

Surrey County Council

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

September 2017



SURREY

Introduction

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

- those relating to mineral workings (extraction, processing etc.) like sand, gravel or clay
- those relating to the recycling, recovery, processing or disposal of waste
- those relating to County own development including schools, fire stations and roads

The planning policies concerned with waste-related development undertaken in Surrey are contained in the Surrey Waste Plan Development Plan Document, which was adopted by the council in May 2008, and planning policies relating to mineral working across Surrey are set down in the Surrey Minerals Plan Core Strategy Development Plan Document, which was adopted by the council in July 2011. The Aggregates Recycling Joint Development Plan Document for the Minerals and Waste Plans was adopted by the council in February 2013 and contains specific policies relating to proposals for the production of recycled and secondary aggregates.

Under Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 local authorities are required to produce lists of the information that they require to make a planning application. These are called local lists (validation checklists), and they are lists of the information required for different types of applications. Paragraph 44 of the National Planning Policy Framework (NPPF) makes it clear that planning authorities should only request supporting information that is relevant, necessary and material to the application. Paragraph 44 of the National Planning Policy Guidance (NPPG) requires all planning authorities to redress their validation checklists, consult on amended checklists, and then adopt the amended checklists every two years.

The Purpose of this Document

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

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

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

Invalid Applications

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

LOCAL VALIDATION LIST

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

National Requirements – Compulsory information which must be submitted with every application.

Annex 1 - Minerals applications for full planning permission (including S73 applications and change of use) includes mineral exploration, extraction, processing, ancillary operations and associated development; and proposals involving major surface disposal of mine and quarry wastes. Where minerals proposal includes restoration by means of landfilling, this element should be included within the application for minerals development and not waste development.

Annex 2 - Waste applications for full planning permission (including S73 applications and change of use) includes disposal, recovery, land raising, recycling, treatment, processing, storage, transfer.

Annex 3 - County own development includes schools and roads including change of use. The 'local requirements' also includes information requirements relating to Conservation Areas and Listed Buildings.

The 'local requirements' do not apply to Certificates of Lawful Existing/Proposed Use or Development applications or non-material amendments. Please contact the CPA's Technical Support Team on 020 8541 9897 or mwcd@surreycc.gov.uk for further details in respect of these types of applications.

Planning Portal: Waste and County Council development applications and accompanying documents can be submitted directly to Surrey County Council by email, by post on DVD, or via the Planning Portal. At present minerals applications and accompanying documents can only be submitted directly to Surrey County Council by email or on DVD. Please note: Submissions by memory stick or the cloud can not be accepted.

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

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

NATIONAL VALIDATION REQUIREMENTS

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

DOCUMENT	WHEN IS IT REQUIRED	WHAT IS REQUIRED
Application form	All applications	<p>A fully completed and original planning application form applicable to the nature of the development proposed.</p> <p>The differing types of planning application forms can be found here.</p>
The site location plan	All applications	<p>This should:</p> <ul style="list-style-type: none"> • Be an appropriate scale (typically 1:1250 or 1:2500) • Scaled to fit A3 or A4 sized paper • Based on an up to date metric or an OS map • Wherever possible show at least two named roads, surrounding buildings and features • Show a north point • Provide a drawing reference number and date • All the land necessary to carry out the proposed development including land required for access to the site must be edged red • Any other land owned by the applicant and close to or adjoining the application site must be edged blue
Other plans	All applications (where relevant)	<p>Plans could include:</p> <ul style="list-style-type: none"> • Block plan of the site (e.g. 1:100 or 1:200) showing any site boundaries • Existing and proposed elevations at a scale of 1:50 or 1:100 • Existing and proposed floor plans at a scale of 1:50 or 1:100 • Existing and proposed sections and/or site levels at a scale of 1:50 or 1:100 • Roof plans at a scale of 1:50 or 1:100 <p>All plans/drawings should:</p> <ul style="list-style-type: none"> • Show a north point • Provide a drawing reference number and date • Be at an appropriate scale and include a scale bar and calibration scale • Be printed on the correct sized paper according to the scale

The correct fee	All applications (where a fee is necessary)	<p>Information about planning fees including a fee guide and calculator can be found on the Planning Portal website.</p> <p>From 10 September 2018 fees payable for applications submitted using the Planning Portal have to be paid using the Planning Portal Financial Transaction Service (FTS). Details of the FTS and methods to pay fees for applications submitted using the Planning Portal are available on the Planning Portal.</p> <p>For applications submitted direct to the CPA (by post or by email) payment of the application fee must be by cheque payable to Surrey County Council (as detailed on the Making a planning application webpage). Please note no on-line or cash payments can be accepted by the CPA. (NB please note that there is no postal delivery to County Hall on a Saturday or Sunday)¹.</p> <p>Journal transfers can be made, but only for County Development applications. This includes County Development applications submitted using the Planning Portal.</p> <p>Please contact the CPA's Technical Support Team on 020 8541 9897 or by email mwcd@surreycc.gov.uk for further details.</p>
Ownership certificates (part of the application form)	All applications	<p>This should form part of the planning application form.</p> <p>Certificate A: applicant is the sole owner, no agricultural tenants.</p> <p>Certificate B: applicant is not the sole owner, or there are agricultural tenants, and the details of all owners/ tenants are known.</p> <p>Certificate C: applicant is not sole owner and does not know the name and address of all the owners and/ or agricultural tenants.</p> <p>Certificate D: applicant is not sole owners and does not know the name and address of any of the owners and/ or agricultural tenants.</p>

¹ For Section 73 planning applications, the correct fee needs to be received by the County Planning Authority before the planning permission expires therefore care should be taken to ensure any cheques posted arrive with adequate time to allow for this.

		<p>A notice to owners of the application site must be completed and served in accordance with Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.</p> <p>For the avoidance of doubt, an 'owner' is anyone with a freehold interest or leasehold interest in the land and/or property concerned with an unexpired term of not less than seven years.</p>
Agricultural Holding Certificate (part of the application form)	This certificate is required whether or not the application site forms part of or includes an agricultural holding	All agricultural tenants must be notified prior to the submission of the application.
Design and Access Statement	<p>All major development applications²</p> <p>In designated historic areas³ where:</p> <ul style="list-style-type: none"> -the extension of an existing building where the floorspace created exceeds 100 square metres -the erection of a building or buildings where the cubic content of the development exceeds 100 cubic metres <p>Applications for development in a designated area: where additional floor-space of 100m² or more proposed in relation to buildings.</p> <p>However, the following applications are exempt from this requirement:</p>	<p>The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. The level of detail required in a statement will depend on the scale and complexity of the application and therefore Design and Access Statements should be proportional to the complexity of the application. Further information on Design and Access Statements can be found on the Planning Portal here.</p>

² Major development, as referred to in this document, is defined under Article 2 of the Town and County Planning (Development Management Procedure (England) Order 2015

³ Conservation Areas and World Heritage Sites

	<ul style="list-style-type: none"> • For applications relating to engineering or mining operations • For applications relating to a material change in use of the land or buildings • For applications relating to waste development 	
<p>Environmental Impact Assessment</p>	<p>An Environmental Impact Assessment will be required for the following development proposals:</p> <ul style="list-style-type: none"> • For development of a type listed in Schedule 1 of the Town & Country Planning (EIA) Regulations 2017 (as amended) (please refer to Statutory Instrument 2017 No.571 The Town and Country Planning (Environmental Impact Assessment) Regulations 2017) • For development of a type listed in Schedule 2 of the Town & Country Planning (EIA) Regulations 2017(as amended) and for which a Screening Opinion has been adopted by the County Planning Authority, or a Screening Direction has been issued by the Secretary of State, stating that the proposal is 'EIA development' (i.e. is likely to have significant effects on the environment). <p>An exception to this is where:</p> <ul style="list-style-type: none"> • A Screening Opinion has been adopted by the County Planning Authority stating that the proposal is not 'EIA development'; or 	<p>For proposals that are 'EIA development', applicants should provide an Environmental Statement (ES) and a Non-Technical Summary (NTS). The ES should address the County Planning Authority's information requirements as specified in any adopted Scoping Opinion (which can be requested under Regulation 13 of the Town & Country Planning (EIA) Regulations 2017 (as amended)). The ES must contain all the information specified in Part 2 of Schedule 4 of the Town and Country Planning (EIA) Regulations 2017 (as amended) and as much of the information specified in Part 1 of the same Schedule as can be reasonably provided. A short summary and conclusion must be provided at the end of each section or chapter, and also incorporated into the NTS. The ES should set out what significant environmental impact the proposal may have and identify the measures that will be taken to avoid or mitigate those impacts.</p> <p>When an application accompanied by an ES is submitted, details will also need to be provided of the person(s) who the public can write to in order to obtain a copy of the ES, and of the charge that will be made for provision of copies of the ES, including the cost of post and packing. Where appropriate a web-site address should also be provided where the ES can be viewed, and an address in the locality of the site of the proposed development should be identified at which the ES can be inspected by members of the public.</p>

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| | <ul style="list-style-type: none">• A Secretary of State Screening Direction has been issued stating that the development is not 'EIA development'. | |
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