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Information Item	Policy Driver	Types of application that require this information	Geographic locations where this information is required	What Information is required	Where to look for further assistance
Item 1 4 copies of the appropriate application form and all documentation that forms part of the application, unless submitted via the Planning Portal as an electronic application.	General Development Procedure Order (GDPO)	All except Prior Approval applications, Tree Works applications and variation of condition applications (a form is available if required) Variation of conditions	All	One hard copy to contain original signatures in the required 3 places. Form to include completion of the correct Certificate of Ownership and Agricultural Holding Certificate	The guidance notes for each application type see attached link http://www.waverley.gov.uk/site/scripts/documents_info.php?categoryID=200074&documentID=559
Item 2 The appropriate planning fee	GDPO Fees for Applications and Deemed Applications Regulations 1989 (as Amended) Circular 04/2008	Not required for Listed Building applications, Tree works, certain disabled adaptations and other exempt fee applications	All	Cheque or credit/debit card, credit cards accrue a handling charge. It is helpful if cheques have the site address/planning portal reference on the back	Circular 04/2008 Link to fee schedule http://www.waverley.gov.uk/site/scripts/download_info.php?downloadID=348&fileID=1707 Contact the planning service for further advice
Item 3 Design and Access Statements	Town and Country Planning Act Statutory Instrument 2010 No. 567	Required for all new housing developments Householder development in, Conservation Areas, World Heritage Sites, or requiring Listed Building consent. All Non-residential development over 100 sq.m or if the site is within a Conservation Areas or requiring Listed Building consent Walls, gates, fences in a Conservation Area or requiring Listed Building consent or surrounding a listed building	Conservation Areas Listed Buildings	The design component should describe the design principles and concepts - specifically: <ul style="list-style-type: none"> • the amount; • the layout; • the scale; • landscaping; and, • the appearance of the development. <p>demonstrate how the assessment of the site; involvement of consultees and the local community; the evaluation of the information collected about the site and constraints; have all been brought together to influence the</p>	http://www.communities.gov.uk/documents/planningandbuilding/pdf/1505220.pdf Guidance Notes on Validation of Planning Applications

				<p>design. An explanation of how local context has influenced the design is also an important part of a DAS.</p> <p>The access component should describe the means of access to the development (not internal aspects of buildings). The statement should demonstrate:</p> <ul style="list-style-type: none"> • how all users will have equal and convenient access to buildings, spaces and the public transport network; • how the development can adapt to change; • how policies in the development plan documents have been taken into account; • consultation considerations that have been taken into account; and, • access for emergency services. <p>For Listed Building applications there should also be an assessment of the</p> <p>(i) the special architectural or historic importance of the building;</p> <p>(ii) the particular physical features of the building that justify its designation as a listed building; and</p> <p>(iii) the building's setting;</p> <p>Where village and town design statements exist they should be used to inform the content of the DAS.</p>	
Item 4 Location Plan	General Development Procedure Order (GDPO)	All applications excluding Works to trees, Variation of condition applications, New permission to replace extant permission applications, Non Material amendment applications and Prior Approval applications	All	<p>Map must be up-to date. It should be at a scale of 1:1250 or 1:2500 and oriented North. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be identified by name or number.</p> <p>The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development.</p>	Can be bought directly from Ordinance Survey or map retail outlets

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				<p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>Access arrangements should be shown where the suitability of the access arrangements are a material consideration.</p>	
Item 5 Block (site) Plan	GDPO	<p>All applications excluding Variation of condition applications, New permission to replace extant permission applications, Non Material amendment applications (unless required to show changes in site), Certificate of Lawfulness and Prior Approval applications. Exceptions- where there is no change proposed to the footprint of buildings on the site, no change to the parking area or there is no requirement to indicate the position of a relevant building or fence etc</p>		<p>Copies of the site plan should be drawn at a scale of 1:500, 1:200 or 1:100 and should accurately show:</p> <ul style="list-style-type: none"> a) the direction of North; b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions to boundaries if within 2 metres; c) all the buildings, roads and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees with amenity value on the site, and those on adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing; and g) boundary treatment including walls or fencing where this is proposed. 	<p>Maps can be bought directly from Ordnance Survey or map retail outlets and then annotated</p>
Item 6 Existing and proposed elevations	GDPO	<p>All applications where operation development (building works) are proposed. Unless no change to the external appearance. Special rules apply to Prior Approvals.</p>	All	<p>At a scale of 1:50 or 1:100 other scales by prior agreement. (consistent across drawings) show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	<p>As these drawings need to be accurate you may wish to use the services of a professional plan drawer. You can go by personal recommendation or membership of a professional body such as the RTPI or use a qualified architect. Competent personnel also advertise their services locally. Waverley operates an Accredited Agents' scheme whereby individuals and companies who have shown themselves competent in the submission of the necessary documents to be provided with an application are listed on our website. http://www.waverley.gov.uk/site/scripts/documents_info.php?documentID=859</p>
Item 7 Existing and	GDPO	All applications where operational development (building works) are proposed.	All	These should be drawn to a scale of 1:50 or 1:100. Other scales by prior agreement	See entry above

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proposed floor plans		Unless no change to footprint or parking provision and the area of the site, the subject of the proposal, is clearly identifiable. All changes of use to dwellings and all changes of use where the application site is not the whole of the building concerned. Special rules apply to Prior Approvals		(consistent across drawings) and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).	
Item 8 Existing and proposed site sections and finished floor and site Levels	GDPO	Where operational development is proposed and takes place on a site other than reasonably level	All	Existing and proposed site sections and finished floor and site levels as cross section to a scale of 1:50 or 1:100, other scales by prior agreement.	See entry above
Item 9 Roof plans	GDPO	For all new buildings and for extensions where there are complex interaction of new and old roof or dormer windows proposed	All	At a scale of 1:50, 1:100 or 1:200, other scales by prior agreement.	See entry above
Item 10 Affordable housing statement	Policies H5, H5a, H6 in WBC Local Plan. PPS 3 and supplement	Where Local Plan policies apply but where affordable housing is not provided on the grounds of viability a full financial appraisal to be submitted. Give written undertaking to cover LA's costs to provide independent scrutiny.	As policy requirements	Information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.	Alice Baxter-WBC Housing Enabling Officer. PPS 3
Item 11 Air Quality Assessment	PPS 23	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),	Where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.	Planning Policy Statement 23: Planning and Pollution Control (November 2004). Air Quality Assessment help page on Waverley's website
Item 12 Biodiversity	Policies;- C10, C11, D5 WBC	Where a proposed development may have possible impacts on wildlife and biodiversity,	On or near SSSI or SNCI	Information should be provided on existing biodiversity interests and possible impacts on	Natural England matrix http://www.naturalengland.org.uk/regions/south_eas

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survey and report	Local Plan Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005), PPS9 is accompanied by a Government Circular: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.	If “yes” to biodiversity questions on 1 App form then a report and survey are required with the submission of the application to include Initial and Emergence Survey for bats where required. 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. This can include householder development if the demolition of a roof space near woodland or water is proposed	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.	them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed This information might form part of an Environmental Statement, where one is required.	t/ourwork/standingadvice/default.aspx The British Standards Institute has produced a Publicly Available Standard, PAS 2010 Planning to halt the loss of Biodiversity, which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of Local Government Ecologists has developed a good practice template (available at http://www.alge.org.uk) which gives detailed validation requirements for biodiversity and geological conservation. PPS 9 ODPM Circular 6/05
Item 13 Daylight/Sunlight assessment	Local Plan Policy D1	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	All	Planning permission would not confer any immunity on those whose works infringe another’s property rights, and which might be subject to action under the Rights of Light Act 1959.)	BRE guidelines on daylight assessments Site layout planning for daylight and sunlight: a guide to good practice. BRE Report 209, 1991.
Item 14 Environmental Statement	The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended,	As required by the EIA Regulations	All	Where an EIA is required. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent..	Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. Circular 02/99 It may be helpful for a developer to request a ‘screening opinion’ (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application
Item 15 Flood Risk	Planning Policy Statement 25:	Required for development proposals of 1 hectare or greater in Flood Zone 1 and for all	Required for development	The FRA should identify and assess the risks of all forms of flooding to and from the	Planning Policy Statement 25: Development and Flood

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Assessment	Development and Flood Risk (March 2010) and Practice Guide (December 2009) Local Plan Policy D1	proposals for new development located in Flood Zones 2 and 3.	proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3. An 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.	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. The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk assessment. The FRA should form part of an Environmental Statement when one is required Development within Flood Zones 2 and 3 must provide evidence of the sequential/exemption tests. Local flooding issues to be included.	Risk (March 2010) and Practice Guide (December 2009) Use link to The Environment Agency website for advice http://www.environment-agency.gov.uk/research/planning/93498.aspx
Item 16 Foul sewage and utilities assessment	PPS25 Local Plan Policies D1 D13 DETR 3/99	For major applications i.e. 10 dwellings or more, or where the floor space to be built is 1,000 square metres or more or the site is 1 Ha or more.		The applicant should 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.	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 and in BS6297.
Item 17 Heritage Statement (including Historical,	PPS 5	For applications for listed building consent. For applications for conservation area consent. For applications either related to or impacting on the setting of heritage assets.	Listed Buildings Conservation Areas Areas or Sites of High	i. Identify heritage asset. ii. Identify the significance of the historic, archeological, architectural and/or artistic interest of the heritage asset.	For heritage assets, advice is provided in PPS 5 and PPS 5 Practice Guide

<p>archaeological features and Scheduled Ancient Monuments)</p>		<p>For applications within or adjacent to a conservation area. For all applications involving the disturbance of ground within an Area of Archaeological Potential</p>	<p>Archaeological Potential</p>	<p>iii. Assess the impact of the proposals on the significance of the heritage asset.</p> <p>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.</p> <p>For applications for conservation area consent, 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.</p> <p>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.</p> <p>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.</p> <p>For all applications involving the disturbance of</p>	
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				ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.	
Item 18 Land Contamination assessment	Planning Policy Statement 23: Planning and Pollution Control (November 2004).	Required for significant known or suspected sites or where the proposal is for a potentially more vulnerable use e.g. residential	Contaminated land sites	Should include an extended assessment of contamination in line with Planning Policy Statement 23: Planning and Pollution Control (November 2004). 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 should provide such information with the application as is necessary to determine whether the proposed development can proceed	Planning Policy Statement 23: Planning and Pollution Control (November 2004). http://www.waverley.gov.uk/site/scripts/documents_info.php?documentID=194 Aine O'Brien Waverley Borough Council Environmental Pollution Control Officer
Item 19 Landscaping Details	Local Plan D6 and 7, C6 and 7	Applications including a landscaping element	all	Applications should be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should 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 and appropriate, be retained in new developments and protected during the construction of the development	Policy -Local Plan D6 and 7, C6 and 7
Item 20 Lighting assessment	Local Plan Policy D1	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	Listed Buildings, Conservation Area, Countryside	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 presented graphically. Include details of the lighting columns and equipment.	Lighting in the countryside: Towards good practice (1997)
Item 21 Noise	PPG 24	Air conditioning units and air source heat pumps.		Applications for developments that raise issues of disturbance by noise to the occupants of	Planning Policy Guidance 24: Planning and Noise (September 1994).

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Assessment		Development which may cause noise pollution or noise sensitive development close to existing noise sources.		nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared preferably by a qualified acoustician to assist in quality and will be scrutinised by in house experts. Site sequential assessment/background noise levels	Contact Waverley Environment and Leisure service with details of the proposal for an assessment of the requirement to submit a noise assessment based on the particulars of the proposed scheme.
Item 22 Open Space assessment	PPG 17	For development within open spaces including playing fields.		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 which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.	Planning Policy Guidance Note 17: Planning for open space, sport and recreation (<i>July 2002</i>). Plus accompanying guide on assessment needs Contact Waverley Leisure services
Item 23 Parking Provision	PPG13 PPS 3 Local Plan Policy M14 Surrey Parking Strategy	New Commercial development New Residential development Changes of Use Where proposed results differ from policy requirements then a justification statement is required	All	Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.	County Highway Authority
Item 24 Planning obligations – Draft Head(s) of Terms	Section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991 Policy;- Circ 05/05 Thames Basin Heaths SPA Avoidance Strategy. Infrastructure SPD, D14 of the	All new housing All new commercial development (including changes of use but excluding Use Class D1 and D2) Additional dwellings in the Thames Basin Heaths Special Protection Area Affordable housing provision. Where there is a trigger for infrastructure contributions or other development where a Legal Agreement will be required.	All	Intended to make acceptable development which would otherwise be unacceptable in planning terms. Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms or a draft legal agreement to be submitted with the application.	Further advice on planning obligations is available in Circular 05/2005, Please discuss the requirements with the planning officer during any pre application discussions

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	Local Plan				
Item 25 Planning Statement (optional)		Useful addition for Major applications involving 10 or more dwellings or 1,000 sq.m. floor space for commercial		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. May be combined with a DAS	PPS 1
Item 26 Statement of Community Involvement (Community Consultation)	PPS 12	Major applications	All	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Survey of public consultation undertaken by applicant to include public meetings and exhibitions and other surveys and any consultation with local amenity groups and interested parties.	Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12 (November 2004) http://www.waverley.gov.uk/downloads/adopted_sci.pdf
Item 27 Structural Survey	Local Plan Policy;-RD7, RD2, RD2A, WBC Residential Extension Guides SPD. PPG2, PPS4	A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications or where proposal amounts to either an extension of a dwelling or a complete re building but which is unclear. This requirement only necessary where there is policy relevance.	All	Survey by a competent person	Residential Extension Guide SPD 2010 http://www.waverley.gov.uk/downloads/residential_spd_consultation_Jan_2010.pdf Waverley Building Control Service
Item 28 Telecommunications Development – supplementary information	PPG 8 Local plan policy D11	All telecommunication applications	all	Planning applications for mast and antenna development by mobile 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 should also be accompanied by a signed declaration that the equipment and installation have been	Code of Practice on Mobile Network Development (2002).

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				designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).	
Item 29 Town Centre Uses – Evidence to accompany applications outside of these area	PPS 4 Local Plan Policy S1	Development consisting of Retail/leisure/office/art/culture and tourism outside Policy TC3 defined area for Town Centres. Not required for development consisting of a change of use or new build if less than 100 sq m of floor space outside Policy TC3 areas	Areas outside TC3 defined in the Local Plan	Subject to the policies set out in the document the key considerations for which applicants should present evidence are listed. The level and type of evidence and analysis required should be proportionate to the scale and nature of the proposal and the sequential test	Planning for Town Centers (Dec 2009) PPS 4 Sequential test PPS 4 Town Centre Development Companion Guide Sept 2008
Item 30 Transport assessment	Planning Policy Guidance 13 Transport (March 2001)	Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. e.g. major applications	All	The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.	Guidance on Transport Assessment, (March 2007) published by the Department for Transport. Planning Policy Guidance 13 Transport (March 2001)
Item 31 Travel Plan	Planning Policy Guidance Note 13: Transport (DETR, 2001), paragraphs 87-91.	A travel plan should be submitted alongside planning applications which are likely to have significant transport implications and for major development.	All	Surrey County Council Travel plan Guidance note http://www.surreycc.gov.uk/sccwebsite/sccwspublications.nsf/docidLookupFileResourcesByUNID/docidAFBDC76EEEB949748025755B005CD22A?openDocument	Using the planning process to secure travel Plans: Best practice guide ODPM and DfT, 2002 Making residential travel plans work: Good practice guidelines for new development: DfT and A guide to development related travel plan (Addison & Associates).
Item 32 Tree survey/Arboricultural implications	Local Plan Policy D1 D6 D7 PPS 9	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), For householder applications this should include all trees within 10 metres of the development.	All	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	current BS5837 'Trees in relation to construction – Recommendations'.

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				<p>application has to be accompanied by an Arboricultural Survey and Methodology Statement including appropriate tree protection measures. This information should be prepared by a suitably qualified and experienced arboriculturist. 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>Definition - arboriculturist: – “a person who has, through relevant education, training and experience, gained recognized qualifications and expertise in the field of trees in relation to construction”.</p>	
Item 33 Ventilation/Extraction statement	PPS23, PPG 24, Use Classes Order Local Plan Policies D1 and S6	When ventilation or extraction is proposed by the development it should accompany all applications for the use of premises for purposes within Use Classes A3 (i Restaurants and cafes), A4 (Drinking establishments), A5 (Hot food takeaways), B1 (general business) and B2 (general industrial). for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. Not required if the site is isolated and away from any noise sensitive premises	All	Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics,	Contact Waverley Environment and Leisure Service for further advice
Item 34 Marketing Viability and Appraisal	Local Plan Policies LT2, IC2, IC3, IC4, TC1, TC2, S2, and CF1	Required where the proposal involves the loss of a use Waverley’s Local Plan seeks to retain such as: Leisure and entertainment facilities, visitor related accommodation, hotels, food establishments and pubs. Suitably located or well established commercial uses, ground floor retail premises in central shopping areas, wider town centre areas and village shops	Primary shopping areas, villages	Information to demonstrate that premises have been marketed for an appropriate length of time at an appropriate rate.	http://www.waverley.gov.uk/downloads/planning_-_loss_of_retail_unit_mkting_info_checklist_july10.doc
Item 35 Financial	All Local Plan Policies and PPS	Policy Exceptions on financial grounds	All	Where viability is used to justify non compliance with a policy requirement, a full	Investment and Planning Obligations, Responding to the Downturn (Homes and Community Agency

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Appraisal	Statements			financial appraisal to demonstrate why policy cannot be met. Applicant to commit in a written undertaking to pay for independent scrutiny of financial appraisal. e.g. enabling development affordable housing	July 2007) Enabling development and Conservation of Significant Places (English Heritage 2008)
Item 36 Agricultural Forestry or Fishing assessment	PPS7 annex PPS 4 Local Plan Policies RD 8/9/10/11/12/13/14	Any application where the development would be contrary to the Development Plan but for the reasonable needs of farming, forestry and fishery	Countryside	Need to demonstrate that the development is reasonably necessary	PPS 7
Item 37 Advertisement Justification Statement	Local Plan Policy D10	For illuminated advertisements	Areas of Special Control of Advertisements Conservation Areas Rural areas	For ASCA and/or other rural areas. if illuminated in these areas justification for sign unless for highway safety. Internal illumination in Conservation Areas, justify illumination	PPG19
Item 38 Street Scene Elevation	Local Plan Policy D4	To show the proposal in context with the immediately neighbouring buildings. Required for infill dwelling or extensions that increases the height of the ridgeline where there are immediately adjacent neighbours. Not required if the separation distance is 20 metres or more.	All	At a scale of 1:200	Local Plan Policy D4
Item 39 Extensions to dwellings in Rural Areas	Local Plan Policy RD2	Extensions to dwellings in the countryside.	Green Belt and Countryside Beyond the Green Belt, outside of defined village settlement areas	A separate set of plans of the existing dwelling will be necessary. These shall clearly show any extensions, including those added under permitted development rights, added after 31 st 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 31 st December 1968. Any proposals involving roof extensions shall show the skelining line 1.5 meters above finished floor level.	Web link to local plan, residential design guide and village design guides.
Item 40 Statement of compliance	Raised in customer focus group	Required for all minor or major proposals in conflict with Local Plan Policies.	All	Statement setting out Policy contraventions and giving justification for exception.	Waverley Borough Council Local Plan