

Validation checklist – outline planning application

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. It may be that each item is not provided as a separate document, if this is the case then please identify on the checklist or within a cover letter where the item can be found e.g. within planning statement.

We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide ONE copy of hard documents. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the circumstances of your proposed development.

National list of requirements

Document	When required	Guidance Notes & Where to look for further assistance	Policy Driver	Provided (Y/N)
Application form	Required	<p>The application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p> <p>https://www.reigate-banstead.gov.uk/info/20249/planning_application_forms_to_download/1601/planning_application_forms_to_download/2</p>	Town and Country Planning (Development Management Procedure Order) 2015 (as amended) - DMPO	
Ownership certificate and agricultural land declaration	Required	<p>The correct ownership certificate and agricultural land declaration must be completed and confirmation that an appropriate notice has been served and/or published on any other owners (and agricultural tenants) as appropriate.</p> <p>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. Note certificate B should be completed and notice served on adjoining neighbours where a proposed extension ties into an attached neighbour or to Surrey County Council highways in the case of a proposed new vehicle crossover / new access arrangements that adjoin the adopted highway.</p> <p>The completion of the agricultural holdings 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.</p>	DMPO	

		https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration		
Location plan	Required	<p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:1250 or 1:2500 (metric). • Be based on an up-to-date Ordnance Survey base • Include the direction of north • Include sufficient named roads to identify the exact location of the site • Include all the surrounding buildings, roads and footpaths on land adjoining the site • Include a red line around all land necessary to carry out the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • Include a blue line around all other land owned by the applicant close to or adjoining the application site. <p>Example of site location and block plan – PDF</p> <p>https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</p>	DMPO	
Relevant fee	Required	<p>Application fees can be paid online via the Council's website, alternatively cheques should be made payable to Reigate and Banstead Borough Council. Applications made through the Planning Portal include a secure online payment facility.</p> <p>https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</p> <p>Please see https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1 to assist in the calculation of the planning fee</p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	
Community Infrastructure Levy (CIL) Form 1: CIL Additional Information	Required	<p>https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf</p> <p>https://www.gov.uk/guidance/community-infrastructure-levy</p>	DMPO	

Design and Access Statement	Required for applications for major development, or proposals on sites located within a conservation area where a) the proposal consists of one or more dwellings or b) a building/s with a floor area of 100 square metres or more.	<p>A Design and Access Statement should explain 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. It should demonstrate how the design of the development takes the context of the site into account. 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. (Design and access statements are also required to accompany all Listed Building Consent applications.)</p> <p>https://www.reigate-banstead.gov.uk/info/20243/before_you_apply/117/design_and_access_statements</p> <p>https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</p>	DMPO	
Environmental Impact Assessment / Environmental statement	Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development	<p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement.</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement.</p> <p>Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided.</p> <p>https://www.gov.uk/guidance/environmental-impact-assessment</p>	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	

Local list of requirements

Document	When required	Guidance Notes & Where to look for further assistance	Policy Driver	Provided (Y/N)
Block plan	Required	<p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:200 or 1:500 (metric) • Include the direction of north • Show the proposed outline development in relation to the site boundaries and other existing buildings on the site • Indicate the area or areas where access points to the development will be situated, even if access is to be reserved • Show all buildings, roads and footpaths on land adjoining the site • Show all public rights of way crossing or adjoining the site • Show the position of all trees on the site and adjacent land <p>https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</p> <p>Example of site location and block plan – PDF</p>	DMPO	
Plans and/or documentations to support those matters being considered as part of the application, e.g. access, appearance, landscaping, layout and scale	Required	<p>Additional plans and drawings will in most cases be necessary to describe the proposed development as required by the DMPO. This would include the provision of existing and proposed floor plans and elevations or parameter plans where appropriate. In addition site sections may also be required particularly on sites where there is a change of level either existing or proposed. The provision of indicative street scene drawings may also be appropriate.</p> <p>All drawings to have paper size and scale bar.</p>	DMPO	
Permission from Copyright holder	Required	<p>Planning application plans, drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. As such proof of the copyright owner's consent must be provided where drawings or statements, which state they are subject to copyright or not for third party use, are submitted in support of a planning application. This is not defined by planning regulations but falls under copyright legislation.</p> <p>https://www.gov.uk/copyright</p>	Designs and Patents Act 1988	

Affordable housing statement	Required for developments of 11 dwellings or more	<p>Demonstrates that the proposal meets the requirements of Development Management Plan policy DES 6 and the affordable housing SPD</p> <p>https://www.reigate-banstead.gov.uk/downloads/file/6387/affordable_housing_spd</p> <p>Where an application fails to comply with the Council's affordable housing policies a viability assessment will be required. This should reflect the recommended approach in national planning guidance, including standardised inputs and on receipt will be made publicly available on the Council's website. Viability assessments will be subject to independent audit, for which the applicant will be requested to fund.</p>	<p>NPPF</p> <p>CS Policy CS15 DMP Policy DES6</p>	
Air quality assessment	Required for developments of more than 10 dwellings or 200sqm of commercial floorspace and all development within an AQMA	<p>An assessment of potential impacts of the development on local air quality should be provided which should outline the proposed mitigation measures where necessary.</p> <p>For minor residential development within an AQMA please discuss the need for an air quality assessment with the Council's environmental health team prior to submission, as a full assessment may not be required.</p> <p>Environmental.protection@reigate-banstead.gov.uk</p>	<p>NPPF</p> <p>CS Policy CS10, DMP Policy DES9</p>	
Archaeological Assessment/HER Search	Required for all applications where groundworks are proposed within a Scheduled Monument or areas of Archaeological Importance or High Archaeological Potential, or all other sites exceeding 0.4ha	<p>A desk based assessment should:</p> <ul style="list-style-type: none"> • Detail previous nearby finds recorded in the heritage environment record • Discuss the archaeological potential of the site <p>A written scheme of investigation may be required.</p> <p>Further information about archaeological assessments and evaluations: http://www.archaeologists.net/codes/ifa</p>	<p>NPPF</p> <p>CS Policy CS4, DMP Policy NHE9</p>	
Biodiversity checklist and Ecology surveys/reports Demonstrating biodiversity net gain	Required	<p>The biodiversity checklist can be downloaded on the link below and should accompany ALL planning applications.</p> <p>Where protected and priority species are known or have the potential to be present in addition a Preliminary Ecological Appraisal or Phase 1 Habitat Survey should be carried out to provide an initial assessment of the impact of the proposed development on wildlife. Depending on the results of the initial survey, further protected species surveys may be required. Proposals for mitigation or compensation measures including the protection of habitats, and</p>	<p>NPPF</p> <p>CS Policies CS2, CS10, DMP Policy NHE2</p>	

		<p>provision of new habitats, should also be included where appropriate.</p> <p>For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats. The information submitted should also be capable of assessment under the requirements of the Habitat Regulations.</p> <p>The demolition of buildings in areas where bat activity has been identified will require a Preliminary Roost Assessment.</p> <p>In addition, the planning submission should demonstrate how biodiversity net gain has been achieved on the site, through completion of the biodiversity checklist and as appropriate submitted plans/ landscaping details/ strategy set out within a design and access statement or planning statement.</p>		
Carbon Reduction Statement and Sustainability Checklist	Required for developments of 10 or more dwellings or 1000sqm of non-residential floorspace	<p>DMP Policy CCF1 requires that new residential development achieves not less than a 19% improvement in the Dwelling Emission Rate (DER) over the Target Emission Rate (TER) as defined in Part L1A of the 2013 Building Regulations. This is equivalent to a 44% reduction compared with the Building Regulations 2006 baseline.</p> <p>A completed RBBC Carbon Reduction Statement is required to be submitted for all major development to demonstrate how the proposal will meet or improve on the TER.</p> <p>It should be noted that Part L of the Building Regulations is being revised by Government with an enhanced carbon reduction requirement and subject to transitional arrangements will apply to new schemes without an Initial Notice in place from June 2022 and all schemes from June 2023.</p> <p>The Council has produced a template which can be found within Appendix 4 of the draft Climate Change and Sustainable Construction SPD which is scheduled for adoption by the Council in Autumn 2021. The statement requires the applicant to assesses the carbon emissions for each unit in the scheme / commercial floorspace, demonstrate that the proposal will be following the energy hierarchy to minimise carbon emissions and define the proposed carbon- reduction solutions for the development.</p> <p>In addition, the RBBC Sustainability Checklist should also be completed for major development demonstrating how the proposal accords with principles of sustainable development. The checklist can be downloaded at Appendix 5 of the Climate Change and Sustainable Construction SPD.</p> <p>Climate Change and Sustainable Construction SPD PDF</p>	<p>CS Policy CS10, CS11, CS17</p> <p>DMP Policy CCF1, DES1, DES8, DES9, TAP1</p>	

Daylight/sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses	<p>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 need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments.</p> <p>(For example, Site layout planning for daylight and sunlight: a guide to good practice. BRE report 209, 1991.)</p>	<p>NPPF</p> <p>CS Policy CS10, DMP Policy DES1</p>	
Fire Statement	Required for all applications for proposals over 7 storeys or 18m high	<p>From 1st August 2021 all applications for the provision of or redevelopment of high-rise residential buildings or development within the curtilage of such buildings, will require submission of a fire statement, following the Building Safety Bill and amendments to the DMPO. This includes where two or more dwellings or educational accommodation are proposed on a building that is 18m or more in height or 7 or more storeys.</p> <p>Fire Statements must be submitted on a standard form published by the Secretary of State which requires information including the applicant's approach to fire safety, site layout and access for emergency vehicles and water supplies for firefighting.</p> <p>Exemptions: Change of use applications that result in the building no longer being a 'relevant building', outline planning applications and s73 applications.</p>	<p>DMPO</p> <p>Building Safety Bill 2020</p>	
Flood Risk Assessment, (including sequential test and exceptions test where relevant)	Required for all proposals for new development in Flood Zones 2 and 3, except where works do not relate to the ground floor and for development in sites of 1 hectare or greater in Flood Zone.	<p>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.</p> <p>The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met.</p> <p>Further guidance on flood risk assessment is set out in the link below, including details of when to follow standing advice and how to undertake a FRA https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p>	<p>NPPF and PPG</p> <p>CS Policy CS10, DMP Policy CCF2</p>	
Drainage Statement including completed Surrey County Council SuDS	Required for developments of 10 or more dwellings or 1000sqm on commercial and	<p>To include assessment of surface water and foul water.</p> <p>Surrey County Council SUDs Pro-forma to be completed for all major applications.</p> <p>https://www.surreycc.gov.uk/people-and-community/emergency-planning-</p>	<p>CS Policy CS10, DMP Policy CCF2</p>	

Pro-Forma	in all areas subject to local surface water flooding.	and- community-safety/flooding-advice/more-about-flooding/suds-planning-advice For other development in areas susceptible to surface water flooding, drainage statement to be submitted to demonstrate the development would not have an unacceptable impact on the local area.		
Green belt calculations	Required for new development within the green belt proposing new floorspace	Details of existing and proposed footprint, floorspace and volume to be provided.	CS Policy CS3 DMP Policy NHE5	
Heritage Statement	Required for works to a listed building, a building within a conservation area or other heritage asset. May also be required where a proposal impacts the setting of a historic asset.	A statement which explains what heritage assets are on a proposed development site, why they are significant and how they are affected by the development proposals. Including with respect to the potential impact of the proposal on the assets significance. A heritage asset includes both designated and non-designated assets. They include: Designated heritage assets: Scheduled monuments, Listed buildings, conservation areas, Registered Park and Gardens Non-designated heritage assets: Locally listed heritage assets, Archaeology – Archaeological Notification Areas, other non-designated heritage assets. The findings of the heritage statement should inform the development proposals in order to conserve the heritage assets and avoid or minimise any harmful impact to their significance. The type and amount of information will differ depending on the type of heritage asset and the proposed works. The level of detail should be proportionate to the assets importance. A structural survey should be provided where appropriate.	NPPF para 189 CS Policy CS4, CS10 DMP policy NHE9	
Land contamination assessment	Where a site is known to be contaminated, or where there is a reasonable possibility of contamination.	Where contamination is known or suspected, i.e. potentially contaminative former use such as industrial/commercial/agricultural. A Land Contamination Assessment should be carried out by or under the direction of a suitably qualified competent person. The assessment should include appropriate investigation, and where necessary mitigation and/or remediation will be required. http://www.reigate-banstead.gov.uk/info/20335/contaminated_land/913/contaminated_land_and_planning	CS Policy CS10, DMP DES9	

Landscape and Visual Appraisal or Landscape and Visual Impact Assessment	Required for all new builds within AONB and AGLV and all developments of more than 10 dwellings or 1000sq or commercial	<p>Required for all applications that would impact on the character and visual amenity of the countryside. Where the impact is judged to need a more rigorous assessment, for instance where the proposal is for major residential development of 10 or more units or where the floor space to be created is greater than 1000m2, the application may require instead a formal Landscape and Visual Impact Assessment.</p> <p>Landscape and Visual Impact Assessments are more detailed and technical studies and should be carried out by a suitably qualified landscape professional, in line with current guidelines.</p>	<p>NPPF</p> <p>CS Policy CS2, CS10 DMP Policy NHE1, DES 1</p>	
Landscaping details	Required where landscape is a reserved matter	Details of proposed landscaping should be submitted with the application where these are available, together with details about how future maintenance of existing and new landscape works will be managed.		
Marketing requirements	Required where a loss of employment land, retail floorspace or community use is proposed (as defined by policies RET2, RET3, RET4, EMP4, INF 2 of the Reigate and Banstead DMP)	<p>Applicants should refer to the detailed policy wording of policies RET2, RET3, RET4, EMP4 and INF2 of the Reigate and Banstead Development Management Plan which states the circumstances in which marketing information is required to justify the loss of employment land, retail floorspace and community uses.</p> <p>Marketing information should clearly identify that reasonable attempts have been made, without success, for at least six months to let or sell the premises for its existing use or alternative use where permitted. Marketing information, must be in accordance with the requirements of Annexe 3 of the Reigate and Banstead DMP.</p>	<p>NPPF</p> <p>CS Policy CS7, DMP Policy RET2, RET3, RET4, EP4, INF2, NHE6</p>	
Tree survey / arboricultural assessment	Required where works are likely to affect trees either on or adjacent to the application site.	<p>Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p> <p>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.</p>	<p>NPPF</p> <p>CS Policy CS2, CS10</p> <p>DMP Policies DES1, NHE3</p>	

Noise / Vibration Impact Assessment	Required where proposed development is likely to give rise to or suffer from excess noise / vibration.	<p>Applications for developments that raise issues of disturbance by noise/vibration 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/ vibration should be supported by an appropriate assessment.</p> <p>The assessment should be prepared by a suitably qualified acoustician and in accordance with relevant guidance. It should include details of noise / vibration impact and mitigation measures proposed.</p> <p>New residential development on sites falling within the 57 dB LAeq (0700 to 2300) or 48 dB LAeq (2300 to 0700) noise contours for Gatwick Airport should be accompanied by a full noise impact assessment.</p>	<p>NPPF CS Policy CS10</p> <p>DMP Policy DES9</p>	
Parking strategy including cycle parking provision	Required	<p>Applications should detail existing and proposed arrangements for parking and cycle provision, together with access and turning arrangements for vehicles and pedestrians. These details could also be shown on a site layout plan.</p> <p>Any new development proposal which provides a level of parking which falls below adopted standards should include a justification for the quantum of parking proposed.</p>	<p>NPPF</p> <p>CS Policy CS17, DMP Policy TAP1</p>	
Planning statement		<p>A planning statement should include a full explanation of the proposal including any relevant background or site history. It should identify the context and need for a proposed development and include 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 local planning authority and wider community/statutory consultees undertaken prior to submission.</p> <p>Alternatively, a separate statement on community involvement may also be appropriate.</p>	NPPF PPG	
Retail Impact Assessment	Required for edge of centre or out of centre development proposals exceeding 150sqm for comparison retail, 250 sqm for convenience retail, retail warehousing, and any other retail, leisure and office uses exceeding	<p>The Retail Impact Assessment should include assessment of:</p> <ul style="list-style-type: none"> a) the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and b) the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme). <p>This assessment should include details of the sequential test process that supports the chosen site location https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</p>	<p>NPPF</p> <p>CS Policy CS7</p> <p>DMP Policies RET5, HOR9</p>	

	2,500sqm;			
Recycling / Waste Strategy	Required for all new residential development	<p>Strategy will need to demonstrate:</p> <ul style="list-style-type: none"> - How refuse and recycling will be stored and collected <p>That the proposal will meet the current waste and recycling requirements as set out in the Council's adopted guidance document Making Space for Waste</p> <p>That the proposal makes adequate provision for servicing, including access, circulation and turning space for refuse and recycling vehicles with inclusion of vehicle tracking drawings as appropriate</p> <p>Recycling and waste: developers' guidance (RBBC website)</p> <p>The Council's refuse and recycling team can be contacted on 01737 276292</p>	<p>NPPF CS Policy CS10</p> <p>DMP Policy DES 1</p>	
Structural survey	Required if development involves demolition of over 50% of the building	<p>A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications. It may also be required to support applications for historic buildings where demolition or alteration / re-use is proposed.</p> <p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p>	<p>CS Policy CS4,</p> <p>DMP Policies NEH6, NHE9</p>	
Transport assessment / statement Travel Plan	Required for developments of 10 or more dwellings or 1000sqm on commercial	<p>A transport assessment / statement may also be required for other developments which are likely to generate significant amount of vehicle movement.</p> <p>It should include sufficient information such that an assessment as to the highways and traffic impact arising from the proposed development can be made. It should also identify measures required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport, and any measures that will be needed to deal with the anticipated transport impacts of the development.</p> <p>A travel plan may also be required by the Local Highway Authority. This should set out a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.</p> <p>Surrey County Council Highways Authority provide further guidance: https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/company-travel-plans/new-development</p> <p>https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</p>	<p>CS Policy CS17, DMP Policy TAP1</p>	

Ventilation/extraction statement	Required for all applications for non- residential use where ventilation or extraction equipment is proposed or will be required.	<p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics are required.</p> <p>Plans should be included showing the siting of the equipment together elevational drawings of the proposed equipment and technical specifications.</p>	CS Policies CS10, DMP Policy RET 1	
---	---	--	--	--

Major development: For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.