beyond the Green Belt. The alternative site assessment should cross refer to the County Planning Authority's Alternative Site Assessment advice note

3. Ecology

3.1 Preliminary Ecological Assessment (PEA)

Required for the following applications:

3.1.1 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 (See section 4.3 for specific requirements relating to great crested newts).

Policy and Guidance:

- [The Conservation of Habitats and Species Regulations 2017](#)
- [Wildlife and Countryside Act 1981](#)
- [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](#)
- [The Conservation of Habitats and Species Regulations 2017](#)
- [National Planning Policy Framework: Conserving and enhancing the natural environment \(PDF\)](#)
- [Great crested newts: advice for making planning decisions - GOV.UK](#)
- [Great crested newts: district level licensing for local planning authorities - GOV.UK](#)
- [Protected species and development: advice for local planning authorities - GOV.UK](#)

What you must provide:

3.1.2 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.

3.1.3 It is expected that surveys, data collection and analysis follow the guidance in BS 42020. Please use the timetable guidance for surveys and assessments as outlined in [Protected species and development: advice for local planning authorities](#).

3.2 Ecological Impact Assessment

Required for the following applications:

3.2.1 Where the development would:

- Affect natural or semi- natural habitats.

- Require a protected species survey (See section 3.4 for specific requirements relating to great crested newts).
- For the demolition or works in the roof space of buildings which may be used by bats

Policy and Guidance:

- Same as PEA (section 3.1)

What you must provide:

- 3.2.2 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.

3.3 Great Crested Newts

Required for the following applications:

- 3.3.1 Planning application sites that lie within the red and amber impact risk zones – as mapped by NatureSpace Partnership.

What you must provide:

- 3.3.2 A Preliminary Ecological Appraisal report providing an initial assessment of any likely impacts on Great Crested Newts, unless you can provide evidence at this stage that impacts on this species are unlikely; in the form of the following:
- Written confirmation that none of the following features are present on site with site photographs to demonstrate the lack of suitable feature:
 - Ponds
 - Ditches
 - Piles of material, including timber, stones and debris
 - Rough grassland
 - Hedgerows
 - Woodland
 - Scrub
 - Written confirmation that there are no ponds within 500 metres (m) of site.
 - And written confirmation that the access points into the site will not affect any suitable features.
- 3.3.3 If suitable features do exist on site and there are ponds within 500m of the site, then a Preliminary Ecological Appraisal report must be submitted. The main purpose of this will be to assess the habitats present within the sites and all ponds within 500m of the site in order to confirm whether Great Crested Newts are likely to be impacted by proposal and therefore, whether a full survey should be carried out.
- 3.3.4 A full Great Crested Newt survey is **not** required if the applicant opts to use the Council's District Licence under the scheme administered by NatureSpace.
- 3.3.5 Unless it can be demonstrated that there is no risk of impacts on great crested newts or their habitats (having completed the appropriate level of assessment as described above), you may need a licence to carry out the proposed development. You can get a licence by:

- Carrying out a full great crested newt survey, providing full details of mitigation as part of your planning application and [applying directly to Natural England](#) after planning permission has been approved; or
- Becoming authorised by Surrey County Council under their district license via [NatureSpace](#) by submitting the relevant NatureSpace documents as part of your planning application.

3.4 Biodiversity Net Gain (BNG)

Required for the following applications:

- 3.4.1 All applications except those exempt from BNG requirements.
- 3.4.2 (Please note that the requirement for BNG for small sites does not come into force until spring 2024. Small sites are defined as (i) For residential: where the number of dwellings to be provided is between one and nine inclusive on a site having an area of less than one hectare, or where the number of dwellings to be provided is not known, a site area of less than 0.5 hectares; (ii) For non-residential: where the floor space to be created is less than 1,000 square metres OR where the site area is less than one hectare.

Policy and Guidance:

- [National Planning Policy Framework](#)
- [The Environmental Act](#)
- [Town and Country Planning Act 1990](#)
- Relevant Borough and District Development Plan Policy
- [The Biodiversity Metric 4.0](#)
- [The Planning Advisory Service](#)
- British Standard 42020
- British Standard 8683

What you must provide:

- 3.4.3 A 'baseline' (before development) and 'post intervention' (post development) metric calculation using the Biodiversity Metric 4.0. the metric needs to be accompanied by a technical BNG report containing methodology including habitat condition results, justification for approach to BNG (following the mitigation hierarchy) and any caveats, assumptions or limitations to the assessment. A UK Hab baseline and post intervention figure must accompany the metric with habitats clearly referenced which correspond to habitats within the BNG report. The report submitted with the planning application will detail how a minimum of 10% gain has been met using the Biodiversity Metric and whether BNG is being provided on site, off site or statutory credits (or a combination). A copy of the Biodiversity Metric assessment (in excel format) must also be provided.
- 3.4.4 If BNG is to be provided off-site, the off-site land should be identified on a site plan and edged in red and a baseline Ecological Assessment of that land needs to be provided, as well as the proposed ecological enhancements for it. The 'off-site' tab of the BNG metric will need to be completed with all date fields completed. Any caveats/justification required is to be clearly explained in the accompanying BNG report and in the 'Assessor comments' field of the BNG metric.
- 3.4.5 In addition, an Ecological Impact Assessment still needs to be carried out on the site to be developed in order to calculate the amount of mitigation required by the off-site provision.

- 3.4.6 BNG is an additional requirement and does not change existing legal protections for important habitats and species. It maintains the mitigation hierarchy of avoid impacts first, then mitigate and only compensate as a last resort. Where required a Preliminary Ecological Assessment should be provided (please see section 3.1 above).
- 3.4.7 Applicants are advised to liaise with the County Ecology Team to determine whether theory proposal is exempt from BNG (ecology.planning@surreycc.gov.uk).

3.5 Thames Basin Heaths, Wealden Heaths and Ashdown Forest Special Protection Areas (SPAs)

Required for the following applications:

- 3.6.1 Applications (full or outline) seeking a net gain in residential units (including under Class C2) located within a Special Protection Area (SPA) or its identified Zone of Influence (ZOI). Residential development in these areas has the potential to have a significant adverse effect on their ecological integrity and may require a Habitats Regulations Assessment (HRA) and/or Appropriate Assessment (AA) to be carried out.
- 3.6.2 European and national legislation under the [Conservation of Habitats and Species Regulations 2010](#) requires that 'any plan or project' considers whether it will give rise to any likely significant effect upon these areas. In order to avoid any likely significant effect, proposals for development are required to demonstrate that they can avoid or mitigate any such effect.
- 3.6.3 The Thames Basin Heaths Special Protection Area (SPA) covers an area of 8,275 ha across Surrey, Berkshire and Hampshire. It is complex of lowland heathlands in Southern England supporting important populations of breeding birds, including the Dartford Warbler, Nightjar and Woodlark. The Surrey boroughs falling within this SPA, or its ZOI, are: Elmbridge, Guildford, Surrey Heath, Runnymede, Waverly and Woking.
- 3.6.4 The Wealden Heaths Special Protection Area (SPA) (Phases I and II) comprise areas of wet and dry heathland, woodland, valley bogs, open water and permanent grassland across Surrey, Hampshire and West Sussex. Parts of [Waverley Borough](#) fall within this SPA, or its ZOI.
- 3.6.5 The Ashford Forest Special Protection Area (SPA) covers an area of 3,207 ha in the High Weald of East Sussex, and supports important populations of breeding birds, including the Dartford Warbler, Nightjar and Woodlark. Parts of [Tandridge District](#) fall within the ZOI of this SPA. Further information can be obtained from [Natural England](#)

What you must provide:

- 3.6.6 A statement to demonstrate **either** that there would be no significant adverse effect necessitating mitigation, together with the reason why (to include as appropriate a Habitat Regulations Assessment and/or Appropriate Assessment) **or**; that mitigation would be required, with confirmation of the mechanism by which it would be secured. This information should be prepared in light of information, advice and guidance produced by the district or borough council within which the development is located, including any current tariff.

4. Landscape, Landscaping and Tree

4.1 Area of Outstanding Natural Beauty Exceptional Circumstances Test

Required for the following applications:

- 4.1.1 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:

- 4.1.2 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

4.2 Landscape Assessment

Required for the following applications:

- 4.2.1 Planning applications where a Landscape and Visual Impact Assessment (LVIA) has been scoped into an EIA under the EIA [Environmental Impact Assessment as required under the Environmental Impact Assessment (England) Regulations 2017].
- 4.2.2 Planning Applications that are within or visible from the High Weald AONB or Surrey Hills AONB. For major development or other development with the potential for significant landscape and/or visual impact, including development within the setting of an AONB, a formal LVIA will be required. For all other development, an informal and proportionate Landscape and Visual Appraisal (LVA) will be required. There may be exceptional circumstances (e.g. very minor development which is well-screened) where neither an LVIA or LVA will be required. Applicants should clearly justify the approach taken.
- 4.2.3 LVIA's and LVAs must be produced by suitably qualified and experienced landscape professionals and accord with industry best practice guidance (e.g. GLVIA3, DMRB LA107 or guidance which supersedes these).
- 4.2.4 All planning applications for development which could have an effect on an existing landscape scheme approved by the County Planning Authority.

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:

- 4.2.5 Assessments should be informed by County, District and Borough landscape and townscape character assessments, Conservation Area Appraisals, landscape or nature conservation designations, AONB management plans, Listed Buildings, Registered Historic Parks and Gardens, Scheduled Monuments or other heritage assets, and existing landscape features.
- 4.2.6 Photographs, visualisations and photomontages to be provided as appropriate. Where produced as part of a LVIA or LVA, these should accord with LI Technical Guidance Note 06/19 or any guidance which supersedes this.
- 4.2.7 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).
- 4.2.8 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.
- 4.2.9 Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

4.3 Landscape Scheme**Required for the following applications:**

- 4.3.1 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
- Surrey's New Tree Strategy (2020)

- Tree Species Selection for Green Infrastructure: A Guide for Specifiers (Trees & Design Action Group)

What you must provide:

- 4.3.2 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.
- 4.3.3 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).
- 4.3.4 Where relevant it should include landscape/habitat restoration and enhancement and new landscape features to compensate for those lost to development.
- 4.3.5 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. Within a rural context, new planting should typically comprise native species of local provenance, sensitive to the surrounding landscape character. Within an urban context native species are encouraged, however a proportion of non-native species may be acceptable. this will be a case-by-case basis to be discussed with the County Planning Authority in order to provide species diversity and resilience to climate change, pests and diseases.
- 4.3.6 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.
 - Underground cellular systems for tree planting within hard surfaced environments
 - 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.
 - Landscape strategy setting out the vision, design approach and justification for species selection.
- 4.3.7 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.

4.4 Ancient Woodland

Required for the following applications:

4.4.1 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.

4.4.2 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 Landscape Character Assessment](#)
- [Surrey Historic Environment Record](#)
- [The Forestry Commission](#)
- [Natural England](#)
- [Woodland Trust](#)
- [Veteran Trees: A Guide to Good Management](#)

What you must provide:

4.4.3 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.

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

4.4.5 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.

4.4.6 The assessment should state the controls and mitigation, including a 15m buffer zone between the development and the edge of the ancient woodland and veteran trees that will be applied to avoid adverse effects(see [Natural England and Forestry commission standing advice - GOV.UK](#)). Tree surveys should be in accordance with guidance in British Standard BS:5837 2012 ‘Trees in relation to demolition, design and development’.

4.5 Trees and Arboricultural Implications

Required for the following applications:

4.5.1 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.

4.5.2 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 Design, Demolition and Construction 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:

4.5.3 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.

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

4.5.5 Where replacement trees are proposed a schedule detailing sizes and numbers/densities of proposed trees should be submitted.

4.6 Tree Constraints Plan

Required for the following applications:

4.6.1 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:

- 4.6.2 A tree constraints plan should include:
- A plan showing all existing trees (and/or hedgerows where considered relevant by an Arboriculturist) 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.

4.7 Tree Protection Plan

Required for the following applications:

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

What you must provide:

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

5. Traffic, Highways & Rights of Way

5.1 Travel Plan

Required for the following applications:

- 5.1.1 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 Plans – a good practice guide for developers 2018](#)
- [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:

- 5.1.2 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.
- 5.1.3 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.
- 5.1.4 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.

5.2 Construction Traffic Management Plan

Required for the following applications:

- 5.2.1 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:

- 5.2.2 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.

5.3 Transport Statement

Required for the following applications:

- 5.3.1 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:

- 5.3.2 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.
- 5.3.3 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.
- 5.3.4 Provision for parking for staff and visitors only, loading/unloading and manoeuvring of vehicle, particularly delivery vehicles and coaches, will be required.
- 5.3.5 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.

5.4 Transport Assessment

Required for the following applications:

- 5.4.1 For new schools, large school expansions and major developments.

Policy and Guidance:

- [Surrey County Highway Authority](#)
- [Guidance on Transport Assessment](#) - 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](#)
- [Vehicle, electric vehicle and cycle parking guidance for new developments](#)

What you must provide:

- 5.4.2 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 sibilings. 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.
- 5.4.3 All submissions should include proposals to reduce the transportation impact of the development and adequate mitigation.
- 5.4.4 Where traffic is intended to be restricted to certain routes, the proposal must include details of how this is to be accomplished with certainty.

6. Water Environment

6.1 Flood Risk Assessment

Required for the following applications:

- 6.1.1 All development proposals located within Flood Zones 2 and/or 3.
- 6.1.2 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.
- 6.1.3 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:

- 6.1.4 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.
- 6.1.5 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”

6.2 Sustainable Drainage Systems (SuDS)

Required for the following applications:

- 6.2.1 A surface water drainage assessment should be carried out to demonstrate that all developments make use of SuDS and will not create an increased risk of flooding from surface water to the development and the surrounding area. The SuDS pro-forma

should be completed and returned to the CPA as part of the planning application.

- 6.2.2 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](#)
- [Sustainable Drainage System Design Guidance - Surrey County Council \(surreycc.gov.uk\)](#)
- [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](#)
- [Sustainable Drainage System Design Guidance - Surrey County Council \(surreycc.gov.uk\)](#)
- [Ordinary Watercourse Consent from Surrey County Council](#)
- [Flood risk assessments: climate change allowances - GOV.UK \(www.gov.uk\)](#)

What you must provide:

- 6.2.3 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.
- 6.2.4 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).
- 6.2.5 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 [Planning Advice - Sustainable Drainage Systems \(SuDS\) - Surrey County Council \(surreycc.gov.uk\)](#).
- 6.2.6 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.
- 6.2.7 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.

- 6.2.8 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.
- 6.2.9 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.
- 6.2.10 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 Flood Risk Planning 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. Please note consent cannot be issued retrospectively. Works affecting designated Main River require consent from the Environment Agency.
- 6.2.11 Evidence to show you have 'in principle' agreement with the water and sewerage Authority to discharge into surface water sewer.
- 6.2.12 Reports must include the impact on adjacent areas.

6.3 Drainage and Water Supply Report

Required for the following applications:

- 6.3.1 For applications where there would be a net increase in water and wastewater demand to serve the development where appropriate.

Policy and Guidance:

- [National Planning Policy Framework](#)
- [National Planning Policy Guidance: Water Management](#)

What you must provide:

- 6.3.2 Water supply and sewerage/wastewater infrastructure is essential to any development. Failure to ensure that any required upgrades to the infrastructure network are delivered alongside development could result in adverse impacts in the form of internal and external sewer flooding and pollution of land and water courses and/or low water pressure. Calculations of the mains water consumption for the development proposed and sewage demand and whether any upgrades are needed.

7. Heritage and Archaeology

7.1 Heritage Statement

Required for the following applications:

- 7.1.1 Where Heritage Assets or features, and their respective settings, may be affected by the proposal. A statement is required if your proposal links to either;
- Work affecting a listed building and/or its setting.
 - A new development in a conservation area.
 - Demolition work in a conservation area.
 - Work within an area or archaeological potential.
 - Work within the area of a scheduled ancient monument.
 - Work within a historic park or garden.
- 7.1.2 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.
- 7.1.3 Please note that listed building consent is determined by the relevant district or borough and not by Surrey County Council.

Policy and Guidance:

- Historic Environment Planning Team Officer 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](#)
- [Enabling Development and Heritage Assets | Historic England](#)

What you must provide:

- 7.1.4 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. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based

assessment and, where necessary, a field evaluation.

- 7.1.5 The applicant and/or agent should provide details of how the proposal impacts the listed building/asset and also the context of the setting the building/asset within their heritage statement.
- 7.1.6 If your proposal affects a locally listed asset applicants and/or may need to discuss with the relevant district or borough who hold the register for that asset.

7.2 Archaeology

Required for the following applications:

- 7.2.1 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.
- 7.2.2 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:

- 7.2.3 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.
- 7.2.4 All archaeological sites are unique and no two sites are identical in nature. Surrey County Council will therefore address archaeological issues on application sites on a case-by-case basis. Surrey County Council will expect applicants to supply sufficient information to allow appropriate archaeological consideration of the implications of proposed development in advance of the determination of any application.

8. High Pressure Pipeline Search

- 8.1. 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:

- 8.2. 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.

Policy and Guidance:

- Linesearch before u dig
- National Grid - Check before you dig - location of our cables and equipment
- Cadent Gas Network
- Southern Gas Network

What you must provide:

- 8.3. For all developments where excavation or below ground works are proposed an applicant must carry out a search to determine whether a high pressure pipeline is present in the vicinity of the application site. Most pipeline operators are signed up to Linesearch and it is recommended a search should be carried out using the Linesearch tool to establish the presence of pipeline infrastructure. The results of any pipeline search undertaken are to be submitted with a planning application

9. Other Environmental Impacts

9.1 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
- Where the proposal would involve the construction of a new chimney stack

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:](#)
- [IAQM Guidance on Air Quality and designated air quality sites](#)
- [Land-Use Planning and Development Control: Planning for Air Quality](#)

What you must provide:

- 9.1.1 Assessment of existing air quality, and assessment of predicted air quality as a result of the development. [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].
- 9.1.2 In situations where the emissions are released close to buildings with relevant receptors, or where the dispersion of the plume may be adversely affected by the size and/or height of adjacent buildings (including situations where the stack height is lower than the receptor) then consideration will need to be given to potential impacts at much lower emission rates.

9.2 Lighting Assessment

Required for the following applications:

- 9.2.1 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 Artificial Lighting](#)

What you must provide:

- 9.2.2 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.

9.3 Noise Assessment

Required for the following applications:

- 9.3.1 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.
- 9.3.2 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](#)
- [National Planning Policy Guideline: Noise](#)
- BS 4142:2014 “Methods for rating and assessing industrial and commercial sound”
- [Design Manual for Roads and Bridges](#)

What you must provide:

- 9.3.3 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.

9.4 Open Space Assessment including Rights of Way

Required for the following applications:

- 9.4.1 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](#)
- [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:

- 8
- 9.4.2 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.

10. Airport Safeguarding

10.1 Airport Safeguarding Statement

10.1.1 Aerodrome Safeguarding is a legislative requirement for officially safeguarded aerodromes of which Heathrow Airport and Gatwick Airport is one. Aerodrome safeguarding is the process used to ensure the safety of aircraft while taking off and landing or flying in the vicinity of aerodromes. It is embedded in the Town & Country Planning process by way of ODPM/DfT Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives Storage Areas: The Town & Country Planning (Safeguarded Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002.

Required for the following applications:

- 10.1.2 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 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 Communication, Navigation & Surveillance Equipment (CNS).
 - Where the buildings/structures have the potential to impact on including instrument flight procedures (IFPs)
 - Where the buildings/structures have the potential to infringe Obstacle Limitation Surfaces (OLS)
 - Where the buildings/structures have the potential to cause building/structure induced turbulence
 - Where the proposals include wind turbines or large areas of solar panels
 - Where a crane or tall construction equipment is to be used on site, a permit may be required from Gatwick Airport Crane Permits (gatwickairport.com) and/or Heathrow Airport Works Approval Team (Airside_Works_Approvals@heathrow.com).

Policy and Guidance:

- [Annex 2 to the DfT/ODPM Circular 01/2003 'Safeguarding Aerodromes, Technical Sites & Military Explosives Storage Areas' Direction 2002'](#)
- [Commercial industry | Civil Aviation Authority \(caa.co.uk\)](http://caa.co.uk)
- [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:

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

11. Sustainable Design and Waste Management

11.1 Sustainable Design and Construction Statement

Required for the following applications:

- 11.1.1 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](#)
- [Policy 4 – Sustainable Construction and Waste Management in New Development from the Surrey Waste Plan: 2020](#)

What you must provide:

- 11.1.2 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.

12. Community Engagement

Required for the following applications:

- 12.1. For any proposals with substantial community interest.
- 12.2. 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 for effective pre-application engagement](#)
- [National Planning Policy Guidance: Before submitting an application](#)

What you must provide:

- 12.3. The National Planning Policy Framework (NPPF) encourages pre-application discussions and states that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties'.
- 12.4. Surrey County Council encourages developers to enter into pre-application discussions with the Council to establish the information that will be required, and to identify key issues and policies associated with any potential application.
- 12.5. A statement explaining how the applicant has complied with any community engagement recommendations made in [Surrey County Council's Statement of Community Involvement](#).
- 12.6. Developers are encouraged to inform the community of their plans to ensure that a link is established at an early stage in the process. Applicants are advised to submit details of the engagement carried out as well as the comments made by the public. Applicants are advised to demonstrate how they are addressing (if any) comments raised by the public.

13. Pitch Layout

13.1 Pitch Layout Plan

Required for the following applications:

- 13.1.1 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:

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

14. Structural and Engineering

14.1 Structural and Engineering Statement

Required for the following applications:

14.1.1 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:

14.1.2 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.

15. Contaminated Land

15.1 Contaminated Land Assessment

Required for the following applications:

- 15.1.1 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.).
- 15.1.2 A contaminated land assessment is the minimum requirement to be submitted with an application where the potential for land contamination is suspected/there is reasonable possible of. In its absence would certainly trigger a pre-commencement condition on suspected sites.

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:

- 15.1.3 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.
- 15.1.4 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](#)

Where relevant please refer to any appropriate neighbourhood plan documents, which can be accessed from the district and borough websites.

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