

1APP

Information required to be submitted with planning applications

CONTENTS

Introduction	Page 2
Information supporting applications	Page 3
National Statutory Requirements	Page 4
Locally adopted requirements	Page 8
Requirements by type of application	Page 21
Appendices	Page 50

INTRODUCTION

Background

As part of the drive to provide a quicker, more predictable and efficient planning service, the Government has introduced a new standard electronic application form for applications for planning permission made under the Town and Country Planning system. Alongside this and to support the use of this standard application form, the Government has also introduced new information requirements for the validation of planning applications by local planning authorities.

The Government intends to amend the Town and Country (General Development Procedure) Order 1995 (the GDPO) to introduce a mandatory standard application form and associated information requirements for validation of applications, from 6 April 2008. Epsom and Ewell will start requiring the new applications forms (electronic or paper) to be submitted from **29 February 2008**.

Benefits

Epsom and Ewell Borough Council (EEBC) has therefore introduced this guidance to provide applicants with clear advice on what information and details are required as part of an application submission. This guidance has the following benefits for you the applicant:

- It helps you to understand the type and extent of information that will be required when you submit an application.
- It provides greater certainty.
- It enables the Council to have all the information it needs in order to determine the application.
- It minimises the risk that the Council will have to go back to you for more information which can often increase the amount of time it takes to make a decision.

Prior to submitting an application

If you are thinking about submitting a planning application, particularly for a proposal defined as minor or major (e.g. new residential or commercial development) we also strongly advise you to seek officer guidance and advice before you formally submit an application. You are advised to view the Council's planning policies on our website prior to preparing your proposal.

INFORMATION SUPPORTING APPLICATIONS

Different types of application and scale of applications require different levels of information and supporting documentation to be submitted. These requirements are specified in this guidance and comprise a national core list that will apply in all cases, and additional items specified locally by Epsom and Ewell Borough Council that are largely taken from a list provided by central government.

National Statutory Requirements

This sets out statutory requirements and includes the completed application form; the correct fee (where one is necessary); ownership certificates; agricultural holdings certificate; design and access statement (where one is necessary); the location plan; site plan; other plans and drawings or information necessary to describe the subject of the application; and environmental statement (where one is necessary) for applications).

Local Requirements

This comprises additional information which EEBC also requires to validate an application. This can include information relating to matters such as structural surveys, flood risk assessments or affordable housing.

If you do not submit an application in accordance with the statutory requirements and locally adopted requirements the Council will declare the application invalid, and so decline to register or determine it.

If we consider your application is invalid we will write to you and specify the information required in order to make the application valid.

Where an application is not accompanied by the information required you should provide written justification with the application as to why it is not appropriate in the particular circumstances. In such cases we will not declare an application invalid unless we are satisfied that there are good reasons to do so that we will provide to you.

The following guidance sets out in detail the national and local requirements that you will be required to submit with your application to ensure that it can be treated as valid by the Council.

National Statutory and other Requirements

All Applications for full planning permission are required to be accompanied by the following:-

Applications for full planning permission are required to be accompanied by the following:

The standard application form

From 6 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the GDPO requires three additional copies plus the original of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO 1995 requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site and Other Plans

Copies of the site plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

a) the direction of North;

- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way¹ crossing or adjoining the site;
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) the extent and type of any hard surfacing; and
- g) boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (dependent on the type of application – refer to the relevant checklist for specific requirements attached as Appendix A) and may include:

- **Block plan of the site** (e.g. at a scale of 1:100 or 1:200) showing any site boundaries

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

- **Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- **Existing and proposed floor plans** (e.g. at a scale of 1:50 or 1:100)

¹ Footpath, bridleway, restricted byway or byway open to all traffic

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

- **Existing and proposed site sections and finished floor and site levels** (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

The correct fee (where one is necessary)

Design and Access Statements

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments.

However, statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. 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. What is required in a Design and Access Statement is set

out in Article 4C of the GDPO and DCLG Circular 01/06 – *Guidance on Changes to the Development Control System*.

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

ADOPTED LOCAL REQUIREMENTS

In addition to the national statutory requirements you are also required to submit certain local requirements. What you are required to submit is dependent on the type of proposal and is set out in the list of requirements for specific types of application later in this guidance.

However, it should be noted that the Council is able to request further information during the determination process and an application could still be deemed valid, and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate.

Below is a list of all the local requirements in alphabetical order together with a brief description of what information would need to be submitted. Some or all of these are included in the list of requirements for specific applications.

On a number of occasions reference is made to government advice contained within Circulars, planning policy statements or planning policy guidance. These can all be viewed on the Government's website at www.communities.gov.uk.

If you are unsure about any of the requirements or whether they apply to your application please contact the Planning Department for informal advice.

- **Affordable housing statement**

This should include information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.

If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.

The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

If the proposal does not provide enough affordable units to comply with the Adopted Core Strategy CS9 then a full justification should also be provided that includes a financial appraisal if appropriate.

- **Air quality assessment**

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in "PPS 23: Planning and Pollution Control" (November 2004).

- **Daylight/Sunlight assessment**

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, Site layout planning for daylight and sunlight: a guide to good practice (BRE Report 209, 1991).

It should be noted that planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 15.

- **Ecological/Geological Survey and Assessments**

The planning authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of designated sites and priority habitats. Where a proposed development is likely to affect such a site, habitat or geological feature, the applicant must submit an ***Ecological/Geological Survey and Assessment***.

If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed in table 2 at **Appendix 1** or geological features listed in table 3 at **Appendix 1**, a survey and assessment for the relevant feature must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained after the tables. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. Further information on appropriate survey methods can be found on the Institute of Ecology and Environmental Management, available at <http://www.ieem.net/survey%2Dsources/> ;

The survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and where appropriate around the site;
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The **Assessment** should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternatives designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

The Council looks to encourage proposals that will enhance, restore or add to designated sites priority habitats, other biodiversity or geological features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development e.g. whether there will be a net loss or gain.

- **Evidence to accompany applications for town centre uses**

An application should be accompanied by an assessment of the need for the proposal where this would be in an edge of centre or out of centre location, and where it is not in accordance with an up to date development plan document strategy. But it is not necessary to demonstrate the need for retail proposals within the primary shopping area or for other main town centre uses located within the town centre.

Evidence should be provided to show that there are no sequentially preferable sites. Policy advice on the policy tests for town centre uses is provided in PPS6: Planning for Town Centres (March 2005).

- **Flood risk assessment**

Details on whether your site is within a flood zone can be obtained from the Environment Agency.

Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). This should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

The FRA should be prepared by a developer in consultation with the Council. The FRA should also form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

PPS25: 'Development and Flood Risk (December 2006) provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

- **Foul sewerage assessment**

A foul sewerage assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent. All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers¹⁰. The use of soakaways will require satisfactory percolation tests to have been undertaken. Technical guidance produced by Communities and Local Government can be found at :

www.planningportal.gov.uk/england/government/en/4000000000382.html

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will also be required.

If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

- **Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)**

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields.

A heritage statement will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential as defined in the local plan, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in Planning Policy Guidance Note 15 'Planning and the Historic Environment', (September 1995) paragraphs 3.16 to 3.19.

For archaeological remains, advice is provided in Planning Policy Guidance Note 16 'Archaeology and Planning' (November 1990) section B, paragraphs 18 to 26.

- **Impact Assessment**

Impact assessments are required for all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan. Policy advice can be found in PPS6: Planning for Town Centres (March 2005).

- **Land Contamination assessment**

Applications may need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Planning Policy Statement 23 'Planning and Pollution Control'

(November 2004). Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

- **Landscape Appraisal**

All new development is required to be compatible with the character of the surrounding landscape.

- **Landscaping Scheme**

Many development proposals will require landscaping to ensure that they conserve and enhance the key characteristics of their surroundings with respect to the natural and historic landscape, wildlife and natural features. It is therefore important that landscaping relates to the landscape appraisal undertaken. Landscaping should form part of the design concept for the site, and not as a separate process or afterthought, after the buildings have been designed. The Design and Access Statement should refer to landscaping in providing a design concept which can be used as the starting point for a more detailed landscaping scheme. Existing trees and other vegetation should be retained, where possible in new developments and protected during construction of the development. Landscaping schemes should include:

- Planting plans; written specifications (including cultivation and other operations associated with tree, plant or grass establishment); schedule of plants, noting species, plant size and proposed numbers/planting densities where appropriate;
- Show existing vegetation to be retained together with measures for its protection during the course of construction.
- Indicate existing vegetation that will be removed.
- Means of enclosure; hard surfacing materials; structures and ancillary objects (refuse bins, lighting columns etc)
- Contain a management statement where appropriate.

- **Lighting assessment**

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development are required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on.

These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. '**Lighting in the countryside: Towards good practice** (1997) is a valuable guide and is available online at www.communities.gov.uk/publications/planningandbuilding/lighting. This guidance demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

- **Noise impact assessment**

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician.

Further guidance is provided in Planning Policy Guidance note 24: Planning and Noise (September 1994).

- **Open Space assessment**

Planning consent is not normally given for development of existing open spaces which local communities need. For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning application.

Government planning policy is set out in **Planning Policy Guidance note 17: Planning for open space, sport and recreation** (July 2002)

- **Other Plans**

These include additional plans or drawings which may be required in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development.

- **Parking and Access Arrangements**

As well as applications for commercial or residential development, householder applications may be required to provide details of existing and proposed parking provision and access arrangements. These details could also be shown on a site layout plan.

- **Photographs and Photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

- **Planning obligations – Draft Head(s) of Terms**

Planning obligations (or “section 106 agreements”) are private agreements negotiated between the Council and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

A statement of the proposed Heads of Terms may be required to be submitted with the application.

Further advice is available in ODPM Circular 05/2005, *Planning Obligations* which is available on the Communities and Local Government website.

- **Planning Statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the Council and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

- **Protected Species Survey and Assessment**

The planning authority has a duty to consider the conservation of biodiversity when determining a planning application. Where there is a reasonable likelihood that development will affect protected species, the applicant must submit a ***Protected Species Survey and Assessment***.

If the application involves any of the development proposals shown in **Appendix 1** (table 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. Further information on appropriate survey methods can be found on the Institute of Ecology and Environmental Management; available at: <http://www.ieem.net/survey%2Dsources/>

The survey should be informed by the results of a search for ecological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);

- Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

The **Assessment** must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

The Council looks to encourage proposals that will enhance, restore or add to features or habitats used by protected species. The Assessment should also give an indication of how species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

- **Regeneration statement**

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

- **Statement of Community Involvement**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authorities adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Further guidance on Statements of Community Involvement is available in Chapter 7 of ***Creating Local Development Frameworks: A Companion Guide to PPS12*** (November 2004).

- **Structural survey**

A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, or the conversion of existing buildings in the open countryside.

- **Sustainability Statement**

Planning Policy Statement 1 *Delivering Sustainable Development* sets out the key principles of sustainable development for the planning system. Development

proposals should reflect these principles and consider the issues of accessibility, environmental impact and the use of resources during construction and use. Reference should be made to performance against Ecohomes standards for housing developments and BREEM standards for non-residential buildings. Policy S2 of the Surrey Structure Plan 2004 requires that 10% of energy requirements on sites should be provided by renewable resources. To demonstrate compliance with this Policy and energy statement demonstrating 10% renewables must be submitted.

- **Transport assessment**

Planning Policy Guidance 13 'Transport' (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.

For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It 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.

Further guidance can be found in **Guidance on Transport Assessment**, published by the Department for Transport (March 2007).

- **Travel Plan**

A (draft) travel plan should be submitted alongside planning applications which are likely to have significant transport implications. A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.

The (draft) travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Further advice is available in **Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers** [ODPM and DfT, 2002] and **Making residential travel plans work** [DfT, 2007].

- **Tree Survey / Arboricultural Impact Assessment**

Tree surveys should be carried out for all applications that involve new development, on sites that have a significant proportion of tree cover, individual specimen trees, or trees protected by a Tree Preservation Order. Such surveys should be carried out early on in the site design stage, as they should inform the site layout. The survey

should be undertaken by a qualified arboriculturalist, and in accordance with the recommendations set out in BS5837:2005 should include the following:

- *Tree survey drawing and schedule* – The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their existing context and **not** within the context of the proposals.
- *Arboricultural Constraints Plan (ACP)* – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees.
- *Tree Protection Plan* – Scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method statement.
- *Arboricultural Method Statement (AMS)* – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. It also details the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.

For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans.

- **Utilities Statement**

A utilities statement should include how an application connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.

Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

Utilities statements should demonstrate:

(a) that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;

(b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;

(c) that service routes have been planned to avoid as far as possible the

potential for damage to trees and archaeological remains.

- **Ventilation/Extraction statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

- **Waste Minimisation Statement**

Waste should be managed in accordance with the ‘waste hierarchy’ (prevent, reduce, reuse, recycle and dispose) unless it can be demonstrated that an alternative approach is more environmentally sound. “Waste minimisation” means not producing waste in the first place. It also means reducing the quantity of waste that requires processing and/or disposal. The aspiration is to divert 100% of construction/demolition waste from landfill. Any persons undertaking building works (including refurbishments) need to consider the principles of waste minimisation.

The principles of waste minimisation are:

- To design proposals sustainably;
- To reduce the amount of waste generated from development;
- To conserve natural resources through re-using waste arising from construction;
- To re-use waste materials on-site to reduce transportation;
- To use recycled materials where possible;
- To reduce waste generation during the operational lifetime of the development, and;
- facilitate recycling where waste does arise.

For certain types of application a statement has to be submitted demonstrating that the above principles are addressed.

REQUIREMENTS BY TYPE OF APPLICATION

The following section sets out the different types of application that can be submitted and the national and local requirements for each one.

Type of Application	Page
Householder Application for planning permission for works or extension to a dwelling.	21
Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area.	23
Householder Application for planning permission for works or extension to a dwelling and Listed Building consent.	25
Application for planning permission	27
Application for outline planning permission with some matters reserved	30
Application for outline planning permission with all matters reserved	31
Application for planning permission and Conservation Area consent for demolition	32
Application for planning permission and Listed Building consent	33
Application for planning permission and Advertisement consent	34
Conservation Area consent for demolition in a Conservation Area	35
Listed Building consent for alterations, extension or demolition of a listed building	36
Application for Advertisement consent	37
Listed Building consent for alteration, extension or demolition of a listed building and advertisement consent	38
Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition	39

Type of Application

	Page
Application for a Lawful Development Certificate for a proposed use or development	40
Application for prior notification of proposed agricultural development – proposed building	41
Useful supporting information – application for prior notification of proposed agricultural development – proposed road	41
Useful supporting information – application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm	42
Useful supporting information – application for prior notification of proposed agricultural development – proposed fish tank	43
Useful supporting information – application for prior notification of proposed development in respect of permitted development by electronic communications code operators	44
Application for Hedgerow Removal Notice	44
Application for prior notification – proposed demolition	45
Application for Approval of Reserved Matters following outline approval	46
Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)	47
Application for approval of details reserved by condition	48
Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in Conservation Areas (CA)	49

Householder Application for planning permission for works or extension to a dwelling.

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required²
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

² The requirements and exemptions relating to Design and Access Statements are explained on page 24.

LOCAL REQUIREMENTS

Daylight/sunlight assessment

If the application deviates from the Councils supplementary guidance on Householder applications then a daylight/ sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties.

Parking and Access Arrangements

For all applications that involve additional bedrooms or would affect existing parking/ access arrangements a scaled site plan showing existing and proposed parking and access arrangements is required.

Sustainability Statement

Maybe required depending on the scale of the works

Tree Survey / Arboricultural Impact Assessment

For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans.

Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area.

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS

Daylight/sunlight assessment

If the application deviates from the Councils supplementary guidance on Householder applications then a daylight/ sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties

Parking and Access Arrangements

For all applications that involve additional bedrooms or would affect existing parking/ access arrangements a scaled site plan showing existing and proposed parking and access arrangements is required.

Sustainability Statement

Maybe required depending on the scale of the works

Tree Survey / Arboricultural Impact Assessment

For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans.

Photographs and photomontages

Helpful for all applications.

Householder Application for planning permission for works or extension to a dwelling and Listed Building consent.

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS

Daylight/sunlight assessment

If the application deviates from the Councils supplementary guidance on Householder applications then a daylight/ sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties

Heritage Statement

For all proposals.

Parking and Access Arrangements

For all applications that involve additional bedrooms or would affect existing parking/ access arrangements a scaled site plan showing existing and proposed parking and access arrangements is required.

Photographs and photomontages

For all applications.

Structural Survey of the property

Where the poor condition of the building is being used to justify demolition

Sustainability Statement

Maybe required depending on the scale of the works

Tree Survey / Arboricultural Impact Assessment

For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans.

Application for planning permission

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS

Air Quality Assessment

Required where air quality is affected.

Affordable housing statement

Where the proposal includes an element of affordable housing or where the proposal includes 5 residential units or more (or is on a site of 0.15 hectares or more) or where the proposal is required to provide affordable housing in accordance with policy SC9 of the adopted Core Strategy. (Financial appraisals may be required)

Biodiversity, Geological Survey, conservation/landscape and natural beauty Assessments

If the application impacts upon designated sites of nature conservation, ancient woodlands or areas with any protected species

Conservation Area appraisal

Where the site is located within or adjacent to a conservation area

Daylight/sunlight assessment

Required if there is any reduction in sunlight/daylight to neighbours.

Existing and proposed car parking and access arrangements

For all applications

Flood risk assessment

Required for any application located within a flood risk zone.

Foul sewerage assessment

Required for major developments and those having an impact on sewage systems.

Heritage Statement (relating to historical, archaeological features and scheduled ancient monuments)

For all the following applications:-

- i) Applications affecting a listed building or its setting.
- ii) All applications affecting a Scheduled Ancient Monuments or its setting.
- iii) All applications located within a County area of Archaeological Significance.

Land contamination assessment

Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.

Landscape Appraisal/scheme

For all new commercial and residential built development.

Lighting scheme/light pollution assessment

Required if lighting is proposed that will impact outside the application site or premises

Mineral development and restoration statement

May be required if relevant

Noise impact assessment

Required for noise sensitive developments.

Open space assessment

Where any proposal affects protected open space.

Planning obligations/draft Head(s) of Terms

For any proposal that requires the completion of a legal agreement or where one is being offered.

Photographs

Helpful

Regeneration statement

Required for major schemes with a significant impact.

Retail assessments

Any major application for a retail development and for minor schemes out of Town Centres.

Supporting Planning statement

Required for minor and major schemes.

Structural Survey

Required if relevant

Sustainability Statement

For all new residential and commercial built development to demonstrate compliance with Policy SE2 of the Surrey Structure Plan and policy CS6 of the EEBC adopted Core Strategy. An **energy statement** will normally be required to demonstrate the use of 10% renewable energy generation on the site.

.Transport assessment

A transport assessment will be required if your proposal will have a significant impact on highways conditions

(Draft) Travel Plan

Required if there is an intention to reduce vehicular traffic throughout the lifetime of the development. The plan shall demonstrate how sustainable forms of transport to and from the site will be encouraged and shall include targets.

Tree Survey / Arboricultural Impact Assessment

This should be provided for should be provided for all applications that involve new development (including hardstanding) within the protected zone of any tree on or adjoining the site (see table x in BS5837:2005).

Utilities Statement

Required for major schemes.

Ventilation/extraction statement

Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food.

Application for outline planning permission with some matters reserved

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS

Are as for an application for planning permission.

Application for outline planning permission with all matters reserved

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
 - Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
 - Design and Access Statement, if required
 - The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS

Are as for an application for planning permission.

Application for planning permission and Conservation Area consent for demolition

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS

Are as for an application for planning permission

Application for planning permission and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS

Are as for an application for planning permission

Application for planning permission and Advertisement consent

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS

Are as for an application for planning permission

Conservation Area consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS

Conservation Area appraisal

Required if relevant

Heritage Statement

Required if relevant

Structural Survey of the building

Required if the condition of the building is being used to justify demolition.

Photographs and photomontages

Helpful

Planning obligations

Required if relevant

Listed Building consent for alterations, extension or demolition of a listed building

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS

Conservation Area appraisal

For all applications located within a Conservation Area.

Heritage Statement

Required if relevant

Structural Survey of the building

Required if the condition of the building is being used to justify demolition

Tree Survey / Arboricultural Impact Assessment

Required if relevant

Photographs and photomontages

Helpful

Planning obligations

Required if relevant

Application for Advertisement consent**NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The appropriate fee

LOCAL REQUIREMENTS**Photographs and photomontages**

Helpful

Listed Building consent for alteration, extension or demolition of a listed building and advertisement consent

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS

Conservation Area appraisal

Required if relevant.

Heritage Statement

Required if relevant

Structural Survey of the building

Required if the condition of the building is being used to justify demolition.

Tree Survey / Arboricultural Impact Assessment

Required if relevant

Photographs and photomontages

Helpful

Planning obligations

Required if relevant

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS

Photographs/Photomontages

Helpful

Application for a Lawful Development Certificate for a proposed use or development

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS

Supporting Planning Statement
Required

Photographs/Photomontages
Helpful

Application for prior notification of proposed agricultural development – proposed building

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS

Photographs/Photomontages
Helpful

Useful supporting information – application for prior notification of proposed agricultural development – proposed road

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS

Photographs/Photomontages
Helpful

Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS

Supporting planning statement

Required

Transport assessment

Required if there is a significant impact on Highways conditions

Planning obligation

Required if relevant

Sustainability Statement

Required

Landscaping statement

Required

Biodiversity statement

Required if relevant

Noise impact statement

Required for noise sensitive development

Air quality statement

Required if relevant

Photographs and photomontages

Required if relevant

Site Waste management plan

Required

Land contamination statement

Required if land is contaminated

Useful supporting information – application for prior notification of proposed agricultural development – proposed fish tank

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS

Supporting planning statement

Required

Transport assessment

Required if there is a significant impact on Highways conditions

Planning obligation

Required if relevant

Sustainability Statement

Required

Landscaping statement

Required if relevant

Tree survey/ arboricultural statement

Required if relevant

Energy Statement

Required

Photographs and photomontages

Required if relevant

Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A plan indicating the proposed location
- The appropriate fee
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

LOCAL REQUIREMENTS

Supporting planning statement
Required

Photographs and photomontages
Helpful

Application for Hedgerow Removal Notice

NATIONAL REQUIREMENTS

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)
- Evidence of the date of planting

LOCAL REQUIREMENTS

Biodiversity assessment

Required if relevant

Photographs and photomontages

Helpful

Application for prior notification – proposed demolition**NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

LOCAL REQUIREMENTS**Photographs/photomontages**

For all applications

Application for Approval of Reserved Matters following outline approval

NATIONAL REQUIREMENTS

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

LOCAL REQUIREMENTS

As for an application for planning permission

Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

NATIONAL REQUIREMENTS

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee

LOCAL REQUIREMENTS

As for an application for planning permission

Application for approval of details reserved by condition

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically)

LOCAL REQUIREMENTS

As for planning permission but only those aspects relevant to the condition

Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in Conservation Areas (CA)

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- photographs.
- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.

APPENDIX 1

Requirements for Biodiversity and Geological Conservation In Surrey

Including Criteria and Indicative Thresholds

Surrey County Council has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Badgers Act 1992. Where a proposed development is likely to affect protected species, the applicant must submit a **Protected Species Survey and Assessment**.

If the application involves any of the development proposals shown in **Table 1** (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available*. The survey may be informed by the results of a search for ecological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

The **Assessment** must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species. The Assessment should also give an indication of how species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain.

The information provided in response to the above requirements are consistent with those required for an application to Natural England for a European Protected Species License. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.

* Further information on appropriate survey methods can be found on the Institute of Ecology and Environmental Management; at: <http://www.ieem.net/survey%2Dsources/>

TABLE 1

Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required

<p>Proposals for Development That Will Trigger a Protected Species Survey</p>	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	Dormouse	Water Vole	Badger	Reptiles	Amphibians	Plants
<p>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> ▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick; ▪ all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water; ▪ pre-1960 detached buildings and structures within 200m of woodland and/or water; ▪ pre-1914 buildings within 400m of woodland and/or water; ▪ pre-1914 buildings with gable ends or slate roofs, regardless of location; ▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; ▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground). 	●	●	●								
<p>Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.</p>	●	●	●								
<p>Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.</p>	●		●			●		●			●
<p>Proposed tree work (felling or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> ▪ old and veteran trees that are older than 100 years; ▪ trees with obvious holes, cracks or cavities, ▪ trees with a girth greater than 1m at chest height; 	● ● ●		● ● ●								

Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets.	•		•					•			
Major proposals within 500*m of a pond or Minor proposals within 100*m of pond (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m ² floor area or more than 1 hectare)			•								
Proposals affecting or within 200*m of rivers, streams, canals, lakes, or other aquatic habitats.	•		•		•		•		•	•	
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			•	•				•	•	•	
Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> **.	•	•	•	•	•	•	•	•	•	•	
Other potential criteria (to be inserted by LPA on consultation with local biodiversity partners) or above criteria amended to suit local requirements											
<p>* Distances may be amended to suit local circumstance on the advice of the local Natural England team and/o Surrey Biodiversity Partnership</p> <p>** Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.</p>	Bats	Barn Owls	Breeding Birds	Great Crested Newt	Otters	Dormouse	Water Vole	Badgers	Reptiles	Amphibians	Plants

Exceptions for When a Full Species Survey and Assessment may not be Required

- Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

PART II REQUIREMENTS FOR DESIGNATED SITES, PRIORITY HABITATS AND GEOLOGICAL CONSERVATION

Surrey County Council has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of designated sites and priority habitats. Where a proposed development is likely to affect such a site, habitat or geological feature, the applicant must submit an **Ecological/Geological Survey and Assessment**.

If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed in **Table 2** or geological features listed in **Table 3**, a survey and assessment for the relevant feature must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in these tables. The **Survey** should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available*. The survey may be informed by the results of a search for ecological or geological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and where appropriate around the site;
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The **Assessment** should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternatives designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites priority habitats, other biodiversity features or geological features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development e.g. whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.

Notes:

Further information on appropriate survey methods can be found in *Guidance on Survey Methodology* published by the Institute of Ecology and Environmental Management; available at:
<http://www.ieem.org.uk/Guidelines%20for%20Survey%20Methodology.htm>

Existing environmental information may be available from the Surrey Biological Records Centre at: www.surreywildlifetrust.co.uk

Also online information on internationally and nationally designated sites can be found at:
www.natureonthemap.org.uk

TABLE 2

Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for When a Survey and Assessment are Required

1. DESIGNATED SITES

Internationally designated sites	Special Protection Area (SPA) Special Area of Conservation (SAC)
	Ramsar Site
Nationally designated sites	Site of Special Scientific Interest (SSSI)
	National Nature Reserve (NNR)
Regionally and locally designated sites	Site of Nature Conservation Importance
	Local Nature Reserve (LNR)

2. PRIORITY HABITATS (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006)

- Ancient and/or species-rich hedgerows
- Floodplain grazing marsh
- Fen, marsh, swamp and reedbeds
- Purple moor grass and rush pastures
- Lowland beech and yew woodland
- Lowland calcareous grassland (e.g. species-rich chalk and limestone grasslands)
- Lowland heathland and/or dry acid grassland
- Lowland meadows (e.g. species-rich flower meadows)
- Lowland mixed deciduous woodland (ancient woodland)
- Lowland raised bog
- Lowland wood-pasture and parkland
- Rivers and streams (e.g. chalk streams)
- Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)
- Wet woodland

3. OTHER BIODIVERSITY FEATURES

(as identified by the Surrey Biodiversity Partnership in the Surrey Biodiversity Action Plan - see paragraph 84 ODPM Circular 06/2005))

- Secondary Woodland and Mature/Veteran Trees
- Caves and disused tunnels and mines (e.g. roosts for bats)
- Trees and scrub used for nesting by breeding birds
- Previously developed land with biodiversity interest
- Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

TABLE 3

Local Requirements For Designated Geodiversity Sites And Features

Criteria (Trigger List) for when a Survey and Assessment are Required

1. DESIGNATED SITES (as shown on the Council's Development Plan Proposals Map)	
Nationally designated sites	Site of Special Scientific Interest (SSSI)
	National Nature Reserves (NNRs)
Regionally and locally designated sites	Regionally Important Geological Sites (RIGS)
	Local Nature Reserves (LNRs)
2. OTHER GEOLOGICAL CONSERVATION FEATURES (Based on the Earth Science Conservation Classification)	
Exposure or Extensive Sites	▪ Active quarries and pits
	▪ Disused quarries and pits
	▪
	▪ River and stream sections
	▪ I outcrops
	▪ Exposure underground mines and tunnels
	▪ Extensive buried interest
	▪ Road, rail and canal cuttings
	▪
	▪ Static (fossil) geomorphological
	▪ Active process geomorphological
	▪ Caves
	▪
	▪ Finite mineral, fossil or other geological
	▪ Mine dumps
▪ Finite underground mines and tunnels	
▪ Finite buried interest	

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

Regional and Local Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Local RIGS Group) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.

Figure 2 ECOLOGICAL SURVEY SEASONS

Key: Optimal Survey Time ■ **Extending** ■

into

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers		■	■	■	■	■	■	■	■	■	■	■
Bats (Hibernation Roosts)	■	■	■								■	■
Bats (Summer Roosts)				■	■	■	■	■	■	■		
Bats (Foraging/Commuting)				■	■	■	■	■	■	■		
Birds (Breeding)			■	■	■	■	■	■				
Birds (Over Wintering)	■	■									■	■
Dormice	■				■	■	■	■	■		■	■
Great-Crested Newts		■	■	■	■	■	■	■	■	■		
Invertebrates				■	■	■	■	■	■			
Natterjack Toads				■	■							
Otters	■	■	■	■	■	■	■	■	■	■	■	■
Reptiles			■	■	■	■			■			
Water Voles		■	■	■	■	■	■	■	■	■		
White-Clawed Crayfish						■	■	■	■			
Habitats/Vegetation				■	■	■	■	■	■			

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Figure 2
- Surveys conducted outside of optimal times (Figure 2) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work may be required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Biological / Environmental Records Centre may have useful existing information and records.
- Competent ecologists should carry out any surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person can undertake such surveys (e.g. issued by Natural England). Surveys should follow published national or local methodologies. Further details may be found in the Local Authority's SPD for Biodiversity or on the following web sites:

IEEM at: (<http://www.ieem.org.uk/Publications.htm> - Guidelines for Survey Methodology)

Natural England: <http://www.naturalengland.org.uk/publications/default.htm>

