
Validation of Planning Applications Local Validation List and Guidance

How to make sure
that your application
includes all the
required information
when submitted

August 2013 – Version 2

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

Contents Page

Structure of Advice Note

This note is in two sections:

Section 1 provides an introduction to application validation

Section 2 includes the Local Validation List.

For each type of application it identifies the relevant national and local requirements. Guidance is also given on the local requirements including criteria for specific proposals.

Section 1

1. Introduction
2. Why can we require this information?
3. Common reasons why applications are invalid
4. Data protection and the Internet
5. The Validation Process
6. What if further information or a fee is required?
7. Validation Disputes
8. Online and electronic submissions
9. Where can I find more help?

Section 2

2A - Local Validation List – National and Local Requirements

2B - Local Validation List Guidance – Local Criteria Requirements

NOTE: The information contained in this document is as complete as practical and correct at the date of publication. However, it is certain that some requirements may change over time and known changes will be incorporated when the document is revised. It should not be treated as a definitive list of applicable guidance.

Section 1

1. Introduction

This Advice Note has been prepared by Reigate and Banstead Borough Council to assist applicants and agents submitting planning and related applications to the Council.

It explains the procedure that the Council uses for deciding whether applications made under the Town and Country Planning Acts are valid when received by us. It also includes guidance designed to help you submit the correct information with your applications.

The note seeks to:

- Assist you in ensuring that your applications are valid when submitted.
- Explain the various Validation and Information requirements that should be followed when completing an application.
- Ensure that all applications can be dealt with effectively and efficiently.
- Respond positively to the Best Practice Advice issued by Government, and
- Ensure that the Council can comply with recent changes in legislation.

This note explains what type of information will be required for certain types of applications. Not all of the information itemised in the local list will be required for every application. Indicative criteria and thresholds are set out for each type of information to help applicants decide whether a particular document is required with their application in each particular case.

If in any doubt about what information or document might be required in order to meet the relevant national or local requirement, or if you have a query about the need for information specific to a proposal please contact the Council for advice before submitting your application.

With each application you make we will expect you to have completed the relevant application form and supplied all relevant information as well as any necessary fee. If the information required is not submitted with the application then the application will not be valid and will not be progressed to a decision.

Please read the document carefully before completing the application form and submitting your application.

Don't forget that Planning, Listed Building, Advertisement Consents may not be the only permissions or consents you may need from the Council. Other consents include Building Regulations, Licensing, Food Safety and others.

2. Why can we require this information?

Some information and a fee are required by law when an application is submitted. In addition current national regulations give planning authorities the power to require

applicants to provide additional information in the interests of good and efficient decision making.¹

Different types of applications will require different levels of information and supporting documentation to be submitted. The Department of Communities and Local Government has published guidance² recommending that local planning authorities specify the scope of information necessary to enable them to determine different types of applications. This is what this Advice Note and the Local List does.

The Local Validation List has been the subject of review and public consultation in accordance with the above guidance.

3. Common reasons why applications are invalid

The most common reasons why applications are not valid when received are:

- Incorrectly signed or unsigned certificates;
- Incorrect fees enclosed or fee cheque not signed;
- Supporting documents that omit information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, the statutory development plan or supplementary planning guidance;
- Submitted drawings did not show sufficient details as specified in the guidance notes, were not drawn to scale or dimensioned, were inconsistent with one another;
- One or more plans missing;
- Description of the development is wrong;
- Design and Access Statement missing;
- Different application addresses on the forms and drawings;
- Building works encroaching on the neighbouring property;
- Insufficient copies of plans and forms submitted;
- Inconsistency between elevations and floor plans and;
- Information still inadequate after one or more requests to the application for further details.

4. Data Protection and the Internet

The information you provide on the application form and in the supporting documents will be public information which will normally be made available on the Council's website. In view of this, if you supply personal information belonging to a third party, please ensure you have their permission to do so.

¹ Town & Country Planning (Development Management) (England) Order 2010 (As amended)

² Guidance on information requirements and validation DCLG March 2010

5. The Validation Process

The Council will only consider applications that are valid.

‘Valid’ means that all the information specified by the Council in order to determine the application is provided in full at the start of the process and to an acceptable quality. **If relevant information or the correct fee is missing, the Council will not be able to start determining the application and the planning process will be delayed. Poor quality information may also cause delay.**

There are different types of applications. Some types require more detailed information than others. All information needs to be accurate. Some information can be complex and technical. It is required so that Council officers (not just in Planning), technical consultees and elected councillors can assess what the impacts of the development will be on neighbours, for example, regarding noise from air conditioning units, or the amount of traffic generated by a proposal. The information also helps the general public understand your proposals and enables them to comment in an informed way.

It is likely that you will need to appoint an architect, surveyor or specialist consultant to prepare the information for you. This might seem like an additional expense but it could save time and money in the long run and mean that permission is granted more quickly.

We want to make the process as simple as possible therefore we have prepared guidance which indicates what information is required for different types of applications. You are encouraged to read this guidance, relevant to the specific application you are submitting, to ensure your application is complete when it is submitted to us.

6. What if further information or a fee is required?

We will specify what needs to be provided and give a timescale for the submission of the missing information or fee. If this is not submitted within the given timescale the application will be returned to you and no further action taken on it.

Extra copies of plans may sometimes be requested if the Council needs to consult a wider than usual range of neighbours or expert advisers. The Council also reserves the right to request any other information considered necessary to make a full planning assessment of your proposal.

7. Validation Disputes

Where an application is not accompanied by the information required then applicants 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 the application invalid unless we can provide reasons to the applicant.

New legal provisions were introduced in respect of applications made after 25 June 2013 in cases where the Council requires certain information to be included in an application but the applicant considers this information request is;

1. Not reasonable having regard to the nature and scale of the proposed development, and
2. Relates to information not material to the consideration/determination of the application.

In such cases the applicant has the ability to serve a notice on the Council requesting that they waive the request for additional information to which the Council must respond withdrawing or reconfirming the request.

8. Online and electronic submissions

Reigate and Banstead Borough Council is able to receive all applications electronically via the link on our website www.reigate-banstead.gov.uk to the Planning Portal – www.planningportal.gov.uk

9. Where can I find more help?

Copies of this note and the Local Validation List can be viewed or downloaded from the Council's website www.reigate-banstead.gov.uk

If you require further information please contact Development Management as follows:-

- Telephone: 01737 276186 or 276176
- Email: planning.applications@reigate-banstead.gov.uk

Section 2A

Local Validation List – National and Local validation requirements

Householder application for planning permission for works or extension to a dwelling

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
- The completed ownership certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement, if required¹
- The appropriate fee
- In addition, where ownership certificates B, C or D have been completed,

¹A design and access statement for a householder application is only required where the site is within a conservation area, or a World Heritage Site and the floorspace to be created is 100 sq metres or more.

notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this article.

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in the accompanying document):

- Daylight/sunlight assessment
- Flood risk assessment
- Tree survey/information regarding arboricultural implications

Application for planning permission

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:50)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
- The completed ownership certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- 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 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this article

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Affordable housing statement
- Air quality assessment

² A design and access statement is required if the application (full and outline) is for major development or where any part of the development is in a conservation area, or a World Heritage Site and the development consists of the provision of one or more dwellinghouses or the floorspace to be created is 100 sq metres or more

- Biodiversity survey and report
- Daylight/sunlight assessment
- Energy statement (see Councils website for further advice)
- Environmental statement
- Flood risk assessment
- Foul and/or surface water drainage assessment
- Heritage statement (including historical, archaeological features and scheduled ancient monuments)
- Land contamination assessment and application checklists (see Councils website for further advice)
- Landscaping details
- Lighting assessment
- Loss of retail questionnaire (see Councils website for further advice)
- Noise impact assessment
- Open space assessment
- Parking provision
- Photographs/photomontages
- Planning obligation relating to Horley infrastructure contributions (see Councils website for further advice)
- Street scene drawings of existing and proposed development
- Structural survey
- Transport assessment
- Travel plan
- Tree survey/arboricultural assessment
- Utilities assessment
- Ventilation/extraction statement

Application for outline planning permission

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically)
- Unless included as detailed matters, plans and drawings sufficient to illustrate indicative layout, upper and lower limits of height, width and length of each building, and indicative access point(s) (original plus 3 copies to be supplied unless the application is submitted electronically)
- The completed ownership certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement, where required³
- 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 (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this article

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/sunlight assessment
- Energy statement (see Councils website for further advice)
- Environmental Assessment statement
- Flood risk assessment
- Foul and/or surface water drainage assessment

³ A design and access statement is required if the application (full and outline) is for major development or where any part of the development is in a conservation area, or a World Heritage Site and the development consists of the provision of one or more dwellinghouses or the floorspace to be created is 100 sq metres or more

- Heritage statement (including historical, archaeological features and scheduled ancient monuments)
- Land contamination assessment and application checklists (see Councils website for further advice)
- Landscaping details
- Lighting assessment
- Loss of retail questionnaire
- Noise impact assessment
- Open space assessment
- Parking provision
- Photographs/photomontages
- Planning obligation relating to Horley infrastructure contributions (see Councils website for further advice)
- Street scene drawings of existing and proposed development
- Structural survey
- Transport assessment
- Travel plan
- Tree survey/arboricultural assessment
- Utilities assessment

Application for conservation area consent

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the building(s) to be demolished and any other buildings on the site with written dimensions where appropriate
 - Existing and proposed elevations (normally at a scale of 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 – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Heritage statement (including historical, archaeological features and scheduled ancient monuments)
- Photographs/photomontages
- Structural survey

Application for listed building consent

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
 - 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
- 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 – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Heritage statement (including historical, archaeological features and scheduled ancient monuments)

- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Structural survey

Application for advertisement consent

NATIONAL REQUIREMENTS

- Completed form (original plus 3 copies to be supplied unless the application is submitted electronically)
- The appropriate fee
- 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 (original plus 3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings to show the position and siting of all signs 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 (normally at a scale of 1:100)
 - Advertisement drawing(s) (normally at a scale of 1:20 or 1:50) (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])

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Photographs and photomontages
- Details of the method and intensity of illumination in the case of illuminated advertisements (both internal and external illumination)

Application for a lawful development certificate for an existing use or development including those in breach of a planning condition

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 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 – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site,
 - Existing elevations (normally at a scale of 1:100)
 - Existing floor plans (normally at a scale of 1:50)
- Supporting information (for example sworn affidavit(s) from people with personal knowledge of the existing use or building)
- Photographs/photomontages

Application for a lawful development certificate for a proposed use or development

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 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 – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site,
 - Proposed elevations (normally at a scale of 1:100)
 - Proposed floor plans (normally at a scale of 1:50)
- Photographs/photomontages

Application for prior notification of proposed agricultural development

NATIONAL REQUIREMENTS

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

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Details of the current farming operation and extent of land farmed as a part of the agricultural unit
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
 - Details of the road or private way
 - Details of the fish tank
- Photographs/photomontages

Application for prior approval of telecommunications apparatus

NATIONAL REQUIREMENTS

- A completed application 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 condition A.3 (1) of Part 24 of Schedule 2 to the Town and Country Planning (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, as appropriate, in accordance with condition A.3 (2) of Part 24 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Existing and proposed coverage plots for the area
- Other plans and drawings or information necessary to describe the telecommunications apparatus (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Proposed elevations (normally at a scale of 1:100)
 - Proposed plans (normally at a scale of 1:50)
- Plan delineating the area of search for the proposed telecommunications apparatus
- Evidence of other sites investigated, and reasons why alternative sites not considered preferable
- Supplementary information template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

Application for hedgerow removal notice

NATIONAL REQUIREMENTS

- A completed application 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 (normally to a scale of 1:2500)
- Evidence of the date of planting

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Arboricultural implications
- Biodiversity survey and report
- Landscape assessment
- Landscaping details

Application for prior notification of demolition

NATIONAL REQUIREMENTS

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

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Photographs/photomontages
- Structural survey

Application for approval of reserved matters following grant of outline planning permission

NATIONAL REQUIREMENTS

- Completed application 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:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
- The application and plans and drawings submitted with it (original plus 3 copies unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Biodiversity survey and report
- Daylight/sunlight assessment
- Energy statement (see Councils website for further advice)
- Environmental statement
- Flood risk assessment
- Foul and/or surface water drainage assessment
- Heritage statement (including historical, archaeological features and scheduled ancient monuments)

- Landscaping details
- Lighting assessment
- Parking provision
- Photographs/photomontages
- Street scene drawings of existing and proposed development
- Travel plan
- Tree survey/arboricultural assessment
- Utilities assessment
- Ventilation/extraction statement

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 application form
- The completed ownership certificate (A, B, C or D - as applicable) as required under Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- In addition, where ownership certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) General Order 2010 must be given and/or published in accordance with this article
- The appropriate fee
- Sufficient information to identify the previous grant of planning permission and the associated condition(s) which it is sought to vary

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Details relevant to the subject of the condition, as required by the terms of the condition
- Relevant plans and drawings or information such to clearly indicate the full extent of the proposed changes across the site/development (original plus 3 copies to be supplied unless the application is submitted electronically) including as necessary:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)

Application for non-material amendments to an existing planning permission

NATIONAL REQUIREMENTS

- Completed application form
- The appropriate fee
- Notice to any person (other than applicant) who is owner of land or a tenant of any agricultural holding

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Sufficient information to identify the previous grant of planning permission and relevant plans and drawings or information such to clearly indicate the full extent of the proposed changes across the site/development (original plus 3 copies to be supplied unless the application is submitted electronically) including as necessary:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Approved and proposed elevations (normally at a scale of 1:100)
 - Approved and proposed floor plans (normally at a scale of 1:50)
 - Approved and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)

Submission of details pursuant to a condition

NATIONAL REQUIREMENTS

- Completed application form
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Details relevant to the subject of the condition, as required by the terms of the condition
- Plans and drawings or information (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
 - Street scene drawings of existing and proposed development
- Photographs/photomontages

Application for works to a tree subject to a tree preservation order

Application for notification of works to a tree in a conservation area

NATIONAL REQUIREMENTS

- Completed application form
- Plan identifying the location of the tree or trees, and any other trees on the site
- Specification of the tree work to be carried out
- Statement of reasons for the proposed tree work
- Appropriate evidence describing the damage or defeat where the work is proposed to address any structural damage to property or in relation to tree health or safety

LOCAL REQUIREMENTS – includes all of the following (guidance on when local information is required is set out in an accompanying document):

- Completed application form
- Plan identifying the location of the tree or trees, and any other trees on the site
- Specification of the tree work to be carried out
- Statement of reasons for the proposed tree work
- Photographs

Section 2B

Local Validation List Guidance – Local criteria requirements

Advice on when additional information is or maybe required

Not all of the information itemised in the local lists will be required for every application. Indicative criteria and thresholds are set out below for each type of information to help applicants decide whether a particular document is required with their application in each particular case.

If in any doubt about what information or document might be required in order to meet the relevant national or local requirement, or if you have a query about the need for information specific to a proposal please contact the Council for advice.

- **Affordable housing statement**

Provision of affordable housing on a development site, or a financial contribution toward the provision of affordable housing offsite where that is appropriate, in accord with Core Strategy policy CS15 and the Affordable Housing SPD (2014), will be secured by obligation under Section 106 of the Town and Country Planning Act 1990.

In the case of development which includes provision of affordable housing on or off site, or a financial contribution, the application must include a statement or give information to set out how such affordable housing is to be provided, ie number of units, size of units, tenure type, and how such provision is to be secured.

In the case of a financial contribution a draft legal agreement should be submitted with the planning application in order for the application to be accepted as valid.

Further advice on the provision of affordable housing and the Councils requirements may be obtained by contacting the Development Management service.

- **Air quality assessment**

Where:

- a. the development is proposed within or adjacent to an air quality management area (AQMA),
- b. the development could in itself result in the designation of an AQMA,
- c. existing air quality may have a material effect on the proposed development, or
- d. the proposed development could have a material effect on a neighbouring site sensitive to air quality,

applications must 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.

- **Biodiversity survey and report**

Where a proposed development is likely to have adverse impacts on wildlife and biodiversity, information must be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. The scope and extent of any biodiversity survey will be dependent on the degree of sensitivity of the site. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.

Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long-term maintenance and management. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

Where the nature and location of a development is such that nature conservation impacts may be significant and existing information regarding this is lacking or inadequate, further ecological surveys may be necessary in advance of a planning application. Prior surveys are particularly critical where there is a reasonable likelihood of legally protected or priority species being present, and at risk of impact and where their presence has not been adequately quantified. In such circumstances earlier contact and discussion with the Council is recommended to agree what information is required to accompany the planning application.

- **Daylight/sunlight assessment**

In circumstances where there is likely to be a potentially 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. Specific guidance from the Council regarding the information required can be obtained as part of pre-application discussions. Further guidance is provided in, for example, Building Research Establishment (BRE) guidelines on daylight assessments.¹

- **Energy statement**

In accordance with Policy CS9 (Sustainable Construction) of the Councils draft Core

¹ For example, Site layout planning for daylight and sunlight: a guide to good practice. BRE Report 209, 1991.

Strategy the Council expects new development to be constructed to the following standards (taking into account the overall viability of the proposed development at the time the application is made):

- a. New housing: to a minimum of Code for Sustainable Homes Level 4.
- b. Relevant non-residential development of new or replacement buildings, or extensions to existing structures: to a minimum of BREEAM 'very good'.

In appropriate cases an energy statement should be provided to demonstrate how the proposed development will meet the required standards.

Further details are available from the Council's website.

http://www.reigatebanstead.gov.uk/planning/planning_advice_and_guidance/energy_statements/index.asp

- **Environmental Assessment statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments. Where it has been decided that an EIA is required (dependent on whether the development is Schedule 1 or Schedule 2 development that gives rise to a significant environmental effect in response to a screening opinion), or at the discretion of the applicant, it will then be necessary to carry out a scoping exercise to determine the information that should be included in the Environmental Statement (ES). Schedule 3 to the Regulations provides selection criteria for Screening Schedule 2 development, whilst Schedule 4 to the regulations provides further guidance on information to be included in ES. In cases, where development does not require EIA, the local planning authority may still require environmental information to be provided.

Where a development has the potential to give rise to Environmental effects, agents/developers/statutory undertakers, etc are encouraged to discuss their proposals at an early stage with the Council. A request for a Screening Opinion may be necessary to enable the LPA to determine whether a development is Environmental Impact Assessment (EIA) development, in accordance with The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended.

Guidance on these regulations and the procedures involved can be found at:

<http://www.legislation.gov.uk/ukxi/1999/293/contents/made> and;

<http://www.communities.gov.uk/publications/planningandbuilding/circularenvironmentalimpact>

- **Flood risk assessment**

A Flood risk assessment (FRA) will be required for development proposals of 1 hectare or more in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency (see www.environment-agency.gov.uk). A FRA will also be required for any development other than minor development in a designated critical drainage area, which has been notified to the Local Planning Authority by the Environment Agency, or in any area where there is known to be drainage problems. (This includes the whole of the Upper River Mole Catchment in the borough – See Reigate & Banstead’s SFRA for further details). The FRA 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. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including sustainable drainage systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

Foul and/or surface water drainage assessment

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 sewers².

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment must include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular: 03/99 and Building Regulations Approved Document Part H.

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 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)**

² It is possible that the right to connect surface water drains to foul sewers in areas where there are no surface water drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.

For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required, or should be included in any Design and Access Statement.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required, or should be included in any required Design and Access Statement.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the Reigate & Banstead Borough Local Plan 2005 or on sites over 0.4 hectares in size, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For heritage assets, advice regarding application information requirements is provided in Planning Policy Statement Note 5: Planning for the Historic Environment. For archaeological remains, advice is provided in Planning Policy Guidance Note 16: Archaeology and Planning.

- **Land contamination assessment**

Applications may also need to be accompanied by a land contamination assessment that should include an assessment of contamination risk. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where

contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant must provide such information with the application as is necessary to determine whether the proposed development can proceed. Where contamination is known, details of how that contamination will be remediated must be provided. Submitted details should include how the risk to both human health and controlled waters have been assessed. The Council has produced detailed local guidance on these matters, including application checklists which should be completed with any application/submission. The Guidance is available on the Council's website.

http://www.reigate-banstead.gov.uk/environment/environmental_health/environmental_protection/contaminated_land/contaminateddevelopment/index.asp

- **Landscaping details**

Applications may need to be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There must be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

- **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, must 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)³ is a valuable guide. It 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.

- **Loss of retail questionnaire**

See Reigate & Banstead Borough Local Plan 2005 policy Sh11, and supplementary planning guidance 'Retail Changes of use within Town Centres'. For development involving the loss of retail accommodation, evidence of reasonable attempts to let the premises without success should be included as part of the application submission. A questionnaire is available from the Council and via the website detailing the type of evidence that will be required.

http://www.reigate-banstead.gov.uk/Images/RETAIL~1_tcm9-43250.DOC

³ Guidance is available at <http://www.communities.gov.uk>

- **Noise assessment**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise must be supported by a noise assessment prepared by a suitably qualified acoustician. Noise assessments will only be needed exceptionally for householder development; you are advised to contact the Council if in any doubt as to whether a noise risk assessment is required.

- **Open space assessment**

See Reigate & Banstead Borough Local Plan policies Pc6 (urban open land) and Re6 (open space in new housing developments), supplementary planning guidance 'Outdoor Playing Space Provision'. For development within urban open land as defined on the Reigate & Banstead Borough Local Plan proposals map, proposals must be accompanied by a statement justifying the loss of the open space. All new residential development will be required to make provision for or contribute towards outdoor playing space provision. For residential developments of less than 15 dwellings, a financial contribution may be sought. For residential development of 15 or more dwellings, provision for outdoor playing space will be made within the site, in addition to a financial contribution towards wider provision.

- **Parking provision**

Applications may be required to provide details of existing and proposed parking provision. These details must also be shown on a 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. These can usefully be included in any required Design and Access Statement.

- **Planning obligations**

Infrastructure – In certain instances the impact of a development may be such that a financial developer contribution to local infrastructure is required to be secured by obligation under Section 106 of the Town and Country Planning Act 1990. Further details of the relevant planning policies and the Council requirements are available from the Councils website.http://www.reigate-banstead.gov.uk/planning/planning_advice_and_guidance/planning_infrastructure_contributions/index.asp

Affordable housing – see section on affordable housing above. Provision of affordable

housing on a development site, or a financial contribution toward the provision of affordable housing offsite where that is appropriate, will be secured by obligation under Section 106 of the Town and Country Planning Act 1990.

Other instances– dependent on the particular circumstances of a development, it may be necessary to secure agreed works or contributions off site or outside the control of the applicant, in order to make a development acceptable. In such circumstances, the agreement will be secured by obligation under Section 106 of the Town and Country Planning Act 1990.

- **Street scene drawings of existing and proposed development**

In cases where an assessment of the effect of development on the wider character and appearance of the area is a material planning consideration, street scene drawings may be required in order to provide a comparison between the proposed development frontage and neighbouring buildings. Such drawings must accurately depict the relative heights and boundary treatments of the proposed development and neighbouring buildings and must be certified as being accurate by those producing the information.

- **Structural survey**

A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications.

- **Telecommunications development – supplementary information**

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications must also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development.

- **Transport assessment**

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 must 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 must 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.

- **Travel plan**

A travel plan must be submitted alongside planning applications which are likely to have significant transport implications indicating how the end users of the development will be encouraged to use sustainable forms of transport other than the private motor car, for journeys to and from the site. Further advice is available in 'Using the planning process to secure travel Plans: Best practice guide'; also 'Making residential travel plans work: Good practice guidelines for new development'; and 'A guide to development related travel plan' (Addison & Associates).

- **Tree survey/arboricultural implications**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist and should lead design and layout of the proposed development and be included in any required Design and Access Statement.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in British Standard 5837/2012 'Trees in relation to design, demolition and construction – Recommendations'. Using the methodology set out in the British Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

- **Utilities assessment**

An application should indicate how the development 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.

The applicant must demonstrate:

- (a) that, following consultation with the service provider, 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;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

- **Ventilation/extraction statement and details**

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), A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (business) and B2 (general industrial). 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.