



VALIDATION CHECKLIST

Waverley Borough Council – Planning Service

National and Local requirements

The following list identifies the local validation requirements for applications submitted in Waverley. To assist applicants, the main National Requirements are also included; these are marked as National beside the item.

Introduction

List Approved November 2022 - last updated July 2023.

National Requirements

National Requirements consist of those forms, items, reports and drawings required by Government legislation to be submitted with an application in order for it to be registered as valid by a Local Planning Authority.

Local Requirements

Local requirements consist of additional items required by a particular Local Authority to be submitted in certain set circumstances for certain types of application.

Local Requirements must have been subject to consultation and adoption by the local Authority and must be regularly reviewed and be displayed on the Local Authority website.

Challenging a Local Requirement

If a Local item is marked as required for your application but you believe that in the very particular circumstances of your site the item is not needed, please include a statement to that effect with your application justifying the exclusion.

Upon review if we disagree with the exclusion, you may challenge the requirement under Section 62 of the Town and Country Planning Act 1990 if you believe that it is not reasonable, having regard to the nature and scale of the proposed development, or that it is not reasonable to think it will be a material consideration in the determination of the application. This could give rise to a right of appeal against non-determination of the application if the Local Authority declines to register the application under Article 12 of the [Development Management Procedure Order 2015](#).

Planning Practice Guidance

The Government has provided an on-line resource to make up to date planning practice guidance available in one place, this is referred to as the [Planning Practice Guidance](#). This resource can be used for further information on all topics referred to in the requirements list with the exception of those items which are relevant to policy matters in the [Waverley Local Plan Part 1 Strategic Policies and Sites](#) and the [Waverley Local Plan 2002 Retained Policies](#).

General Data Protection Regulation – Redaction

Where submissions contain photographs, car number plates, faces, signatures or any other sensitive data, appropriate redaction should be undertaken. If the information is required as part of the application, for example bank statements for a certificate of lawfulness application, the account information would need to be redacted for website display, a redacted and a non-redacted copy should be provided. For further information - [GDPR](#).

Acceptable file types and sizes for submission via Planning Portal

- No single file size to exceed 10Mb.
- Drawings, documents and photographs should be submitted in PDF format.
- All drawings to be saved as a single layer.
- Printing pages size should match that within the drawing settings.
- All drawings to be correctly orientated for on screen display (north oriented to the top of the page for maps).
- Scanned documents must be a minimum of 200 dpi (dots per inch) resolution for black and white and 100 dpi for colour.
- All drawings shall include a scale bar.
- All photographs shall be no larger in size than 15cm X 10 cm.
- All files should be named in accordance with the RIBA conventions or Plain English alternatives and include the format, for example 'Floor Plans as Existing'.

General summary

Submission of all the information does not necessarily mean we will not require further information at a later stage. It is for the applicant or agent to decide whether information is required, according to the validation requirements outlined in the checklist. If we find information has not been submitted it may delay validation of the application or lead to the application being considered invalid, in which case processing would have to start again.

Requirement by Application Type

You can select an item below to jump to the section within the document for further information.

[illegible]

Legend X – Mandatory X – Possibly required dependent on the proposal	Householder Application	Full Application	Outline Application	Reserved Matters	Listed Building Consent	Prior Approval*	Section 73 & 73a	Discharge of Condition	Certificate of Lawfulness Section 191 (existing) **	Certificate of Lawfulness Section 192 (proposed)	Tree works	Demolition in Conservation area	Telecommunications ***	Non-material amendment	Advertisement consent	Hedgerow removal notice	Permission in Principle
31a. Agricultural, Forestry or Fishing Assessment (Rural Workers' dwelling)		X															
31b. Agricultural Assessment		X															
32. Marketing Viability Appraisal		X	X	X													
33. Financial Appraisal		X	X	X													
34. Planning Statement (optional)	X	X	X	X				X									
35. Advertisement Justification Statement (optional)		X													X		
36. Climate Change and Sustainability Checklist	X	X	X	X			X								X		
37. Biodiversity Net Gain (BNG)																	
38. Energy Statement		X	X	X		X	X										

*Requirements vary depending on the Prior approval type. Please check [Prior approval types](#). ** Certificate of Lawfulness under Section 191 – In addition you will also need to provide evidence to support the request. *** Telecommunications - Supporting information is also required.

1. Application Forms - National.

When required?

A completed form is always required for the applications where this is not a statutory requirement but is recommended (one copy of all application documents must be supplied if submitted by post).

What is required?

Please ensure that you have completed every section of the application form before submitting. Where sections or questions are not relevant, please state this on the form.

Useful information and guidance

[The National Planning Practice Guidance](#) or [Planning Portal](#)

1.a Certificate of Ownership – National.

When required?

Always required (where the certificate of ownership is included within the application form).

What is required?

The relevant certificate must be completed, signed, and dated (part of application form). Only one certificate should be completed.

- **Certificate A** should be completed if the applicant is the sole owner of the land to which the application relates.
- **Certificate B** should be completed if the applicant is not the sole owner but knows the names and addresses of all the other owners.
 - The [notice to owners](#) must also be completed and sent to all known owners.
- **Certificate C** should be completed if the applicant does not own all the land to which the application relates and does not know the name and address of all the owners.
 - The [notice to owners](#) must be completed and sent to all known owners.
 - Where the owner is unknown the [notice to unknown owners](#) needs to be published in a local newspaper.
- **Certificate D** should be completed if the applicant does not own all the land to which the application relates and does not know the names and addresses of any of the owners.
 - The [notice to unknown owners](#) needs to be published in a local newspaper.

Please Note: For SCC Highways – Transport Development Planning, Surrey County Council, 3rd Floor, Quadrant Court, 35 Guildford Road, Woking GU22 7QQ

Useful information and guidance

[The National Planning Practice Guidance](#) or [Planning Portal](#)

2. CIL Form 1 – Local.

When required?

Required for all applications irrespective of CIL liability.

What is required?

A completed CIL Form 1 and potentially other CIL forms dependant on circumstance - Please contact CIL@waverley.gov.uk for further information.

Useful information and guidance

[Waverley's CIL information](#)

3. Planning Fee – National.

When required?

This is always required, unless covered by an exemption.

Common exemptions:

- is for alterations, extensions etc. to a dwelling house for the benefit of a registered disabled person.
- is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused and not a duplicate application made by the same applicant within 28 days.

What is required?

Current national fees can be found on the [Planning Portal](#). The Planning portal calculator works from the answers you provide and will not always correspond with our fee calculations.

4. Biodiversity Checklist – Local.

When required?

All applications with the following exceptions:

- Change of use where there is no operational development.
- Applications under Section 73 (variation or removal of a planning condition)
- Listed building Application
- Certificates of Lawfulness
- Advertisements

What is required?

Please ensure that you have completed every section of the checklist before submitting. Information should be provided on existing biodiversity interest and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support these proposals will be needed. This information might form part of an Environmental Statement, where one is required.

Where the checklist indicates a potential impact on biodiversity interests you must provide further surveys or information assessing this impact. Where the requirement for Surveys is indicated these are required prior to registration of the application. Please be aware that some surveys can only be carried out at certain times of the year which may delay the submission of an application.

To determine the application, all recommended surveys will be required. Ideally these would all be submitted prior to registration however the application can be registered from the initial set of surveys.

Useful information and guidance

[Waverley's Biodiversity information](#)

5. Plans.

This guidance applies to all plans and documents required within section 5.

- No single file size to exceed 10 Mb.
- Drawings, documents and photographs should be submitted in PDF format.
- All drawings to be saved as a single layer.
- Printing pages size should match that within the drawing settings.
- All drawings to be correctly orientated for on screen display (north oriented to the top of the page for maps).
- Scanned documents must be a minimum of 200 dpi (dots per inch) resolution for black and white and 100 dpi for colour.
- All drawings shall include a scale bar.
- All photographs shall be no larger in size than 15cm X 10 cm.
- All files should be named in accordance with the RIBA conventions or Plain English alternatives and include the format, for example 'Floor Plans as Existing.pdf'.

Useful information and guidance on all plans listed below

[The National Planning Practice Guidance](#) or [Planning Portal](#)

5a. Location Plan – National.

When required?

All applications with the following exceptions:

- Works to Trees
- Variation of Condition applications
- Non-material amendments
- Prior Approval applications – although a plan suitable to identify the site is still required.

What is required?

This must be an up-to-date Ordnance Survey-based location plan at an appropriate scale, usually 1:1250 or 1:2500. In the case of large sites other scales may be appropriate.

The plan must show:

- At least two named roads and all surrounding buildings or land

- The application site (the whole planning unit)
- A north point
- The scale clearly identified
- The application site boundary must be edged clearly with a continuous red line. It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscape, car parking and open areas around the building.
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Show an OS Crown copyright license number.

5b. Block (Site) Plan – National.

When required?

All applications with the following exceptions:

- Non-Material Amendment applications (unless required to show changes in site)
- Where no change is proposed to the footprint of buildings or parking on the site

What is required?

Should be at a scale of 1:500 or 1:200 and must accurately show:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions to boundaries if within 2 metres where there are immediate neighbours. The proposed works should be easily identifiable.
- All buildings, roads and footpaths on land adjoining the site including access arrangements
- All public rights of way crossing or adjoining the site
- The position of all trees with amenity value within felling distance, or within 10 metres of the development

5c. Existing and Proposed Elevations – National.

When required?

All applications where operational development (building works and engineering operations) is proposed.

What is required?

Should be at a scale of 1:100 or 1:50 and must accurately show proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate the proposed building materials and the style and materials and finish of windows and doors.

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

Plans should be named and numbered with corresponding document titles.

5d. Existing and Proposed Floorplans – National.

When required?

All applications where operational development (building works and engineering operations) is proposed.

What is required?

Should be at a scale of 1:100 or 1:50 and must accurately show proposed works in relation to what is already there. All sides of the proposal must be shown, and these should indicate the proposed building materials and the style and materials and finish of windows and doors.

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

Plans should be named and numbered with corresponding document titles.

5e. Roof Plan – National.

When required?

All applications where there are complex interaction of roof forms or dormer windows.

What is required?

The roof plan should show the shape of the roof at an appropriate scale, usually 1:50 or 1:100. Details such as the material, vents and their location should be shown if possible.

5f. Sections Plan – National.

When required?

May be required where:

- a site or site and surrounding land are at variable levels.
- the proposal involves a roof extension or installation of rooflights or windows.
- Works involving significant ground works or level changes, such as swimming pools or retaining walls.

What is required?

Section drawings to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be considered in the formulation of design and access statements. The drawings should be drawn to an identified scale or show metric measurements. Please ensure that all plans submitted as part of your application are accurately labelled and numbered.

5g. Street Scene Elevation – Local.

When required?

To show the proposal in context with the immediately neighbouring buildings. Required for infill dwelling, including replacement dwellings, or extensions that increases the height of the ridgeline where there are immediately adjacent neighbours.

Scaled spot heights of adjacent dwellings should be included.

Not required if the separation distance is 20 metres or more.

What is required?

Plan at a scale of 1:200 or 1:100

6. Flood Risk Assessment – National.

When required?

A site-specific flood risk assessment (FRA) is required if the site is:

- In flood zones 2 or 3 including minor development and change of use. For Householder or minor commercial development complete our [proforma](#)
- Any site more than 1 hectare
- Sites less than 1 hectare but for a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by other sources of flooding such as surface water

What is required?

If a development is proposed in an area of flood risk (either fluvial or surface water), a site-specific FRA should be undertaken.

This should:

- Include evidence that the Sequential Test and where necessary the Exception Test have been applied in the selection of the site for the development type.
- Take into account different types of flooding eg fluvial, surface water and groundwater.
- Consider the risk of flooding arising from the proposed development as well as to the development site.
- Consider the effect of climate change.

Useful information and guidance

[The National Planning Practice Guidance](#)

6a. Sustainable Drainage Statement – National.

When required?

Major applications - (10 or more dwellings or 1,000 sq. m. of floor space, 1 ha site areas).

For Householder and other minor extensions within Flood Risk Zones 2 and 3 a completed [Flood Matrix](#) is required.

What is required?

The statement must comply with the principles in the NPPG. A foul drainage strategy shall be provided as of part of or independently to this statement.

6b. Surface Water Drainage Strategy - SuDS Proforma – Local.**When required?**

A surface water drainage strategy is required for all scales of development where surface water will be created or affected.

What is required?

The means of and changes to surface water drainage for householder applications must be shown on the submitted plans. For all other applications, the key information that a surface water drainage strategy must contain is:

- How the proposed surface water scheme has been determined following the drainage hierarchy
- Pre-development runoff rates
- Post development runoff rates with associated storm water storage calculations (see policies referenced below for specific runoff requirements)
- Discharge location(s)
- Drainage calculations to support the design of the system
- Drawings of the proposed surface water drainage scheme including sub catchment breakdown where applicable
- Maintenance and management plan of surface water drainage system (for the lifetime of the development) including details of future adoption
- Completed drainage proforma - the applicant must ensure that the surface water strategy contains the appropriate level of information in relation to the points covered in the proforma.

Sustainable Drainage Systems (SuDs) must be shown on all relevant plans submitted.

Useful information and guidance

[SuDs proforma](#)

7. Tree Survey/Arboricultural implications – Local.**When required?**

Sites carrying out demolition, building or engineering operations (including the excavation of foundations, any changes in level and service or utility runs) where these may affect trees both on-site or on adjoining land, especially sites and neighbouring properties containing trees protected by Tree Preservation Orders and/or Conservation Areas.

Householder applications should show all trees within 10 metres of the development.

What is required?

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.

For minor and major applications where trees might be affected, the application must be accompanied by a Tree Survey and Arboricultural Impact Assessment including appropriate tree protection measures. This information should be prepared by a person who has, through relevant education, training and experience, gained expertise in the field of trees in relation to construction.

Full guidance on the survey information, tree protection plan and impact assessment that should be provided with an application is set out in the [current BS5837](#) "Trees in relation to design, demolition and construction [1] Recommendations". Using the methodology set out by the BSI should help ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Useful information and guidance

[Waverley's tree information](#)

8. Design and Access Statement – National.

When required?

- Major development (defined as development of 10 or more dwellings (or 0.5 hectares for residential development where the number of dwellings is unknown) for the creation of more than a 1,000 sq m of floor space and where the site is greater than 1 hectare).
- Development in a designated area (World Heritage Site or Conservation area) where the proposed development consists of either one or more dwellings or a building or buildings with floor space of 100 sq m or more.
- Applications for listed building consent.

What is required?

A design and access statement should:

- Explain the design principles and concepts that have been applied to the development
- Demonstrate the steps that have been taken to appraise the context of the development and how the design of the development takes that context into account in relation to the proposal
- Explain the policy adopted as to access and how policies relating to access in relevant development plan documents (DPDs) have been considered
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation

- Explain how specific issues which might affect access to the development have been addressed.

Statements accompanying applications for Listed Building Consent should, in addition to the above, show how they have taken account of:

- The special architectural or historic importance of the building
- The physical features of the building that justify its designation as a listed building (please give details of the Listing)
- The building's setting

Useful information and guidance

[The National Planning Practice Guidance](#)

9. Heritage Statement – National.

When required?

Applications for Listed Building Consent either directly related to, or impacting on, the setting of Listed assets. Applications within, or adjacent to, a conservation area; - excluding advertisement applications and changes of use with no alterations to elevations. Heritage assets including - Listed Buildings, Conservation Areas, Buildings of Local Merit, Areas or Sites of High Archaeological Potential, County Sites of Archaeological Importance, Scheduled Ancient Monuments, Registered Parks and Gardens.

What is required?

The level of information or investigation required to support a proposal that could impact on a heritage asset needs to be proportionate to the significance of the heritage asset and the potential impact of the works proposed. Pre-application meetings are strongly recommended.

As a minimum, statements will be required to identify heritage assets and demonstrate how proposals have preserved or enhanced their significance.

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 the 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 relevant demolition in a conservation area, a written statement that includes a structural survey, if appropriate, 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.

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 archaeological, history and character of 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.

Useful information and guidance

[Waverley's Heritage information](#)

10. Archaeological Report – National.

When required?

Non householder applications involving the disturbance of ground within an Area of High Archaeological Potential.

Applications for Major development or significant ground disturbance with a site area greater than 0.4 ha not in an area/site already defined as High Archaeological Potential.

What is required?

The applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement or an independent report.

Useful information and guidance

[Surrey County Council Archaeology assistance](#)

11. Structural Survey – Local.

When required?

Change of Use of agricultural buildings or certain prior approval notifications where the proposal involves substantial demolition and change of use, for example, barn conversion applications.

What is required?

A survey compiled by a suitably qualified and competent person.

Useful information and guidance

[Waverley's residential extensions SPD](#)

12. Daylight/Sunlight Assessment – Local.

When required?

Circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties.

What is required?

An assessment development in terms of its impact on access to daylight and sunlight to adjoining properties in line with Waverley's [SPD on Residential Extensions](#).

13. Housing Space Standards Statement – Local.

When required?

All new housing development.

What is required?

All new housing developments should provide information to allow an assessment against the Government's advisory minimum gross internal floor area and storage requirements.

Useful information and guidance

[Government technical housing standards](#)

14. Fire Safety Statement – National.

When required?

Required where a building has a height of 18m or more, or 7 or more storeys, whichever is reached first AND contains 2 or more dwellings or educational accommodation.

What is required?

[Fire statements](#) must be submitted on a form published by the Secretary of State (or a form to similar effect) and contain the particulars specified or referred to in the form, which includes information about the principles, concepts and approach relating to fire safety that have been applied to each building in the development the site layout.

- emergency vehicle access and water supplies for firefighting purposes
- what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this
- how any policies relating to fire safety in relevant local development documents have been considered.

Useful information and guidance

[Fire safety regulations 2022](#)

15. Extensions to dwellings in the Green Belt – Local.

When required?

Extensions to dwellings in the countryside within the Green Belt but outside of defined village settlement boundaries.

What is required?

A plan of the existing dwelling will be necessary clearly showing any extensions, including those added under permitted development rights, added after 31st December 1968 together with their Waverley planning application reference numbers. The detail shall also include a calculation of the percentage increase in gross external floor area/habitable accommodation since 31st December 1968.

Useful information and guidance

[Retained Policy RD2](#) of the Waverley Local Plan 2002.

16. Affordable housing statement – Local.

When required?

Where Local Plan policies apply details of affordable housing provision. The Council will require a minimum provision of 30% affordable housing on all housing developments where at least one of the following applies:

- In designated rural areas, developments for a net increase of 6 dwellings or more.
- In non-designated rural areas, developments for a net increase of 11 dwellings or more.
- Developments that have a combined gross floorspace of more than 1000 sqm.

What is required?

Information should be provided concerning both the affordable housing and market housing including their location, floor space and number of habitable rooms. You should also include details of any Registered Social Landlords “Registered Providers” acting as partners in the development.

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

Useful information and guidance

[National Planning Policy Framework – sustainable development](#)

17. Land Contamination Assessment – Local.

When required?

Required for Planning applications where new, or redevelopment is proposed or on land that is known to be, or suspected to be, affected by contamination.

What is required?

Sufficient information should be provided to determine the existence or otherwise of contamination, its nature, and the risks it may pose and whether these can be satisfactorily reduced to acceptable levels. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Useful information and guidance

[Waverley's pollution control information](#)

18. Air Quality Assessment – Local.

When required?

Applications that generate pollutants or increased traffic emissions or combined heat and power plant/ biomass boilers where the development is proposed inside, or adjacent to an Air Quality Management Area (AQMA).

What is required?

Where the grant of planning permission would conflict with, or render unworkable, elements of the local authority's Air Quality Action Plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. This shall be prepared by a suitably qualified person.

Useful information and guidance

[Waverley's pollution control information](#)

19. Transport Assessment – National.**When required?**

Where the proposed development has significant transport implications, for example Major applications.

What is required?

The detail should be proportionate to the scale of the development and transport implications. A transport assessment should outline access by all modes of transport to and from the site and detail measures to improve access by public transport, walking and cycling to mitigate transport impacts.

Useful information and guidance

[Government guidance to travel plans and transport assessments](#)

20. Travel Plan – National.**When required?**

A Travel Plan should be submitted alongside planning applications that are likely to have significant amount of movement and for major development.
This should be proportionate to the size of the development.

What is required?

A travel plan in accordance with the latest [Surrey County Council guidance](#).

Useful information and guidance

[Government guidance to travel plans and transport assessments](#)

21. Parking Provision – Local.

When required?

Proposed residential or commercial development including Change of Use.

What is required?

Applications may be required to provide details of existing and proposed parking provision. These details should also be shown on a site layout plan. Where proposed provision differs from policy requirements then a justification statement is also required.

22. Lighting Assessment – Local.

When required?

Applications or advertisements where external lighting would be provided or made necessary by the development.

What is required?

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, information on light spillage, intensity and strength should be shown on a contour map with Lux levels. Any details of lighting columns and equipment should be provided.

23. Noise Assessment – National.

When required?

Applications which involve the installation of mechanical and electrical building services plant or equipment such as flues, air handling units / air conditioning, extraction, air source heat pumps and combustion appliances. Development that may cause noise pollution or noise sensitive development close to existing noise sources should also provide information.

What is required?

A noise assessment prepared by a qualified acoustician. The assessment shall detail the existing noise environment, the potential noise sources or activities associated with the development or the noise sources likely to affect any noise sensitive development.

24. Planning Obligations – Draft Heads of Terms or Draft Legal Agreements – National.

When required?

- Additional dwellings in the Thames Basin Heaths Special Protection Area and Hindhead Together Concept Strategy Area.
- All housing sites where affordable housing is required to be secured or offered (Policy AHN1 of Waverley Local Plan Part 1 or as a benefit of the proposal).
- All applications where a Section 106 or other agreement is required to make the development acceptable on a bespoke basis.

What is required?

Developers should provide a draft heads of terms that details a schedule of issues (such as affordable housing or contributions to schools) to be addressed, through a legal agreement, during the application process.

Useful information and guidance

[Waverley's CIL, S106 and planning obligations information](#)

25. Statement of Community Involvement – Local.**When required?**

Major applications involving 10 or more dwellings or 1,000 sq. m. floor space for commercial or over 1 ha site area.

What is required?

Some applications may need a statement outlining how the applicant has complied with requirements of the authority's adopted Statement of Community Involvement and demonstrated that views of the local community have been considered.

A public consultation undertaken by the applicant could include public meetings and exhibitions, other surveys and any consultation with local amenity groups and interested parties.

26. Environmental Statement – National.**When required?**

An Environmental Statement (ES) must be undertaken for development that fall within the types listed in [Schedule 2 of the Regulations](#). Where an applicant is uncertain if a development proposal requires an ES you should seek a Screening Opinion from the Council before submitting the planning application. If agreed that an ES is required, you should then seek a Scoping Opinion and submit the Environmental Statement alongside the planning application.

What is required?

Scale to be agreed as part of the Scoping Opinion. A minimum of 2 hard copies of the ES and Non-Technical summary should be submitted together with 2 copies of a CDROM.

Useful information and guidance

[EIA Regulations 2017](#)

27. Open Space Assessment – Local.**When required?**

Proposals for residential development (conversions or new build) which will need to make provision for new open space.

Proposals adversely affecting or leading to the loss of existing open space, such as playing fields.

What is required?

Plans showing any areas of existing or proposed open space within or adjoining the application site.

Planning consent is not normally given for development of existing open spaces that local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements.

Useful information and guidance

[Waverley's Local plan open space information](#)

28. Infrastructure Statement – Local.**When required?**

For major applications (10 dwellings or more, where floor space exceeds 1,000 sqm, or the site is 1 hectare or more).

What is required?

Provide a statement identifying whether any discussion have taken place with utility providers (gas, electricity, water supply, wastewater treatment, telecommunications) for the provision of utilities to serve the development.

29. Ventilation/Extraction Statement – Local.**When required?**

For significant retail, business, industrial or leisure or other similar developments, including Change of Use, where substantial ventilation or extraction equipment is proposed to be installed. When ventilation or extraction is proposed by the development it should accompany all applications for the use of premises for purposes within Use Classes: E (b), A4, A5, E (g) and B2.

May not be needed if the site is isolated and away from any noise sensitive premises but justification is required.

What is required?

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise levels and characteristics.

Useful information and guidance

[Government guidance to pollution and noise management](#)

30. Town Centre Uses – Local.**When required?**

Development consisting of Retail / Leisure / Office / Art / Culture and Tourism outside defined area for Town Centres. Not required for developments consisting of a Change of Use or new build if less than 1000 sqm floor space outside Policy TCS1 areas.

What is required?

The level and type of evidence and analysis required should be proportionate to the scale and nature of the proposal.

Useful information and guidance

[Waverley's Local plan](#)

31.a Agricultural, Forestry or Fishing Assessment (Rural Workers' dwelling) – Local.**When required?**

Any application for new agricultural, forestry or fishery dwelling or development. Any application where the development would be contrary to the Development Plan but for the reasonable needs of farming, forestry and fishery.

What is required?

Need to demonstrate that the development is “reasonably necessary” for prior approvals or appropriate/required for agriculture for planning applications.

31.b Agricultural Assessment – Local.**When required?**

When the application results in a loss or alienation of the best or most versatile agricultural land or when development could result in fragmentation of an agricultural or horticultural holding.

What is required?

A statement that should specify:

- The current grade of the agricultural land
- Amount of agricultural land to be lost
- Whether the proposal results in the fragmentation of land
- If the fragmentation of land is likely to impact upon the economic viability of the remaining agricultural holding

The assessment must be carried out by an appropriately qualified land / agricultural professional.

32. Marketing Viability Appraisal – Local.**When required?**

Required where the [Local Plan policies](#) support retaining the viability and vitality of areas relating to Employment and Economy, Town Centers and Shopping, Leisure, Recreation and Culture

What is required?

Completion of the WBC [Marketing Pro-forma](#) will be required together with evidence the premises has been marketed for an appropriate length of time (minimum 9 months) at an appropriate rate.

This will be published as a public document unless explicit justification is submitted as to why it should not be made public.

Useful information and guidance

[Waverley's Marketing and viability information](#)

33. Financial Appraisal – Local.

When required?

Where Policy exceptions are made on financial grounds.

What is required?

A full financial appraisal to demonstrate why policy cannot be met. This will be published as a public document unless explicit justification is submitted as to why it should not be made public.

The applicant will commit in a written undertaking to pay for independent scrutiny of financial appraisal. For cross subsidy rural housing schemes, the appraisal should show that market housing is minimum required to deliver the affordable element.

Proposals in conflict with the Development Plan, viability information in support of the infrastructure/affordable homes should be provided to demonstrate deliverability.

34. Planning Statement – Preferred.

When required?

Useful addition for major applications (10 dwellings or more, where floor space exceeds 1,000 sqm, or the site is 1 hectare or more).

What is required?

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national 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.

Useful information and guidance

[Government guidance – local requirements](#)

35. Advertisement Justification Statement – Preferred.

When required?

For illuminated advertisements in Areas of Special Control of Advertisements, Conservation Areas or rural areas.

What is required?

For ASCA and/or rural areas if illuminated, justification is required for the sign and illumination and only acceptable if essential for highway safety. For Conservation Areas you need to justify internal illumination.

36. Climate Change and Sustainability Checklist – Local.

When required?

The Short version is required for Householder applications, Advertisement consent and minor alterations to shopfronts.

The Full version is required for all Full applications including Major and EIA, Outline applications including Major and EIA, Reserved matters and Technical details consent.

What is required?

Submission of the relevant completed checklist.

Useful information and guidance

[Waverley's Climate change and Sustainability checklist](#)

37. Biodiversity Net Gain – Preferred.

When required?

Ideally required for all applications at this stage.

What is required?

Although not yet a validation requirement, early consideration should be given to the impact of any proposed development. Some information is already required as part of the Biodiversity Checklist and Climate Change and Sustainability Checklist.

Useful information and guidance

[Planning Advisory Service – Biodiversity Net Gain](#)

38. Energy Statement – Local.

When required?

Applications for new buildings.

What is required?

An Energy Statement must calculate and benchmark the energy performance of new buildings. It is assessed using the Standard Assessment Procedure (SAP) which measures how much energy will be consumed and how much carbon dioxide will be emitted based on standardised conditions. The SAP calculation is used to determine the Dwelling Emission Rate (DER) which can then be compared to the Target Emission Rate (TER) as set out in the Building Regulations.

Useful information and guidance

[Waverley's Local plan](#)