

Epsom&Ewell
Local Validation
Requirements
List 2024



Local Requirements List for the Validation of Applications

July 2024

SUMMARY

The Local Requirements List

1. When an application is submitted, a local planning authority will require supporting information to validate the application. The information that is required makes up the Local Validation Requirements List.
2. This Local Validation Requirements List outlines the information that Epsom and Ewell Borough Council requires to be submitted to enable validation of the application, including mandatory national requirements as set out in national planning policy, guidance and legislation and the local information requirements specific for Epsom and Ewell Borough Council.
3. The Local Requirements List complies with the statutory tests as set out in the:
 - a) Town and County Planning Act 1990 (TCPA)
 - b) Town and County Planning (Development Management Procedure) (England) Order 2015 (DMPO)
 - c) Planning (Listed Buildings & Conservation Areas) Act 1990
 - d) National Planning Policy Framework 2023 (NPPF)
 - e) National Planning Practice Guidance (NPPG)
4. The information requested accords with legislative requirements in that it is:
 - a) Reasonable having regard to the nature and scale of the development
 - b) About a matter which it is reasonable to think will be a material consideration in the determination of the application

Adoption of the Local Requirements List

5. This Local Requirements List is a wholesale review of Epsom and Ewell's Local Requirements List dated April 2015. It was consulted from 25 April to 26 May 2024 and adopted by the Council's Licensing and Planning Policy Committee on 11 July 2024.

Submitting Applications

6. All applications should be submitted via the [planning portal](#). You will need to register with the planning portal to submit an application. Paper submissions can be submitted in person to the Council offices though expect registration and validation of these applications to take longer.
7. When submitting an application, the preference is that all documentation is submitted in pdf file format and that all plans are submitted as one single document. It is not necessary to submit individual pdf documents. To assist with accessibility, naming of pdf files should be consistent and adopt the following convention - plan type, plan number, revision number e.g., 'Location Plan 0001 Rev A'. It is not necessary to include the address of the site in the file description.
8. All drawings should include a plan number and date within the plan to enable identification when being determined. Where revised/amended plans are submitted, they should adopt a new revision number to distinguish from previous versions of the same plan.
9. Any surveys required with the application (e.g., bat surveys, marketing reports or viability assessments) should be no older than 12 months at the time of submission.

Validation of Applications

10. The information required with an application depends upon the type of application. All applications are included in this List. Further details of the different types of application are available via the online [National Planning Practice Guidance](#) and the [Planning Portal](#).
11. To be made valid, each application must contain all the National requirements and the Local requirements, where relevant. If the required information is not submitted, the application will be made invalid. The allocated agent or applicant will be advised by letter, giving 21 days for the details to be submitted, unless otherwise negotiated. After this time, your invalid application will be returned.
12. If you believe that the validation requirements for your application are too onerous, you must follow the validation dispute process as set out in [Section 12 of the DMPO](#).
13. This List is intended as a complete list but in some cases, further information may be required by the Council during determination of the application. Government legislation is regularly updated and so the requirements are correct at the time of adoption of this List.
14. The [National Planning Policy Guidance](#) also provides useful guidance on making an application. To further assist, the Council's planning policies are available on the [Council's website](#). [Pre application advice](#) can also be obtained for a fee.

Types of Applications

15. The table below outlines the types of applications that can be submitted with the Council. The title of each type of application contains a link that directs to further advice on the [Planning Portal website](#). The page number contains a link through to the section of the Council's Local Requirements List for that application, which outlines the validation requirements of each application.
16. Each table explains when the information would be required, the type of information required and where further information can be sourced. There are also hyperlinks within the text that assist with compiling the relevant information. These links are correct at the time of adoption.

Type	Page	Description
Householder Permission	5	For alterations to an existing single residential dwelling, including any works within the curtilage
Full Planning Permission	14	For all other works not specified below, including a change of use of land or a building or a new dwelling/building
Outline Planning Permission	35	For in principle permission that is limited to matters such as appearance, access, landscaping, layout, and scale
Approval of Reserved Matters	35	For the remaining matters not dealt with at outline planning permission stage
Permission in Principle	37	For separating the assessment into two stages – the principle and technical details consent
Listed Building Consent	38	For any works to a listed building, including internal and external works and within the curtilage and works to structures that have been within the curtilage prior to 1 July 1948
Advertisement Consent	42	For any advertising signage (and illumination) that is not express or deemed consent
Lawful Development Certificate (Existing)	45	For establishing whether any existing development is lawful, including that immune from enforcement action

Type	Page	Description
Lawful Development Certificate (Proposed)	48	For establishing whether a development would be lawful under the General Permitted Development Order or to ascertain if a development has been lawfully commenced
Lawful Development Certificate for a Listed Building (Proposed)	52	For establishing whether a development to a listed building would be lawful
Prior Approval	55	For establishing whether a development would be permitted development but where the prior approval of the local planning authority is required for certain considerations such as highways and neighbour amenity impacts. These can include: <ul style="list-style-type: none"> • Larger home extensions including rear extensions and upward extensions • Additional floors to existing buildings • New dwellings • Changes of use of buildings • Electronic communications equipment, including masts • Renewable energy development, including heat pumps and solar panels • Demolition of buildings • Agricultural and forestry development • Click and collect lockers
Removal/Variation of Conditions	61	Also known as a section 73 variation, for making material amendments to conditions within an existing planning permission
Non-Material Amendment	62	For varying an existing planning permission in a non-material manner
Approval of Conditions	65	Also known as a discharge application, for discharging post consent requirements of conditions in a permission
Consent under Tree Preservation Orders	66	For the granting of works to protected trees
Conservation Area Tree Works	68	For giving notice of intended works to a tree that is protected by virtue of its location within a conservation area
Screening Opinion	69	For determining whether the development is Environmental Impact Assessment development
Scoping Assessment	69	For determining the extent of issues to be considered in the assessment and reported in the Environmental Statement
Hazardous Substances Consent	70	For the storage of use of hazardous substances at or above defined limits at a site
Amending Planning Obligations	72	For amending planning obligations within a legal agreement under Section 106 of the Town and Country Planning Act 1990
Pre-Applications	73	For advice via the Council's paid pre application service for prior to the submission of an application.

HOUSEHOLDER APPLICATIONS

Where planning permission is required for proposals relating to extensions and alterations to an existing single residential dwelling, including any works within the curtilage (which usually includes anything within the boundaries of the site). Householders do not apply to flat buildings.

Note: There is separate guidance for applications to vary existing permissions.

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> • An application form should be completed via the planning portal website. Printable forms are available. Only one form is required • You do not need to employ a planning agent or architect to complete the form • All sections must be answered, and the declaration must be signed and dated • The description of the development should be concise but reflect all aspects of the proposal • Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Article 7 of the DMPO
Ownership Certificate/ Agricultural Land Declaration (as part of application form)	All applications	<p>The application form will include a section about ownership (or agricultural land declaration). This must be completed, with the appropriate notice served and/or published on any other owners (and agricultural tenants) as specified. By law, you must notify all people who have an interest in the site. The certificate should be signed and dated, and this date must not be more than 21 days before the submission and receipt of the application by the local planning authority. The completion of the agricultural holdings certificate is required whether the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.</p> <p>There are four options:</p> <ol style="list-style-type: none"> 1) Certificate A: If the applicant is the sole owner, or has leasehold interest which has at least 7 years to run, and the site is not part of an agricultural holding 2) Certificate B: If the applicant is not the sole owner (or only owns part of the site) and the applicant knows the other owner(s) or there is an agricultural tenant on any part of the land/building 3) Certificate C if there is more than one owner and the applicant knows some but not all the owners of the site 4) Certificate D if the application does not know any of the owners of the site. <p>Certificate B, C or D should be completed where the proposal involves:</p> <ul style="list-style-type: none"> • The demolition or construction of any existing or proposed boundary encroachment such as guttering or foundations 	Article 13 of the DMPO

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> Where access to the public highway is via a private road A crossover or dropped kerb and the adopted highway is owned by Surrey CC Highways 	
Fee	All applications, with some concessions	<p>The application fee (with concessions or exemptions) incurs a planning portal service charge. Payment is via:</p> <ul style="list-style-type: none"> The planning portal, which is the quickest and easiest way Cheque, made payable to Epsom and Ewell Borough Council, with the application number stated on the back Over the telephone with the Council's Customer Service Team on 01372 732000 <p>Concessions include:</p> <ul style="list-style-type: none"> No fee, where the subsequent application is submitted within 12 months of a previous withdrawal, refusal, or non-determination (where the 12-month period started no later than 5 December 2023), and it is the same applicant, site and of a similar character No fee, where the proposal involves a means of disabled access or facilities of facilities, subject to relevant documentation being submitted to support this claim 50% fee for an alternative proposal on the same site and day by the same applicant A reduced total fee where the site is within two local authorities 	<p>Schedule 1 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</p> <p>Details are also included on the planning portal</p>
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> Be based on an up-to-date map with surrounding buildings, roads, and footpaths Include named roads and numbered properties sufficient to identify the site location Contain a metric scale bar at 1:1250 or 1:2500 and a north point Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site If applicable, a blue line around all other land owned or controlled by the applicant <p>Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.</p>	<p>Article 7 of the DMPO</p> <p>Information is available on the planning portal.</p> <p>Details of OS suppliers can be found here.</p>
Site or Block plan	All applications	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) layouts of the application site and must:</p> <ul style="list-style-type: none"> Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites 	<p>Article 7(c)(ii) of DMPO</p> <p>Policy DM10 of Development</p>

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> • Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include that part of the site necessary to carry out the development (including access and visibility splays) and define it with a continuous, unbroken red line around all the land • Show existing walls and/or buildings to be removed and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, greying, or colouring • Show existing and proposed car parking spaces, access and turning areas and visibility splays (where amendments are made to the access) • Show boundary treatments, where works to the boundary are proposed • Show the materiality of any hardstanding • Show any decks, patios or terraces 	Management Policies Document 2015 (DMPD)
Floor plans	All applications where extensions or alterations to a dwelling or outbuilding or a new outbuilding are proposed. Not required for crossovers	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) floor plans of the dwelling and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show existing walls and/or buildings to be removed/demolished and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, bolding, greying, or colouring • Show the entire floor, and preferably all floors • Show openings, ensuring they match elevations • Show any decks, patios, or terraces • Match that shown on the site plan and roof plan, including orientation of the plan 	Article 7(c)(ii) of DMPO Policy DM10 of DMPD
Roof plan	All applications where alterations are proposed to above ground floors of a dwelling and for all outbuildings. Where there are ground floor works only, the roof can be shown on the first-floor plan	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) roof of the dwelling and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show existing roof to be removed/demolished and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, bolding, greying, or colouring • Show roof features, such as eaves, rooflights, chimneys and pipes • Match that shown on the site plan and floor plans, including orientation of the plan 	

Requirement	When required	Guidance	Further information
Elevations	All applications for extensions to dwellings and to boundary treatments. Not required for crossovers	<p>An elevation drawing that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) elevations of the dwelling or outbuilding and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show existing walls to be removed/demolished and to be retained and proposed additions by differentiating the walls of the proposed from the existing by hatching, bolding, greying, or colouring • Show window and door openings and materials of walls • Show the height of boundary fencing to assist with consideration of ground levels and relationship with adjoining properties • Show the whole elevations rather than part thereof • Show all elevations (if the proposal is limited to the rear and not visible from the front, the front elevation is not required (and vice versa)), including joined or party elevations • Match that shown on the site plan and floor plans 	
Sections	Loft conversions and basements, where there are significant slopes between or within properties and for works affecting Listed Buildings	<p>An elevation that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) sections through a dwelling or outbuilding and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show existing walls to be removed/demolished and to be retained and proposed additions by differentiating the walls of the proposed from the existing by hatching, bolding, greying, or colouring • Include the section point(s) on the site plan and floor plans • Show foundations, existing site levels and neighbouring buildings (with levels related to a fixed datum point) 	
Streetscene	Where there is an increase in ridge height and/or substantial change in the scale and appearance of a dwelling	<p>A drawing that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) front elevation of the dwelling within the streetscene and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:100 or 1:200 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include at least one building either side • Show window and door openings of the subject property and at least both adjoining properties • Include front boundary treatments, if appropriate • Match all other drawings, including the existing and proposed elevations • Clearly show the gaps between buildings. 	

Requirement	When required	Guidance	Further information
Design and Access Statement	Where the total floorspace being created is >100m ² and the site is within a conservation area	<p>A report that explains the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been addressed.</p> <p>The report should refer to the characteristics of the site and its wider setting and explain the design principles that have been applied to the proposed development, demonstrate the steps taken to appraise the context, and how the design of the development takes that context into account. They should also explain the approach to access and how any specific issues which might affect access to the proposed development have been addressed. The level of detail required will depend on the scale and complexity of the proposal so the lengths of the statements will vary. Refer to the planning portal and legislation for further information.</p>	Article 9 of the DMPO
Arboricultural Impact Assessment	Where works are likely to affect mature trees on or adjacent to the site (including street trees, TPO and conservation area protected trees and veteran trees, hedges, or orchards) or where the site has a sylvan character.	<p>A report and accompanying plans that outline and assess the impact of works upon a nearby tree(s) and hedge(s).</p> <p>The statement must be prepared by a qualified arboriculturist (refer to the Arboricultural Association), accord with British Standard 5837:2012, and include:</p> <ul style="list-style-type: none"> • Tree Survey in table format showing the tree quality assessment (including species, size, age, condition, height, spread, life expectancy and category) • Tree Constraints Plan (drawn to a recognisable scale) showing root protections areas, canopy/crown spread, canopy shading arcs across proposed gardens and habitable buildings on the site and across site boundaries and trees to be removed, retained, and pruned • A Tree Protection Plan (drawn to a recognisable scale) showing retained trees, removed trees, tree protection barriers and construction and exclusion zones for both demolition and construction phases. Harmful encroachments can include, raising soil levels and compaction (asphyxiation), root severance from lowering levels or excavations for foundation construction, service installation, hard surfaces or other landscape construction, water stress from waterlogging and drought stress from impervious surfacing. • Details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction • Canopy cover loss assessment • The plans should identify the A and B category in the tree quality assessment as well as C category trees (groups of C category trees may collectively provide good landscape and environmental benefit) • The plans should be to the same orientation and scale and use the same tree numbering 	<p>British Standard 5837:2012 – Trees in relation to design, demolition, and construction – Recommendations</p> <p>Section 15 of the NPPF, Policy CS3 of the Core Strategy and Policy DM5 of the DMPD</p> <p>Details of TPO and veteran trees can be found on the Council's mapping system, MAGIC Environmental Data and National Tree Map.</p>

Requirement	When required	Guidance	Further information
Arboricultural Method Statement	Where one is not included in the Arboricultural Impact Assessment, but the Arboricultural Impact Assessment concludes that one is required	<p>An Arboricultural Method Statement details how the development will be implemented whilst protecting trees that are to be retained. It can be provided post consent if preferred.</p> <p>The statement must be prepared by a qualified arboriculturist (refer to the Arboricultural Association), accord with British Standard 5837:2012, and include:</p> <ul style="list-style-type: none"> • Tree Protection Plan showing finalised layout proposals, tree retention and landscape protection measures • Specifications of tree protection measures within the root protection area and crown spread of retained trees to demonstrate viable tree protection • An Arboricultural Supervision Programme to ensure tree protection measures are implemented and enforced 	
Preliminary Ecological Assessment	<p>Where the site is on, within or adjacent to a SSSI, or where priority habitat is affected</p> <p>(Phase 1 Bat Survey) Where development will alter an unaltered roof, hanging tiles or under eaves, where trees are removed or in locations such as underground structures</p> <p>(GCNs) Where the development falls within a GCN risk zone</p>	<p>When a proposal is identified as likely to affect protected species, an up-to-date (no more than 12 months old) Preliminary Ecological Appraisal or Phase 1 Habitat Survey will provide an initial assessment of the impact of the proposed development on wildlife.</p> <p>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 provision of new habitats, should be included where appropriate. Where harm is likely, evidence must be submitted to show how alternative designs have been considered, how adverse effects will be avoided and how unavoidable impacts will be mitigated and/or compensated.</p> <p>Ecological surveys must be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. A Phase 1 Bat Survey will establish whether there are any potential roosting features within the building to be demolished that are capable of housing bats. A GCN survey will establish the potential presence of great crested newts.</p>	<p>Section 15 of the NPPF, Policy CS3 of the Core Strategy and Policy DM4 of the DMPD alongside Schedule 2 and Regulation 9(3) of the Conservation of Habitats and Species Regulations 2017 and Schedule 5 of the Wildlife and Countryside Act 1981</p> <p>Advice is available from Natural England or Surrey Wildlife Trust and by referring to Circular 06/05: Biodiversity and Geological</p>

Requirement	When required	Guidance	Further information
Phase 2 Emergence Survey	(Bats) Where the Phase 1 Bat Survey concludes that there is potential for bat roosts in the building	<p>If the Phase I Survey identifies potential roosting potential and the proposed works would result in disturbance of these areas of the building, a Phase II Emergence/Re-entry Survey(s) must be undertaken during the active survey season (May - September). The number of surveys depends on the suitability of the roosting potential and is based on the recommendations of the Phase 1 survey.</p> <p>The local planning authorities have a statutory obligation to consider the conservation of biodiversity when determining planning applications. It is also important that the presence or otherwise of protected species and the extent that they may be affected by the proposed development is established before planning permission is granted. Therefore, bat surveys will not be conditioned to a post consent matter.</p>	Conservation – Statutory Obligations
Heritage Statement	Works to a Listed Building or Locally Listed Building or works within a Conservation Area (a conservation area is classified as a heritage asset)	<p>A statement that assesses the significance of heritage assets and/or their settings affected by a development, and of the impacts of that development upon them. It allows an understanding of the heritage asset and its important features of that the project can then be designed to protect and conserve those features whilst minimising harmful impacts. Except for very small projects, the Statement should be completed by a heritage consultant, which can be sourced from the Historic Environment Service Provider Recognition, Historic England or the Building Conservation Directory.</p> <p>The level of detail should be proportionate to the asset's importance and the extent of work being undertaken and cover all aspects of the proposed works. You do not need to submit information on parts of the building that are not being altered but the statement must include:</p> <ul style="list-style-type: none"> • The address, designation (Grade I, II* or II, or conservation area or local listing) and date of building (this may be in the Historic England list description or the EEBC conservation area appraisals) • Photograph of the front elevation and all affected elements, including high quality photos of all historic features proposed to be altered, with explanations of changes • A description of the heritage significance of the building and details about the character and architectural/historical interest and setting • An analysis of how the special character and fabric of the statutorily listed asset would be affected • An explanation of the principles behind and the justification for the proposal • An outline of the steps taken to avoid or minimise the loss of historic fabric/significance • Public and/or heritage benefits to mitigate harm or loss of historic features, if applicable, such as reinstatement of lost historic features • An explanation of the sources considered, and the expertise consulted in the formulation of the application 	<p>Sections 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Section 16 of the NPPF, Policy CS5 of the Core Strategy and Policy DM8 of the DMPD</p> <p>Further guidance is found in the National Planning Policy Guidance, and in Historic England's Statements of Heritage Significance: Analysing Significance in Heritage Assets or The Setting of Heritage Assets, Historic Environment Good Practice Advice in Planning.</p>

Requirement	When required	Guidance	Further information
		<p>Details of relevant information from historic or expert sources such as but not limited to Epsom and Ewell Local and Family History Centre, Epsom and Ewell History Explorer, The Surrey Historic Environment Record, Historic England's archives, the Domestic Buildings Research Group (Surrey) and previous listed building consents.</p>	
Parking and Access Plan	<p>Required where amendments are proposed to access or parking arrangements, where there is a loss of onsite car parking or there is an increase in the number of bedrooms</p>	<p>Parking and access details are required to ensure there is sufficient on-site car parking provision and so that there would not be adverse pressure on on-street car parking. This must show the following (either as a separate plan or part of the site/block plan):</p> <ul style="list-style-type: none"> • Parking spaces, measuring 4.8m length x 2.4m width, to satisfy the minimum parking standards (and justification where there is a departure) • Show turning areas, with a swept path analysis required for properties fronting a classified road to demonstrate that vehicles can exit the site in a forward gear • Visibility splays within the red line site to ensure adequate pedestrian and vehicle sightlines (further guidance should be obtained from Surrey County Council) • Because of technical specifications, plans must include a scale bar and be drawn to a metric scale of 1:100 or 1:200 	<p>Section 9 of the NPPF, Policy DM10, DM35, DM36, DM37 of the DMPD and Parking Standards for Residential Developments SPD 2015</p>
Flood Risk Assessment	<p>Where ground floor development falls within Flood Zones 2 or 3 or in a Critical Drainage Area.</p> <p>For sites in Flood Zone 1 where the site is >1 hectare.</p>	<p>A site-specific flood risk assessment should demonstrate how off and on site flood risk will be managed now and over the development's lifetime, taking climate change into account, and having regard to the vulnerability of its users, as specified in Table 2 – Flood Risk Vulnerability of the NPPG and Annexe 3 of the NPPF. The FRA should be proportionate to the scale of the proposal and identify opportunities to reduce the probability and consequences of flooding and include mitigation and recommendations, which such measures incorporated into the submitted plans. It should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) wherever possible. The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met and include details of safe egress from the site in case of flooding.</p> <p>Further details for preparing an FRA can be found on the checklist on Site-Specific Flood Risk Assessments and Surrey County Council as the lead local flood authority.</p>	<p>NPPG. Section 15 of the NPPF, Policy CS6 of the Core Strategy and Policy DM19 of the DMPD</p> <p>SCC advice is found at (SuDS) Surrey County Council</p>
Daylight and Sunlight Assessment	<p>Where there is an above ground floor extension</p>	<p>Where there is a potential impact upon the sunlight/daylight enjoyed by adjoining properties, including buildings and amenity space, applications should be accompanied by a site plan that accords with the minimum requirements for a site plan and shows a 45-degree line from or to the corners of the proposed extension and the centre of the nearest habitable window to the rear elevation of both adjoining properties.</p>	<p>Policy DM10 of the DMPD and Householder Applications:</p>

Requirement	When required	Guidance	Further information
			Supplementary Planning Guidance
Green Belt Statement	Any extension to a building or any new outbuilding (or extension to it) within the Green Belt	<p>Policy indicates that additions to dwellings in the Green Belt should not be disproportionate and to assist in whether the proposal accords with policy, calculations of the volume of the original, existing, and proposed buildings are required. If relevant, reference to any Very Special Circumstances (see para 153 of the NPPF) will also be required.</p> <p>Calculations must be measured against the original building (as it existed on 1 July 1948 or when first built if later than 1948). Referencing the calculations to the plans can occur on the submitted plans or on a separate plan. Other calculations including footprint, area, height, width, and depth are beneficial but optional. The statement can form part of the Design and Access Statement or Planning Statement if submitted.</p>	Section 13 of the NPPF , Policy CS2 of the Core Strategy and Policy DM3 of the DMPD
Contaminated Land Assessment	When the site is known to be contaminated or there is a reasonable possibility of contamination	A report for detailing the existence and nature of contamination, the risks for construction and future occupants and remediation/decontamination. The scope of the assessment is proportionate to the scope of contamination. It need not be required if the site is contaminated but the scope of the works is well removed from the contamination. It can be desktop but should be carried out by a suitably qualified person. Typical contaminated sites include landfill, railway land, waste disposal sites, scrapyards, and petrol stations. Often, a preliminary assessment will require future reports following the granting of planning permission.	Section 15 of the NPPF and Policy DM17 of the DMPD
CIL Additional Information Form (Form 1)	All applications	The Community Infrastructure Levy (CIL) is a tool for local authorities to help deliver infrastructure to support development of the area. All questions must be answered, and it must be signed and dated on the same date as the planning application form.	Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
CIL Assumption of Liability Form (Form 2)	Where there is >100m2 of additional floor space in the proposal	CIL liable development must be accompanied by a CIL Assumption of Liability Form. All questions must be answered, and it must be signed and dated on the same date as the planning application form. Planning agents submitting on behalf of applicants must include an email address. There is more information on the Council's website and forms are available at the planning portal .	
Permission from Copyright holder	All applications, if applicable	Planning application plans, drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. Under the Designs and Patents Act 1988, 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.	Designs and Patents Act 1988

FULL PLANNING APPLICATIONS

Where planning permission is required for most other development including changes of use of buildings, new buildings (including dwelling houses and flat buildings) but not involving applications specified elsewhere in the Local Validation List.

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> • An application form should be completed via the planning portal website. Printable forms are available. Only one form is required • You do not need to employ a planning agent or architect to complete the form • All sections must be answered, and the declaration must be signed and dated • The description of the development should be concise but reflect all aspects of the proposal • Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Article 7 of the DMPO
Ownership Certificate/ Agricultural Land Declaration (as part of application form)	All applications	<p>The application form will include a section about ownership (or agricultural land declaration). This must be completed, with the appropriate notice served and/or published on any other owners (and agricultural tenants) as specified. By law, you must notify all people who have an interest in the site. The certificate should be signed and dated, and this date must not be more than 21 days before the submission and receipt of the application by the local planning authority. The completion of the agricultural holdings certificate is required whether the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.</p> <p>There are four options:</p> <ol style="list-style-type: none"> 5) Certificate A: If the applicant is the sole owner, or has leasehold interest which has at least 7 years to run, and the site is not part of an agricultural holding 6) Certificate B: If the applicant is not the sole owner (or only owns part of the site) and the applicant knows the other owner(s) or there is an agricultural tenant on any part of the land/building 7) Certificate C if there is more than one owner and the applicant knows some but not all the owners of the site 8) Certificate D if the application does not know any of the owners of the site. <p>Certificate B, C or D should be completed where the proposal involves:</p> <ul style="list-style-type: none"> • The demolition or construction of any existing or proposed boundary encroachment such as guttering or foundations • Where access to the public highway is via a private road 	Article 13 of the DMPO

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> A crossover or dropped kerb and the adopted highway is owned by Surrey CC Highways 	
Fee	All applications, with some concessions	<p>The application fee varies based on the floorspace increase and application type (with concessions or exemptions) and incurs a planning portal service charge. Payment is via:</p> <ul style="list-style-type: none"> The planning portal, which is the quickest and easiest way Cheque, made payable to Epsom and Ewell Borough Council, with the application number stated on the back Over the telephone with the Council's Customer Service Team on 01372 732000 <p>Concessions include:</p> <ul style="list-style-type: none"> No fee, where the subsequent application is submitted within 12 months of a previous withdrawal, refusal, or non-determination (where the 12-month period started no later than 5 December 2023), and it is the same applicant, site and of a similar character No fee, where the proposal involves a means of disabled access or facilities of facilities, subject to relevant documentation being submitted to support this claim 50% fee for an alternative proposal on the same site and day by the same applicant A reduced total fee where the site is within two local authorities 	<p>Schedule 1 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</p> <p>Details are included on the planning portal</p>
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> Be based on an up-to-date map with surrounding buildings, roads, and footpaths Include named roads and numbered properties sufficient to identify the site location Contain a metric scale bar at 1:1250 or 1:2500 and a north point Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site If applicable, a blue line around all other land owned or controlled by the applicant <p>Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.</p>	<p>Article 7 of the DMPO</p> <p>Information is available on the planning portal</p> <p>Details of OS suppliers can be found here</p>
Site or Block plan	All applications	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) layouts of the application site and must:</p> <ul style="list-style-type: none"> Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with "do not scale", "approximate" or any similar phrases will not be accepted) 	<p>Article 7(c)(ii) of the DMPO</p> <p>Policy DM10 of DMPD</p>

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> • Include that part of the site necessary to carry out the development (including access and visibility splays) and define it with a continuous, unbroken red line around all the land • Differentiate the existing walls and/or buildings from the proposed by hatching, greying, or colouring • Show existing and proposed car parking spaces, access and turning areas and visibility splays (where amendments are made to the access) • Show boundary treatments, where works to the boundary are proposed • Show the materiality of any hardstanding • Show any external structures, including but not limited to decks, patios, or terraces 	
Floor plans	All applications where extensions or alterations are proposed. Not required for crossovers	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) floor plans of the dwelling and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Differentiate the existing walls and/or buildings from the proposed by hatching, greying, or colouring • Show the entire floor, and preferably all floors • Show openings, ensuring they match elevations • Show any external structures, including but not limited to decks, patios, or terraces • Match that shown on the site plan and roof plan, including orientation of the plan 	<p>Article 7(c)(ii) of the DMPO</p> <p>Policy DM10 of DMPD</p>
Roof plan	All applications where alterations are proposed to above ground floors and for all outbuildings. Where there are ground floor works only, the roof can be shown on the first-floor plan	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) roof of the dwelling and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Differentiate the existing roof from the proposed by hatching, greying, or colouring • Show roof features, such as eaves, rooflights, chimneys, solar panels, green roofs and pipes • Match that shown on the site plan and floor plans, including orientation of the plan 	
Elevations	All applications. Not required for crossovers	<p>An elevation drawing that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) elevations of the dwelling or outbuilding and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) 	

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> • Differentiate the existing walls and/or buildings from the proposed by hatching, greying, or colouring • Show window and door openings and materials of walls • Show the height of boundary fencing to assist with consideration of ground levels and relationship with adjoining properties • Show the whole elevations rather than part thereof • Show all elevations (if the proposal is limited to the rear and not visible from the front, the front elevation is not required (and vice versa)), including joined or party elevations • Match that shown on the site plan and floor plans 	
Sections	Loft conversions and basements, where there are significant slopes between, major development and for works affecting Listed Buildings	<p>An elevation that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) sections through a dwelling or outbuilding and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Differentiate the existing walls and/or buildings from the proposed by hatching, greying, or colouring • Include the section point(s) on the site plan and floor plans • Show foundations, existing site levels and neighbouring buildings (with levels related to a fixed datum point) 	
Streetscene	Where there is an increase in ridge height and/or substantial change in the scale and appearance of a building, new buildings and for major development	<p>A drawing that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) front elevation of the dwelling within the streetscene and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:100 or 1:200 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include at least one building either side • Show window and door openings of the subject property and at least both adjoining properties • Include front boundary treatments, if appropriate • Match all other drawings, including the existing and proposed elevations • Clearly show the gaps between buildings. 	
Design and Access Statement	All applications, consolidated into a Planning Statement is necessary	<p>A report that explains the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been addressed. The Statement can be combined with the Planning Statement (and any other supporting documentation).</p> <p>The report should refer to the characteristics of the site and its wider setting and explain the design principles that have been applied to the proposed development, demonstrate the steps</p>	<p>Article 9 of the DMPO</p> <p>Policies DM8, DM9 and DM10 of DMPD</p>

Requirement	When required	Guidance	Further information
		<p>taken to appraise the context, and how the design of the development takes that context into account. They should also explain the approach to access and how any specific issues which might affect access to the proposed development have been addressed. The level of detail required will depend on the scale and complexity of the proposal so the lengths of the statements will vary. Refer to the planning portal and legislation for further information.</p>	
Planning Statement	All applications, consolidated into a Design and Access Statement if necessary	<p>A planning statement identifies the context, need for a proposed development, and includes an assessment of how the proposed development accords with relevant national, regional, and local planning policies.</p> <p>The level of detail is proportionate to the scale of the development. It will usually describe the proposal and site, the relevant policies, consideration of the principle of the development and may also include details of any pre-application consultation. Photographs are beneficial. It can include other statements (Design and Access Statement, Heritage Statement, Archaeological Statement, etc) and other information (hours of use/trading hours, number of staff, volume calculations and Very Special Circumstances etc).</p>	NPPF , Core Strategy and DMPD
Arboricultural Impact Assessment	For major development and where works are likely to affect mature trees on or adjacent to the site (including street trees, TPO and conservation area protected trees and veteran trees, hedges or orchards) or where the site has a sylvan character	<p>A report and accompanying plans that outline and assess the impact of works upon a nearby tree(s) and hedge(s).</p> <p>The statement must be prepared by a qualified arboriculturist (refer to the Arboricultural Association), accord with British Standard 5837:2012, and include:</p> <ul style="list-style-type: none"> • Tree Survey in table format showing the tree quality assessment (including species, size, age, condition, height, spread, life expectancy and category) • Tree Constraints Plan (drawn to a recognisable scale) showing root protections areas, canopy/crown spread, canopy shading arcs across proposed gardens and habitable buildings on the site and across site boundaries and trees to be removed, retained, and pruned • A Tree Protection Plan (drawn to a recognisable scale) showing retained trees, removed trees, tree protection barriers and construction and exclusion zones for both demolition and construction phases. Harmful encroachments can include, raising soil levels and compaction (asphyxiation), root severance from lowering levels or excavations for foundation construction, service installation, hard surfaces or other landscape construction, water stress from waterlogging and drought stress from impervious surfacing. • Details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction 	<p>British Standard 5837:2012 – Trees in relation to design, demolition and construction – Recommendations, Section 15 of the NPPF, Policy CS3 of the Core Strategy and Policy DM5 of the DMPD</p> <p>Details of TPO and veteran trees can be found on the Council’s mapping system, MAGIC Environmental Data and National Tree Map.</p>

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> • Canopy cover loss assessment • The plans should identify the A and B category in the tree quality assessment as well as C category trees (groups of C category trees may collectively provide good landscape and environmental benefit) • The plans should be to the same orientation and scale and use the same tree numbering 	
Arboricultural Method Statement	For major development and where one is not included in the Arboricultural Impact Assessment but the Arboricultural Impact Assessment concludes that one is required	<p>An Arboricultural Method Statement details how the development will be implemented whilst protecting trees that are to be retained. It can be provided post consent if preferred.</p> <p>The statement must be prepared by a qualified arboriculturist (refer to the Arboricultural Association), accord with British Standard 5837:2012, and include:</p> <ul style="list-style-type: none"> • Tree Protection Plan showing finalised layout proposals, tree retention and landscape protection measures • Specifications of tree protection measures within the root protection area and crown spread of retained trees to demonstrate viable tree protection • An Arboricultural Supervision Programme to ensure tree protection measures are implemented and enforced 	
Hard and Soft Landscape Plan	For major development , where development will affect a designated heritage asset or sensitive landscape (such as the Area of Great Landscape Value) (or conditioned on some non-major development where the site constraints dictate)	<p>A Landscape Plan outlines the hard and soft landscaping features of a site to complement the proposed development. They are integral to good design and considered at the earliest stage of the design process.</p> <p>Existing trees and other vegetation should be retained where possible in new developments and protected during construction of the development. They should also contribute to nature conservation - Biodiversity Net Gain, Local Nature Recovery Networks and Landscape Recovery Schemes. The scheme should include:</p> <ul style="list-style-type: none"> • Site survey and analysis • Planting plans • Written specifications (including cultivation and other operations associated with tree, plant, or grass establishment) • Schedule of plants, noting species, plant size and proposed numbers/planting densities where appropriate • Written and schematic plans on soft and hard landscaping • Existing vegetation to be retained together with measures for its protection during construction • Details of levels, gradients and any earthwork required for the proposed development • Means of enclosure • Hard surfacing materials 	<p>Section 15 of the NPPF, Policy CS3 of the Core Strategy and Policy DM4, DM5 and DM9 of the DMPD</p> <p>Further information is available from the Landscape Institute and Natural England</p>

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> • Structures and ancillary objects (refuse bins, lighting columns, cycle stores etc) • Proposals for the long-term maintenance and management of landscaped areas (if not included in a separate Landscape Management Plan) • Biodiversity enhancements • Information on implementation timescales <p>If the development proposal would impact on sensitive landscapes such as the Area of Great Landscape Value (AGLV), a pre application with the Surrey County Council Landscape Architect is recommended.</p>	
Landscape Management Plan	For major development (or conditioned on some non-major development where the site constraints dictate)	A Landscape Management Plan (LMP) outlines the management and maintenance schedule and operations of a site following occupation of the development. It would include but not be limited to management and maintenance of landscaping and trees (including watering in summer months), common areas, play areas, ecological and biodiversity features and drainage systems including the party responsible for such management and maintenance.	
Landscape and Visual Impact Assessment	For major development within the Green Belt	A Landscape and Visual Impact Assessment (LVIA) assists with understanding possible effects of the development on the character and appearance of the landscape or heritage asset when viewed from various vantage points. Viewpoints would usually be agreed in advance (normally via a pre application process).	
Preliminary Ecological Assessment	For major development , and all development where priority habitat is affected or where the site is on, within or adjacent to a SSSI, or (Phase 1 Bat Survey) Where development will alter an unaltered roof, hanging tiles or under eaves,	<p>When a proposal is identified as likely to affect protected species, an up-to-date (no more than 12 months old) Preliminary Ecological Appraisal or Phase 1 Habitat Survey will provide an initial assessment of the impact of the proposed development on wildlife.</p> <p>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 provision of new habitats, should be included where appropriate. Where harm is likely, evidence must be submitted to show how alternative designs have been considered, how adverse effects will be avoided and how unavoidable impacts will be mitigated and/or compensated.</p> <p>Ecological surveys must be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. A Phase 1 Bat Survey will establish whether there are</p>	Section 15 of the NPPF , Policy CS3 of the Core Strategy and Policy DM4 of the DMPD alongside Schedule 2 and Regulation 9(3) of the Conservation of Habitats and Species Regulations 2017 , Schedule 5 of the Wildlife and Countryside Act 1981

Requirement	When required	Guidance	Further information
	<p>where trees are removed or in locations such as underground structures</p> <p>(GCNs) Where the development falls within a GCN risk zone</p>	<p>any potential roosting features within the building to be demolished that are capable of housing bats. A GCN survey will establish the potential presence of great crested newts. Other protected species including badgers, reptiles, breeding birds and water voles.</p>	<p>Advice is available from Natural England or Surrey Wildlife Trust and by referring to Circular 06/05: Biodiversity and Geological Conservation – Statutory Obligations</p>
<p>Biodiversity Net Gain Statement and Metric</p>	<p>All development, except for householders, where the development affects <25m² of on-site habitat or 5m of linear habitat and self and custom builds where it comprises <10 dwellings on a site of <0.5 hectares</p>	<p>Biodiversity net gain aims to leave the natural environment in a measurably better state (in this case, a 10% gain) than it was beforehand. The % is calculated by assessing changes in biodiversity value (losses or gains) brought about by development by the Biodiversity Metric as developed by Natural England.</p> <p>All development (with some exemptions) must secure a 10% uplift in habitat biodiversity, calculated using the Biodiversity Metric with the submission of a biodiversity gain plan and statement. Where an exemption is sought, this must be clearly stated on the application form.</p>	<p>NPPG</p> <p>Section 15 of the NPPF, Policy CS3 of the Core Strategy and Policy DM4 of the DMPD</p>
<p>Lighting Assessment</p>	<p>Where the proposal includes external lighting (including sports floodlighting) that is adjacent to residential properties or woodland</p>	<p>The Lighting Assessment will enable an assessment of expected impact on neighbouring properties, roads, and protected species (e.g., birds and foraging bats) and any required mitigation (e.g., light cowling, restricted hours of use, planting of trees or hedges). The Assessment should include:</p> <ul style="list-style-type: none"> • Specifications of the external lighting levels and column heights • Hours of use and intended usage, including any community use • A scaled plan (including isolux levels) showing the layout of the proposed lighting scheme with beam orientation and lighting spill: • Details of the expected impact on neighbouring properties and roads • A statement of any proposed measures to mitigate or compensate for the possible impacts 	<p>Sections 12 and 15 of the NPPF, Policy CS1 and CS3 of the Core Strategy and Policy DM4, DM5, DM9 and DM10 of the DMPD alongside Schedule 2 and Regulation 9(3) of the Conservation of Habitats and Species Regulations</p>

Requirement	When required	Guidance	Further information
			2017, Schedule 5 of the Wildlife and Countryside Act 1981
Heritage Statement	Works to a Listed Building or Locally Listed Building or works within a Conservation Area (a conservation area is classified as a heritage asset)	<p>A statement that assesses the significance of heritage assets and/or their settings affected by a development, and of the impacts of that development upon them. It allows an understanding of the heritage asset and its important features of that the project can then be designed to protect and conserve those features whilst minimising harmful impacts. Except for very small projects, the Statement should be completed by a heritage consultant, which can be sourced from the Historic Environment Service Provider Recognition, Historic England or the Building Conservation Directory.</p> <p>The Statement should also include:</p> <ul style="list-style-type: none"> • A copy of the list description • Dates of elements which are proposed to be altered or removed, • Dated plans if building extended at different dates • Structural report providing details of how any retained building elements would be supported (where substantial alterations are proposed) <p>Accompanying plans should include heritage specific plans including:</p> <ul style="list-style-type: none"> • Schedule of works and detailed drawings showing the location, extent, and character of items, such as ceilings, partitions, fixtures and fittings, service runs and external additions (vents and pipework) • Specification of methods and materials, including windows <p>The Statement for a Listed Building Consent would need to be more detailed.</p> <p>Details of relevant information from historic or expert sources such as but not limited to Epsom and Ewell Local and Family History Centre, Epsom and Ewell History Explorer, The Surrey Historic Environment Record, Historic England's archives, the Domestic Buildings Research Group (Surrey) and previous listed building consents.</p>	<p>Sections 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Section 16 of the NPPF, Policy CS5 of the Core Strategy and Policy DM8 of the DMPD</p> <p>Further guidance is found in the National Planning Policy Guidance, and in Historic England's Statements of Heritage Significance: Analysing Significance in Heritage Assets or The Setting of Heritage Assets, Historic Environment Good Practice Advice in Planning.</p>
Archaeological Assessment	When the site is within an area of Archaeological Potential or the site is >0.4	An Archaeological Assessment of a desk-based assessment to assemble the available information about the archaeological interest of the site such as that contained in national and local records, site-specific information, and geophysical and geotechnical surveys. It will then assess what, if any, further expert investigation and on-site evaluation may be needed.	Section 16 of the NPPF and Policy DM8 of the Epsom and Ewell Development

Requirement	When required	Guidance	Further information
	hectares and the ground is disturbed	Where the results of the desk-based assessment indicate the likelihood of archaeological remains being present, or are inconclusive, a field evaluation should be undertaken. An archaeological field evaluation will determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices, including geophysical survey, physical appraisal of visible structures and/or trial trenching for buried remains. The need for, and scope of, any archaeological assessment can be discussed with the Surrey CC Archaeologist with information available at the SCC website .	Management Policies Document 2015
Green Belt Statement	Any development in the Green Belt, including extensions, new buildings, and changes of use	<p>Policy indicates that additions to dwellings in the Green Belt should not be disproportionate and to assist in whether the proposal accords with policy, calculations of the volume of the original, existing, and proposed buildings are required. If relevant, reference to any Very Special Circumstances (see para 153 of the NPPF) will also be required.</p> <p>Calculations must be measured against the original building (as it existed on 1 July 1948 or when first built if later than 1948). Referencing the calculations to the plans can occur on the submitted plans or on a separate plan. Other calculations including footprint, area, height, width, and depth are beneficial but optional. The statement can form part of the Design and Access Statement or Planning Statement if submitted.</p>	Section 13 of the NPPF , Policy CS2 of the Core Strategy and Policy DM3 of the DMPD
Survey plan	For major development and larger minor schemes	Topographical surveys help to understand the existing site and neighbouring context and should be undertaken by a suitably qualified person.	Policy DM10 of the DMPD
Photomontage	For major development and larger minor schemes	Photomontages assist decision makers in understanding how a scheme will appear within its surroundings. These can be provided in the accompanying Design and Access Statement or Planning Statement.	Section 12 of the NPPF and Policy DM10 of the DMPD
Accommodation Schedule	For major development and larger minor schemes	An Accommodation Schedule will outline the dwelling mix and type, along with a breakdown of affordable housing mix and tenure and use classes in a non-residential scheme. It is sufficient to provide this in a table format in the Planning Statement or Design and Access Statement	Section 5 of the NPPF , Policy CS7 and CS9 of the Core Strategy and Policy DM21 and 22 of the DMPD
Transport Assessment or Transport Statement	For all major development and minor applications that will generate significant	Larger major and non-major schemes have the potential to impact the transportation system, including the road network. A Transport Statement would be required for smaller schemes and a Transport Assessment is required for larger minor and major schemes. The need for and the level of assessment should be determined in advance in consultation with the SCC Highway Authority's pre application service .	Section 9 of the NPPF and Policies DM35 and DM36 of the DMPD

Requirement	When required	Guidance	Further information
	transport movements	<p>As a baseline, a Transport Assessment should include:</p> <ul style="list-style-type: none"> • A description of the existing site characteristics and baseline transport data consisting of the existing transport conditions • Details of the expected (economic, environmental, and social) impact of the proposed development on the local transportation system • Details of the proposed approach to limit the expected impact of the proposed development on the local transportation system including highway works • Details of existing and proposed journeys to and from the proposed development site by all modes of transport (both vehicular and pedestrian) • A construction management plan • Justification of the level of parking proposed for cars, bicycles, and delivery/service vehicles • A travel plan outlining the measures that will be put in place to improve access to public transport and reduce the need for parking at the proposed development site • Details of proposed loading areas, arrangements for manoeuvring, servicing, and parking should cross reference any scale drawings and plans 	Further guidance within the NPPG .
Travel Plan	For all major development and minor applications that will generate significant transport movements, or conditioned on smaller schemes, where not provided in the Transport Assessment	A travel plan outlines the measures that will be put in place to improve access to public transport and reduce the need for parking at the proposed development site.	Section 9 of the NPPF and Policies DM35 and DM36 of the DMPD Further guidance within the NPPG .
Stage 1 Road Safety Audit	For larger major developments that will alter the existing public highway	A road safety audit (RSA) is a procedure adopted as part of the design process for roads that allows an independent overview of the proposal for safety issues. The document should be prepared in accordance with GG 119 and prior discussion with the SCC Highway Authority's pre application service .	Section 9 of the NPPF, Policy CS16 of the Core Strategy and Policies DM35 of the DMPD

Requirement	When required	Guidance	Further information
Delivery Management Plan	For major commercial developments	<p>A Delivery Management Plan should set out management of deliveries and the servicing of the development to minimise impact on amenity and operation of highways and transport infrastructure. This would include:</p> <ul style="list-style-type: none"> • The location of loading and unloading • The hours of loading and unloading • The frequency and size of vehicles • Routing, including swept paths where relevant • Consolidation of deliveries • Control measures e.g., Low/zero emission vehicles, direct vision vehicles, accreditation etc • Waste management and segregated wastes, temporary storage, transfer, and servicing arrangements 	<p>Section 9 of the NPPF, Policy CS16 of the Core Strategy and Policies DM38 of the DMPD</p>
Construction Management Plan	For major development where not provided in the Transport Assessment	<p>The Construction Management Plan will comprise a site plan and accompanying statement that outlines management of the site during the construction phase. It shall provide for:</p> <ul style="list-style-type: none"> • The parking of vehicles of site operatives and visitors • Loading, unloading and storage of plant and materials • Routing of deliveries on the highway network • Hours of work and deliveries having regard to the site surroundings • Erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate, • Tree protection measures • Wheel washing facilities • Measures to control the emission of dust and dirt during construction, • A scheme for recycling/disposing of waste resulting from demolition and construction works • Forward movement of vehicles to and from the site, unless unachievable • Banksmen, where necessary 	<p>Section 9 of the NPPF, Policy CS16 of the Core Strategy and Policies DM35 of the DMPD</p>
Car Park Management Plan	For all major development and larger new residential developments, or as a post consent condition in the	<p>A car parking management plan assists in an understanding of how the car parking will operate and to ensure safe and equitable movement and parking of vehicles. It should address matters such as allocation of parking spaces, measures to ensure visitor spaces remain available for visitors, any traffic management systems, signage, and ongoing management responsibilities. It should be accompanied by a scaled site plan and can be incorporated into a Parking and Access Plan.</p>	<p>Section 9 of the NPPF, Policies DM10, DM35, DM36, DM37 of the DMPD and Parking Standards for Residential Developments SPD</p>

Requirement	When required	Guidance	Further information
	event of an approval		2015 and Surrey Guidance
Parking and Access Plan	For minor and major schemes, and where there are amendments to access or parking arrangements or operational changes such as changes to student or staffing numbers, or conditioned on non-major schemes	<p>Parking and access details are required to ensure there is sufficient on-site car parking provision, so that there would not be adverse pressure on on-street car parking and that safe movement of vehicles can be achieved within and to and from the site. Pedestrian access through car parks and into the site should also be considered. The Plan must show the following as a separate Access Plan:</p> <ul style="list-style-type: none"> • Parking spaces, measuring 4.8m length x 2.4m width, to satisfy the minimum parking standards (and justification where there is a departure) • Allocation of car parking spaces where proposed • Aisle widths within car parking courts • Provision of disabled blue badge parking and motorcycle parking • Turning areas, with a swept path analysis sufficient for refuse and emergency vehicles (where required), to demonstrate that vehicles can exit the site in a forward gear • Visibility splays within the red line site to ensure adequate pedestrian and vehicle sightlines (further guidance should be obtained from Surrey County Council) • An Electric Vehicle Charging Strategy, including provision to meet policy requirements and specifications of charging points • Because of technical specifications, plans must include a scale bar and be drawn to a metric scale of 1:100 or 1:200 	Section 9 of the NPPF , Policies DM10, DM35, DM36, DM37 of the DMPD and Parking Standards for Residential Developments SPD 2015 and Surrey Guidance
Refuse and Recycling Plan	For all applications comprising of additional floorspace, and/or dwellings	If not shown on the Site Plan, an additional plan, drawn to scale, must be submitted showing the location of refuse and recycling bins. If the refuse and recycling provision is housed in any type of enclosure, then scaled elevations must also be submitted. The plan must incorporate all the land up to and including the collection point and must demonstrate how it will meet the waste and recycling requirements set out in Epsom's Guidance on the storage and collection of Household Waste , including that a collection point being no more than 6m from the public highway and that residents not move bins more than 30m from their storage point. It is important to show waste storage and collection points for town centre locations.	Sections 12 and 15 of the NPPF , Policy CS6 of the Core Strategy , Policy DM10 of the DMPD and Revised Sustainable SPD 2016
Cycle Plan	Required for all new developments	If not shown on the Site Plan, an additional plan, drawn to scale, must be submitted showing the location of the cycle provision. If an enclosure is proposed, scaled elevations must also be submitted. The proposal is expected to meet the requirements of the Surrey County Council Vehicular and Cycle Parking Guidance 2018 and be accessible, convenient and secure.	Section 9 of the NPPF , Policies DM10, DM35, DM36 and DM37 of the DMPD and SCC Vehicular and Cycle Parking Guidance 2018

Requirement	When required	Guidance	Further information
Public Rights of Way Statement	Where construction or storage of items would be immediately adjacent to or interrupt a public footpath	Surrey County Council are responsible for public footpaths and development should be undertaken in a manner that allows continued use of the footpaths. A PROW Statement should demonstrate how the construction phase, including deliveries, storage of items and dust, is undertaken without unduly disrupting the passage of users along the rights of way. The Statement can form part of the Planning Statement.	Section 8 of the NPPF and Policies DM9 and DM7 of the DMPD
Daylight and Sunlight Assessment	For major development or where there is potential adverse impact on nearby properties, including gardens or amenity space, or where there will be potentially low light levels for new dwellings	<p>Where there is a potential impact upon the sunlight/daylight enjoyed by adjoining properties, including buildings and amenity space, applications should be accompanied by a site plan that accords with the minimum requirements for a site plan and shows a 45 degree line from or to the corners of the proposed extension and the centre of the nearest habitable window to the rear elevation of both adjoining properties.</p> <p>A more detailed desk-based assessment will be required for major development and some larger minor developments and should include impacts on neighbouring properties and on future occupants within the proposed development. This assessment should be carried out in accordance with the British Research Establishment (BRE) document Site Layout Planning for Daylight and Sunlight – A guide to Good Practice 2nd edition. It may be necessary to consider Vertical Sky Component and annual probable sunlight hours.</p>	Section 15 of the NPPF and Policies DM9 and DM10 of the DMPD
Air Quality Assessment	For major development , sites adjacent to or within an Air Quality Management Area , where there would be a significant increase in vehicular traffic or emissions	An Air Quality Assessment would allow a full consideration of the impact of the proposal on the air quality of the area including impacts and mitigation measures where necessary. For more information, please visit the Institute of Air Quality Management .	Section 15 of the NPPF and Air Quality (England) (Amendment) Regulations 2002
Noise, Odour and Vibration Assessment	For major development , and where the proposal will give rise to or suffer from excess	<p>Where the proposed development has the potential to impact the quality of life for people who live or work within the surrounding area due to excessive noise, a noise impact and sound insulation assessment will need to accompany your planning application. A noise impact and sound insulation assessment should include the following information:</p> <ul style="list-style-type: none"> Existing background noise levels measured over a 24-hour period (including the cumulative noise levels of all existing units) 	Section 15 of the NPPF and Policy DM10 of the DMPD

Requirement	When required	Guidance	Further information
	noise and or vibration such as in town centres, major roadways or railway corridors	<ul style="list-style-type: none"> • Proposed noise levels (including the cumulative noise levels of all proposed units) • Any proposed measures to reduce noise from the proposed development • The system manufacturers specification of any proposed equipment to be installed, altered, or replaced • Details of the method used to compile the report and examples of the calculations and assumptions made • Respond to local and national guidance • Where there is potential odour (e.g., from commercial kitchens) or vibration (e.g., from railway corridors) impacts, the scope of the assessment should be expanded to include these matters <p>The Assessment must be prepared by a suitably qualified person and member of the Institute of Acoustics or Association of Noise Consultants.</p>	Noise Policy Statement for England Environmental Protection Act 1990
Operational Management Plan	For schools, day care centres and care homes	To assist in the understanding of traffic and neighbour amenity issues through the life of the development, an Operational Management Plan would outline operational aspects of the use of the development. This would include but not be limited to staffing and student/child numbers, operating hours, parking capacity, delivery and drop off/pick up arrangements, visiting hours, timing and sequencing of daily activities, use of outdoor spaces and complaints handling. This should normally be a separate document that would enable conditioning of the Plan in any future permission.	Sections 9 and 15 of the NPPF and Policies DM10, DM35, DM36, DM37 of the DMPD
Glare Assessment	For large scale solar schemes or where large expanses of glazing are proposed	Where glare may present a traffic or neighbour hindrance, a Glare Assessment would enable a better understanding of the impacts.	
Detailed Specifications	For applications including AC units, heat pumps, commercial exhaust, or other similar facilities	To assist with an understanding of visual and amenity impacts, the specifications of mechanical ventilation, exhaust systems for commercial kitchen operations or heat pumps, specifications of the intended brand and model of the system should be submitted with an application.	Section 15 of the NPPF and Policy DM10 of the DMPD
Contaminated Land Assessment	When the site is known to be contaminated or	A report for detailing the existence and nature of contamination, the risks for construction and future occupants and remediation/decontamination. The scope of the assessment is proportionate to the scope of contamination. It need not be required if the site is contaminated	Section 15 of the NPPF and Policy DM17 of the DMPD

Requirement	When required	Guidance	Further information
	there is a reasonable possibility of contamination	but the scope of the works is well removed from the contamination. It can be desktop but should be carried out by a suitably qualified person. Typical contaminated sites include landfill, railway land, waste disposal sites, scrapyards, and petrol stations. Often, a preliminary assessment will require future reports following the granting of planning permission. The Assessment should be carried out by a suitably qualified person.	
Flood Risk Assessment	For major development , and where development falls within Flood Zones 2 or 3 or in a Critical Drainage Area and for all new buildings or the change of vulnerability use of existing buildings, or for sites in Flood Zone 1 where the site is >1 hectare.	<p>A site-specific flood risk assessment should demonstrate how off and on site flood risk will be managed now and over the development's lifetime, taking climate change into account, and having regard to the vulnerability of its users, as specified in Table 2 – Flood Risk Vulnerability of the NPPG and Annexe 3 of the NPPF.</p> <p>The FRA should be proportionate to the scale of the proposal and identify opportunities to reduce the probability and consequences of flooding and include mitigation and recommendations, which such measures incorporated into the submitted plans. It should include the design of surface water management systems including Sustainable Drainage Systems (SuDS) wherever possible. The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met and include details of safe egress from the site in case of flooding.</p> <p>Further details for preparing an FRA can be found on the checklist on Site-Specific Flood Risk Assessments and Surrey County Council as the lead local flood authority.</p>	NPPG, Section 15 of the NPPF, Policy CS6 of the Core Strategy and Policy DM19 of the DMPD
Drainage Statement (including SCC SuDS Pro-Forma)	For new buildings (retail, residential, commercial, offices) and for major development	<p>A drainage statement and accompanying drainage plan, incorporating Sustainable Drainage Systems (SuDS), will need to demonstrate that for the life of the development, the proposal would not have an unacceptable impact on the local area though no net change in infiltration or overland flows from the site.</p> <p>SuDS scheme proposed accord with the DEFRA SuDS National Standards. The Surrey County Council SuDS Pro-forma should also be completed.</p>	Section 15 of the NPPF, Policy CS6 of the Core Strategy and Policy DM19 of the DMPD and the Surrey SuDS Guidance
Hydrogeological Report	Where a groundwater issue is known or identified in the preparation of an FRA or drainage plan	<p>A Hydrogeological Report will supplement a Flood Risk Assessment where there is potential for interruption to groundwater flows through the site, often because of the construction of a basement or large soakaways. It is difficult to confirm where a high groundwater table may be encountered however, the British Geological Survey have an archive of borehole records.</p> <p>Given the specialised nature of this report, the author should be able to demonstrate appropriate qualifications.</p>	NPPG, Section 15 of the NPPF, Policy CS6 of the Core Strategy and Policy DM19 of the DMPD

Requirement	When required	Guidance	Further information
Basement Impact Assessment	Where a basement is proposed in an area of known flood risks or close to neighbouring properties	<p>A Basement Impact Assessment will ensure that the construction of a basement is undertaken without undue damage to neighbouring properties or interrupting groundwater flows. The level of information is proportionate to the scale of the basement but should include:</p> <ul style="list-style-type: none"> • Stage 1 – Screening • Stage 2 – Scoping • Stage 3 - Site investigation and study • Stage 4 - Impact assessment • Stage 5 - Review and decision making <p>Given the specialised nature of this report, the author should be able to demonstrate appropriate qualifications.</p>	NPPG, Section 15 of the NPPF, Policy CS6 of the Core Strategy and Policy DM19 of the DMPD
Confirmation from Utilities Provider	For major development	For larger residential housing schemes, it will be necessary to show evidence that pre submission discussions have occurred with utilities providers to demonstrate that the provider is satisfied that there is existing or predicted capacity in their infrastructure network to accommodate the increased demand arising from the development. This could include gas, electricity, water, wastewater, or broadband providers.	Policy CS1 of the Core Strategy and Policy DM10 of the DMPD
Foul Drainage Assessment	For major development where disposal of sewage, effluent or trade waste is not through a mains connection to a public sewer	A non-mains drainage assessment would be required to demonstrate that non-mains drainage, either a new system or connection to an existing system, would be acceptable. The assessment should include storage, treatment and disposal methods, an assessment of site suitability and a demonstration of why connect to the mains sewer is not feasible. It should be accompanied by the Environment Agency's pro-forma .	Section 15 of the NPPF, Policy CS6 of the Core Strategy and Policy DM19 of the DMPD and the Surrey SuDS Guidance
Energy Statement	For major development , or conditioned in any future permission	An Energy Statement will document how energy efficiency has been considered at each stage of the process from early design stage to submission and outline measures within the construction and operation of the development to meet a targeted reduction in energy emissions. In the absence of concrete policy specifying a % reduction, the Council would welcome proactive delivery of reductions.	Section 15 of the NPPF and Policy CS6 of the Core Strategy
Sustainability Statement	All non-major development	Development proposals should reflect the principles of sustainable development and consider the issues of accessibility, environmental impact, and the use of resources during construction and use. A Sustainability Statement should incorporate measures to minimise waste, ensure the efficient use of minerals using recycled and secondary aggregates, alleviate flood risk and introduce renewable energy or carbon savings. Reference should be	Section 15 of the NPPF and Policy CS6 of the Core Strategy and Sustainable Design SPD.

Requirement	When required	Guidance	Further information
		made to the EcoHomes, BREEAM and Code for Sustainable Homes guidance and Council policy.	
Affordable Housing Statement	For schemes where there is a net increase of 10 more dwellings	The Affordable Housing Statement should explain how the proposed development will delivery of policy compliant amount of affordable housing, either on site or via a commuted sum. This can be incorporated as part of the Planning Statement.	Section 5 of the NPPF, Policy CS9 of the Core Strategy, Policy DM21 of the DMPD and the Revised Developer Contributions SPD 2014
Viability Assessment	When the viability of a scheme would suggest that the requirements for Affordable Housing cannot be met	<p>Where the Affordable Housing Statement indicates that the delivery of policy compliant affordable housing cannot be delivered, a Viability Assessment must explain why the full affordable contributions cannot be met. The Assessment would be expected to include:</p> <ul style="list-style-type: none"> • Executive summary • Basis on which S106 costs have been calculated • Built costs • Cash flow projections • Market evidence • Benchmark Land Value or Alternative Use Value • Any other evidence <p>The Council does not have in-house expertise for the review of the Viability Assessment and will instead use an independent consultant. The cost of this assessment will need to be paid by the applicant/agent.</p>	
Economic Statement	For major development , where there is a loss of employment land or a commercial element, development located within employment land (retail centres, town and village centres)	<p>An economic statement would outline the economic case for the proposal and include an assessment of:</p> <ul style="list-style-type: none"> • Any jobs that might be created or lost • The net change in employment • Any community benefits or impacts • Marketing information for at least 12 months • Any other justification 	Section 6 of the NPPF and Policy CS11 of the Core Strategy and Policies DM24, DM25, DM28 and DM31 of the DMPD
Needs Assessment	Where specialist accommodation such as student	The Planning Needs Assessment undertakes a quantitative assessment for the needs for the type of use being proposed within the development to ensure that it is addressing a need, provides a suitable mix of accommodation and does not lead to an oversupply of a certain	Section 5 of the NPPF and Policies CS9 and CS10 of

Requirement	When required	Guidance	Further information
	homes or care homes or traveller pitches are proposed	type of accommodation. Consideration should be against the findings of the Housing and Economic Development Needs Assessment 2023 .	the Core Strategy and Policy DM21 of the DMPD
Retail Impact Statement	For retail and leisure development in edge or out of town centre locations	A retail impact assessment will consider the retail impacts on the vitality and viability of existing centres in Epsom and Ewell, including cumulative effect of recent permissions, development under construction and complete developments. The scope and scale of the assessments and whether a sequential test is required (see paras 91-93 of the NPPF) to be undertaken depends on the location and scale of the development, considered against the retail policies at DM28-DM31 of the Development Management Policies Document 2015.	NPPG, Section 7 of the NPPF and Policy CS14 and CS15 of the Core Strategy and Policy DM28, DM29, DM30 and DM31 of the DMPD
Disabled Access Statement and Plan	For new buildings (retail, residential, commercial, offices) and major development	To ensure safe, convenient, and equitable access within the design of the development and to ensure that the approved scheme would meet building regulations requirements, an Accessibility Plan and Statement should show equitable access across the development, including level access through the site, to the entrance and within buildings and adaptable dwellings to meet M4(1), M4(2) or M4(3) , blue badge parking. This should be accompanied by a statement, which can be included in the Design and Access Statement or Planning Statement.	Section 8 of the NPPF, Policy CS16 of the Core Strategy, Policy DM12 of the DMPD and the Equalities Act 2010
Crime Impact Statement	For major development	A Crime Impact Statement will review the design features and solutions to reduce the development's vulnerability to crime in accordance with the principles of Secured by Design . This can be incorporated into the Design and Access Statement or submitted as a separate document.	Section 12 of the NPPF, Policy DM10 of the DMPD and Secured by Design
Fire Risk Assessment	All applications for buildings > 7 storeys/18m (or net increase of 2+ dwellings or educational accommodation within existing building), or development within the curtilage of such buildings	Following the Building Safety Bill and amendments to the DMPO. 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. Exemptions include change of use applications that result in the building no longer being a 'relevant building'.	Building Safety Act 2022

Requirement	When required	Guidance	Further information
Statement of Community Involvement	Where there are sensitive issues, usually identified through the pre application process including telecommunications masts	Where the proposal is likely to generate local interest, it is advisable to consult with residents, resident associations, and ward members prior to finalisation of any scheme. The statement should include details of the public consultations carried and, the results of the consultations and how they have been considered within the proposal. Where the proposal includes a telecommunications mast near a school or nursery, details of consultation are required.	Section 1 of the Statement of Community Involvement 2022
HMO Licence	Optional, but for applications comprising a change of use to a large HMO (>6 occupants)	A copy of an existing House of Multiple Occupancy (HMO) licence as issued by EEBC should be provided to assist in the assessment of an application where an existing HMO is being enlarged. If one is not provided, an informative will be attached to any permission.	Section 5 of the NPPF
Draft Legal Agreement	Optional, but usually on major developments, where transport initiatives are required or where affordable housing is delivered	Planning permission may be subject to the completion of a Section 106 agreement or Unilateral Undertaking to deal with planning obligations, including for Public Transport Improvements, Travel Plan Auditing fee, Pedestrian Improvements and Infrastructure, BNG delivery and monitoring, Delivery of Affordable Housing (and late-stage review) or Commuted Sum, street planting, Car club provision or to ensure use of an outbuilding for incidental use. Providing a draft agreement with a planning application will expedite the determination of an application.	Section 106 of the Town and Country Planning Act 1990 alongside the NPPF , the Core Strategy , and the DMPD
ICPRN declaration	All telecommunications applications	A declaration that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) with respect to health standards.	Code of Practice for Wireless Network Development in England
Alternative Sites Statement	All telecommunications applications	A document which assesses the suitability of alternative sites for the telecommunications mast.	Code of Practice for Wireless Network Development in England
CIL Additional Information Form (Form 1)	All applications	The Community Infrastructure Levy (CIL) is a tool for local authorities to help deliver infrastructure to support development of the area. All questions must be answered, and it must be signed and dated on the same date as the planning application form.	Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
CIL Assumption of Liability Form (Form 2)	Where there is >100m2 of additional floor	CIL liable development must be accompanied by a CIL Assumption of Liability Form. All questions must be answered, and it must be signed and dated on the same date as the planning application form. Planning agents submitting on behalf of applicants must include an	

Requirement	When required	Guidance	Further information
	space in the proposal	email address. There is more information on the Council's website and forms are available at the planning portal .	
Permission from Copyright holder	All applications, if applicable	Planning application plans, drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. Under the Designs and Patents Act 1988, 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.	Designs and Patents Act 1988

OUTLINE PLANNING PERMISSION

For in principle permission that is limited to matters such as appearance, access, landscaping, layout, and scale. An applicant can choose to submit details of any or all the reserved matters. Unless the applicant has indicated that those details are submitted for illustrative purposes only (or has otherwise indicated that they are not formally part of the application), the Council must treat them as part of the development in respect of which the application is being made.

APPROVAL OF RESERVED MATTERS

For the remaining matters not dealt with at outline planning permission stage, submitted as one or separate reserved matters applications.

The following table outlines the likely validation requirements based on which matters are included in the outline application and which matters are reserved. Information about the proposed use, the amount of development and access points and other matters go the principle of the scheme and are required under outline planning permission even if they are reserved.

Outline	Appearance	Access	Landscaping	Layout	Scale
Application Form	Application Form	Application Form	Application Form	Application Form	Application Form
Ownership Certificate	Ownership Certificate	Ownership Certificate	Ownership Certificate	Ownership Certificate	Ownership Certificate
Fee (varies)	Fee (varies)	Fee (varies)	Fee (varies)	Fee (varies)	Fee (varies)
Location Plan	Photomontage	Delivery Management Plan	Hard and Soft Landscape Plan	Daylight and Sunlight Assessment	Floor plans
Site or Block plan	Lighting Assessment	Construction Management Plan	Landscape Management Plan	Accommodation Schedule	Roof plan
Design and Access Statement	Landscape and Visual Impact Assessment	Car Park Management Plan	Arboricultural Method Statement	Lighting Assessment	Elevations
Planning Statement	Glare Assessment	Parking and Access Plan	Lighting Assessment	Energy Statement	Sections
Arboricultural Impact Assessment	Detailed Specifications	Refuse and Recycling Plan	Drainage Statement	Sustainability Statement	Streetscene
Preliminary Ecological Assessment	Planning Statement	Cycle Plan	Planning Statement	Planning Statement	Air Quality Assessment
Biodiversity Net Gain Statement and Metric		Public Rights of Way Statement			Hydrogeological Report
Transport Assessment or Transport Statement		Travel Plan			Noise, Odour and Vibration Assessment
Heritage Statement		Stage 1 Road Safety Audit			Operational Management Plan

Archaeological Assessment		Operational Management Plan			Basement Impact Assessment
Green Belt Statement		Planning Statement			Confirmation from Utilities Provider
Survey plan					Foul Drainage Assessment
Flood Risk Assessment					Disabled Access Statement and Plan
Drainage Statement					Crime Impact Statement
Contaminated Land Assessment					Fire Risk Assessment
Affordable Housing Statement					Energy Statement
Viability Assessment					Sustainability Statement
Economic Statement					Planning Statement
Needs Assessment					
Retail Impact Statement					
Statement of Community Involvement					
Draft Legal Agreement					
CIL Additional Information Form (Form 1)					
CIL Assumption of Liability Form (Form 2)					
Permission from Copyright holder					

PERMISSION IN PRINCIPLE

The permission in principle consent route separates the consideration of matters of principle for proposed development from the technical detail of the development. The scope of permission in principle is limited to location, land use and amount of development (stage 1). Other matters should be considered at the technical details consent stage (stage 2). The following documents deal with the stage 1.

Procedural	Location	Land Use	Amount
Application Form	Location Plan	Economic Statement	Design and Access Statement
Ownership Certificate	Site or Block plan	Needs Assessment	Planning Statement
Fee (varies)	Design and Access Statement	Retail Impact Statement	Accommodation Schedule
CIL Additional Information Form (Form 1)	Planning Statement		Confirmation from Utilities Provider
CIL Assumption of Liability Form (Form 2)	Arboricultural Impact Assessment		Affordable Housing Statement
Permission from Copyright holder	Preliminary Ecological Assessment		Viability Assessment
Statement of Community Involvement	Biodiversity Net Gain Statement and Metric		Drainage Statement
Draft Legal Agreement	Transport Assessment or Statement		
	Heritage Statement		
	Archaeological Assessment		
	Green Belt Statement		
	Flood Risk Assessment		
	Contaminated Land Assessment		

The following matters deal with stage 2:

Application Form	Photomontage	Cycle Plan	Lighting Assessment	Basement Impact Assessment
Ownership Certificate	Lighting Assessment	Public Rights of Way Statement	Drainage Statement	Foul Drainage Assessment
Fee	Landscape and Visual Impact Assessment	Travel Plan	Daylight and Sunlight Assessment	Disabled Access Statement and Plan
Location Plan	Glare Assessment	Stage 1 Road Safety Audit	Lighting Assessment	Crime Impact Statement
Site or Block plan	Detailed Specifications	Operational Management Plan	Energy Statement	Fire Risk Assessment
Floor plans	Delivery Management Plan	Planning Statement	Sustainability Statement	Energy Statement
Roof plan	Construction Management Plan	Hard and Soft Landscape Plan	Air Quality Assessment	Sustainability Statement
Elevations	Car Park Management Plan	Landscape Management Plan	Hydrogeological Report	
Sections	Refuse and Recycling Plan	Arboricultural Method Statement	Noise, Odour and Vibration Assessment	
Streetscene			Operational Management Plan	
Design and Access Statement				
Planning Statement				
Survey plan				

LISTED BUILDING CONSENT

For any internal or external works to a listed building and works to structures that have been within the curtilage prior to 1st July 1948. Listed buildings can be confirmed [here](#). There is no fee for a listed building consent application.

Requirement	When required	Guidance	Further information
Heritage Statement	All applications	<p>A statement that assesses the significance of heritage assets and/or their settings affected by a development, and of the impacts of that development upon them. It allows an understanding of the heritage asset and its important features so that the project can then be designed to protect and conserve those features whilst minimising harmful impacts. Except for very small projects, the Statement should be completed by a heritage consultant, which can be sourced from the Historic Environment Service Provider Recognition, Historic England or the Building Conservation Directory.</p> <p>The level of detail should be proportionate to the asset's importance and the extent of work being undertaken and cover all aspects of the proposed works. You do not need to submit information on parts of the building that are not being altered but the statement must include:</p> <ul style="list-style-type: none"> • The address, listing (Grade I, II* or II and date of building (this may be in the Historic England list description)) • A copy of the list description • Photograph of the front elevation for identification • Photographic survey of all affected elements, including high quality photos of all historic features proposed to be altered, with explanations of each change • A description of the heritage significance of the building and details about its character and architectural/historical interest and setting • Dates of elements which are proposed to be altered or removed, • Dated plans if building extended at different dates • An analysis of how the special architectural or historic interest (or "significance") and historic fabric of the statutorily listed building/structure would be affected • An explanation of the principles behind and the justification for the proposal • An outline of the steps taken to avoid or minimise the loss of historic fabric and significance • Public and/or heritage benefits to mitigate harm or loss of historic features, if applicable, such as reinstatement of lost historic features • An explanation of the sources considered, and the expertise consulted in the formulation of the application 	<p>Sections 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Section 16 of the NPPF, Policy CS5 of the Core Strategy 2007 and Policy DM8 of the Development Management Policies Document 2015</p> <p>Further guidance is found in the National Planning Policy Guidance, and in Historic England's Statements of Heritage Significance: Analysing Significance in Heritage Assets or The Setting of Heritage Assets, Historic Environment Good Practice Advice in Planning.</p>

		Details of relevant information from historic or expert sources such as but not limited to Epsom and Ewell Local and Family History Centre , Epsom and Ewell History Explorer , The Surrey Historic Environment Record , Historic England's archives , the Domestic Buildings Research Group (Surrey) and previous listed building consents .	
Design and Access Statement	All applications	The Design and Access Statement must explain how access, including alternative means of access, have been addressed, how relevant Local Plan policies have been considered and any consultation. Where a planning application is submitted in parallel, a single Statement should address the requirements of both. For listed buildings, the Design & Access Statement can be combined with the Heritage Statement.	
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with surrounding buildings, roads, and footpaths • Include named roads and numbered properties sufficient to identify the site location • Contain a metric scale bar at 1:1250 or 1:2500 and a north point • Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site • If applicable, a blue line around all other land owned or controlled by the applicant <p>Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.</p>	<p>Article 39 of The Town and Country Planning Development Management Procedure (England) (Order) 2015</p> <p>Information is available on the planning portal.</p> <p>Details of OS suppliers can be found here.</p>
Site or Block plan	All applications	<p>A plan that shows the existing and proposed layouts of the application site and must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites • Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include that part of the site necessary to show the works (including access and visibility splays) and define it with a continuous, unbroken red line around all the land 	Policy DM8 of Development Management Policies Document 2015 (DMPD)
Floor plans	All applications where alterations to planform are proposed or to show the location	<p>Plans that show the floor plans of the building and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Existing plans: Provide an existing plan to show all floors, openings, features (such as chimney breasts, fireplaces, etc) as existing. 	Policy DM8 of DMPD

	of the proposed works	<ul style="list-style-type: none"> • Proposed plans: Show all floor plans where alterations, openings, new features are proposed to be added. New features should be shown in blue for clarity. • Demolition plans: Separate demolition plans may be necessary to show elements proposed to be removed. Demolitions should be shown hatched in red. • Ensure existing and proposed openings match existing and proposed elevations. • Annotate all plans to show the location and retention of historic features. 	
Roof plan	All applications where there are proposals to alter a roof	<p>Plans that show the roof of the building must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted). • Match that shown on the site plan and floor plans, including orientation of the plan. • Show roof features, such as eaves, rooflights, chimneys, vents and pipes on the appropriate plans. • Provide existing, demolition and proposed drawings with red and blue markings as set out in Floor Plans above. • Annotate all plans to show the location and retention of historic features. 	
Elevations	All applications where there are proposals to alter elevations	<p>Drawings that show the elevations of the building must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted). • Match that shown on the site plan, floor plans and roof plans • Show the whole internal / external elevations (where changes are proposed) rather than part of an elevation. Where details need to be shown more clearly, drawings of elements should be provided at a more detailed scale such as 1:20. 1:5 or even 1:1. • Provide existing, demolition and proposed elevations with red and blue markings as set out in Floor Plans above. • Annotate all drawings to show the location and retention of historic features and show materials. • Show window and doors accurately and state opening methods where new ones are proposed. • Show all proposed additions such as vents and pipework. 	
Detailed Plans	All applications, relative to the proposed alterations	<p>In addition to plans given above, your application should include the following where applicable. These items could also be shown on your existing and proposed plans rather than separate drawings where possible.</p> <ul style="list-style-type: none"> • Conservation specification of methods and materials. • Plans showing location and retention of historic features with photographs. 	Policy DM8 of DMPD

		<ul style="list-style-type: none"> • Ceiling plans, where relevant, including insertion or removal of lights or any other item on the ceiling. • Door schedule (showing existing and proposed) with photographs. • Detail drawings, including sections, for new fixtures, e.g., fireplaces, cornices, partitions, fixtures, fittings, windows, external additions, etc at appropriate scale. • Window drawings should be at a scale of 1:5 with drawings of horns and sections of glazing bars shown at 1:1. Drawings must state all materials and finishes. • Service runs (internally and externally). • Details of any external additions such as alarms, ventilators, CCTV, etc. • Mechanical ventilation, air conditioning including service runs, size and appearance of units and their locations. 	
Specialist reports	All applications, relative to the proposed alterations	Specialist reports could include fire strategies, structural engineering reports, conservation management plans, etc to justify the works you are proposing.	

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Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> An application form should be completed via the planning portal website. Printable forms are available. Only one form is required You do not need to employ a planning agent or architect to complete the form All sections must be answered, and the declaration must be signed and dated The details of the signage must be specific, including lighting levels and type, materials, and colours Each individual sign must be indicated Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Town and Country Planning (Control of Advertisements) (England) Regulations 2007
Fee	All applications, with some concessions	<p>The application fee incurs a planning portal service charge. Payment is via:</p> <ul style="list-style-type: none"> The planning portal, which is the quickest and easiest way Cheque, made payable to Epsom and Ewell Borough Council, with the application number stated on the back Over the telephone with the Council's Customer Service Team on 01372 732000 	Schedule 2 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) Details are also included on the planning portal
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> Be based on an up-to-date map with surrounding buildings, roads, and footpaths Include named roads and numbered properties sufficient to identify the site location Contain a metric scale bar at 1:1250 or 1:2500 and a north point Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site If applicable, a blue line around all other land owned or controlled by the applicant 	Regulation 9 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Requirement	When required	Guidance	Further information
		Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.	Information is available on the planning portal . Details of OS suppliers can be found here .
Site or Block plan	All applications	A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) layouts of the application site and must: <ul style="list-style-type: none"> • Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites • Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include that part of the site for the signage and define it with a continuous, unbroken red line around all the land 	Regulation 9 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 Policy DM10 of Development Management Policies Document 2015 (DMPD)
Elevations	All applications	An elevation drawing that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) signage and must: <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show the location, colour, and lettering for the signage • Show the whole elevations rather than part thereof • Match that shown on the site plan 	
Heritage Statement	Signage or lighting affixed to a Listed Building or Locally Listed Building or within a Conservation Area (a conservation area is classified as a heritage asset)	A statement that assesses the significance of heritage assets and/or their settings affected by a development, and of the impacts of that development upon them. It allows an understanding of the heritage asset and its important features of that the project can then be designed to protect and conserve those features whilst minimising harmful impacts. Except for very small projects, the Statement should be completed by a heritage consultant, which can be sourced from the Historic Environment Service Provider Recognition , Historic England or the Building Conservation Directory . The level of detail should be proportionate to the asset’s importance and the extent of work being undertaken and cover all aspects of the proposed works. You do not need to submit information on parts of the building that are not being altered but the statement must include:	Sections 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 , Section 16 of the NPPF , Policy CS5 of the Core Strategy and Policy DM8 of the DMPD

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> • The address, listing (Grade I, II* or II, or conservation area or local listing) and date of building (this may be in the Historic England list description or the EEBC conservation area appraisals) • Photograph of the front elevation and all affected elements, including high quality photos of all historic features proposed to be altered, with explanations of changes • A description of the heritage significance of the building and details about the character and architectural/historical interest and setting • An analysis of how the special character and fabric of the statutorily listed building/structure would be affected • An explanation of the principles behind and the justification for the proposal • An outline of the steps taken to avoid or minimise the loss of historic fabric • Public and/or heritage benefits to mitigate harm or loss of historic features, if applicable, such as reinstatement of lost historic features • An explanation of the sources considered, and the expertise consulted in the formulation of the application <p>For Listed Buildings, the Statement should also include:</p> <ul style="list-style-type: none"> • A copy of the list description • Dates of elements which are proposed to be altered or removed, • Dated plans if building extended at different dates <p>Details of relevant information from historic or expert sources such as but not limited to Epsom and Ewell Local and Family History Centre, Epsom and Ewell History Explorer, The Surrey Historic Environment Record, Historic England's archives, the Domestic Buildings Research Group (Surrey) and previous listed building consents.</p>	<p>Further guidance is found in the National Planning Policy Guidance, and in Historic England's Statements of Heritage Significance: Analysing Significance in Heritage Assets or The Setting of Heritage Assets, Historic Environment Good Practice Advice in Planning.</p>
Photomontage	Optional	Photos or a photomontage would assist with how the advertisement would fit within the streetscape.	
Permission from Copyright holder	All applications, if applicable	Planning application plans, drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. Under the Designs and Patents Act 1988, 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.	Designs and Patents Act 1988

LAWFUL DEVELOPMENT CERTIFICATE (EXISTING)

For establishing whether any existing development is lawful, including that it is immune from enforcement action.

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> • An application form should be completed via the planning portal website. Printable forms are available. Only one form is required • You do not need to employ a planning agent or architect to complete the form • All sections must be answered, and the declaration must be signed and dated • The description of the development being sought should be concise but reflect all aspects of the proposal • Supporting information can be provided on the form or under separate documents • Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Article 39 of The Town and Country Planning Development Management Procedure (England) (Order) 2015
Fee	All applications, with some concessions	<p>The application fee varies depending on the proposal and incurs a planning portal service charge. Payment is via:</p> <ul style="list-style-type: none"> • The planning portal, which is the quickest and easiest way • Cheque, made payable to Epsom and Ewell Borough Council, with the application number stated on the back • Over the telephone with the Council's Customer Service Team on 01372 732000 	Article 11 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) Details are also included on the planning portal
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with surrounding buildings, roads, and footpaths • Include named roads and numbered properties sufficient to identify the site location • Contain a metric scale bar at 1:1250 or 1:2500 and a north point • Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site • If applicable, a blue line around all other land owned or controlled by the applicant 	Article 39 of The Town and Country Planning Development Management Procedure (England) (Order) 2015

Requirement	When required	Guidance	Further information
		Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.	Information is available on the planning portal . Details of OS suppliers can be found here .
Site or Block plan	All applications	A plan that shows the existing and proposed layouts of the application site and must: <ul style="list-style-type: none"> • Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites • Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include that part of the site necessary to show the development (including access and visibility splays) and define it with a continuous, unbroken red line around all the land • Show preexisting walls and/or buildings and additions sought under the certificate by differentiating the footprint by hatching, greying, or colouring 	Policy DM10 of Development Management Policies Document 2015 (DMPD)
Floor plans	All applications where the certificate relates to operational development	A plan that shows the floor plans of the dwelling and must: <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show pre-existing walls and/or buildings and additions sought under the certificate by differentiating the footprint by hatching, greying, or colouring • Show all floors where alterations are proposed • Show openings, ensuring they match elevations • Match that shown on the site plan and roof plan, including orientation of the plan 	Policy DM10 of DMPD
Roof plan	All applications where the certificate relates to operational development	A plan that shows the roof of the dwelling and must: <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show pre-existing roofs and additions sought under the certificate by differentiating the footprint by hatching, greying, or colouring • Show roof features, such as eaves, rooflights, chimneys and pipes • Match that shown on the site plan and floor plans, including orientation of the plan 	
Elevations	All applications where the certificate relates	An elevation drawing that shows the elevations of the dwelling or outbuilding and must: <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) 	

Requirement	When required	Guidance	Further information
	to operational development	<ul style="list-style-type: none"> • Show pre-existing walls and additions sought under the certificate by differentiating the footprint by hatching, greying, or colouring • Show window and door openings and materials of walls • Show the whole elevations rather than part thereof • Show all elevations (if the proposal is limited to the rear and not visible from the front, the front elevation is not required (and vice versa)), including joined or party elevations • Match that shown on the site plan and floor plans 	
Supporting Documentation	Optional	<p>There is no minimum standard for evidence submitted in support of an application. Where a statutory declaration(s) is submitted, it should be precise, signed, dated, and witnessed by an authorised person such as a solicitor. Information could include:</p> <ul style="list-style-type: none"> • Sworn affidavit(s) from people with personal knowledge of the existing use or works • Suppliers who had had dealings with the business in the past • Contractors who had had dealings with the business in the past • Receipts of invoices for goods and services • Vehicle registration documents • VAT receipts for commercial businesses or residential premises • Previous rates, such as council tax, community charge bills • Any dated photos indicating the previous use of the site or buildings • Original property sales details relating to the land or buildings • Utility bills. 	NPPG
Planning Statement or Cover Letter	Optional, depending on the description outlined in the application form	A planning statement or cover letter would outline and summarise the application and the supporting documentation.	Article 39 of The Town and Country Planning Development Management Procedure (England) (Order) 2015
Permission from Copyright holder	All applications, if applicable	Planning application plans, drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. Under the Designs and Patents Act 1988, 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.	Designs and Patents Act 1988

LAWFUL DEVELOPMENT CERTIFICATE (PROPOSED)

For establishing whether a development would be lawful under the [General Permitted Development Order 2015](#) or to ascertain if a development has been lawfully commenced

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> • An application form should be completed via the planning portal website. Printable forms are available. Only one form is required • You do not need to employ a planning agent or architect to complete the form • All sections must be answered, and the declaration must be signed and dated • The description of the development should be concise but reflect all aspects of the proposal • Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Article 39 of The Town and Country Planning Development Management Procedure (England) (Order) 2015
Fee	All applications, with some concessions	<p>The application fee depends on the proposal and is more for non-householders. It incurs a planning portal service charge. Payment is via:</p> <ul style="list-style-type: none"> • The planning portal, which is the quickest and easiest way • Cheque, made payable to Epsom and Ewell Borough Council, with the application number stated on the back • Over the telephone with the Council's Customer Service Team on 01372 732000 	Article 11 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) Details are also included on the planning portal
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with surrounding buildings, roads, and footpaths • Include named roads and numbered properties sufficient to identify the site location • Contain a metric scale bar at 1:1250 or 1:2500 and a north point • Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development. Do not colour in the site • If applicable, a blue line around all other land owned or controlled by the applicant 	Article 39 of The Town and Country Planning Development Management Procedure (England) (Order) 2015

Requirement	When required	Guidance	Further information
		<p>Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.</p>	<p>Information is available on the planning portal.</p> <p>Details of OS suppliers can be found here.</p>
Site or Block plan	All applications	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) layouts of the application site and must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites • Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include that part of the site necessary to carry out the development and define it with a continuous, unbroken red line around all the land • Show existing walls and/or buildings to be removed and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, greying, or colouring • Show the materiality of any hardstanding (if applicable) • Show any decks, patios, or terraces 	<p>Policy DM10 of Development Management Policies Document 2015 (DMPD)</p>
Floor plans	All applications where extensions or alterations are proposed. Not required for crossovers	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) floor plans of the dwelling and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show existing walls and/or buildings to be removed/demolished and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, bolding, greying, or colouring • Show the entire floor, and preferably all floors • Show openings, ensuring they match elevations • Show any decks, patios, or terraces • Match that shown on the site plan and roof plan, including orientation of the plan 	<p>Policy DM10 of DMPD</p>
Roof plan	All applications where alterations are proposed to above ground floors of a	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) roof of the dwelling and must:</p> <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) 	

Requirement	When required	Guidance	Further information
	dwelling and for all outbuildings. Where there are ground floor works only, the roof can be shown on the first-floor plan	<ul style="list-style-type: none"> Show existing roof to be removed/demolished and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, bolding, greying, or colouring Show roof features, such as eaves, rooflights, chimneys and pipes Match that shown on the site plan and floor plans, including orientation of the plan 	
Elevations	All applications for extensions to dwellings and to boundary treatments. Not required for crossovers	<p>An elevation drawing that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) elevations of the dwelling or outbuilding and must:</p> <ul style="list-style-type: none"> Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) Show existing walls to be removed/demolished and to be retained and proposed additions by differentiating the walls of the proposed from the existing by hatching, bolding, greying, or colouring Show window and door openings and materials of walls Show the whole elevations rather than part thereof Show all elevations (if the proposal is limited to the rear and not visible from the front, the front elevation is not required (and vice versa)), including joined or party elevations Show the floor and ceiling levels Match that shown on the site plan and floor plans 	
CIL Additional Information Form (Form 1)	All applications	The Community Infrastructure Levy (CIL) is a tool for local authorities to help deliver infrastructure to support development of the area. All questions must be answered, and it must be signed and dated on the same date as the planning application form.	Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
CIL Assumption of Liability Form (Form 2)	Where there is >100m ² of additional floor space in the proposal	CIL liable development must be accompanied by a CIL Assumption of Liability Form. All questions must be answered, and it must be signed and dated on the same date as the planning application form. Planning agents submitting on behalf of applicants must include an email address. There is more information on the Council's website and forms are available at the planning portal .	
Notice of Chargeable Development Form (Form 5)	Where the additional floorspace is >100m ²	Development under ‘General Consent’ (i.e., permitted development) is CIL liable. In this case, you are responsible to notify the council, using Form 5: Notice of Chargeable Development before commencement starts.	

Requirement	When required	Guidance	Further information
Permission from Copyright holder	All applications, if applicable	Planning application plans, drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. Under the Designs and Patents Act 1988, 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.	Designs and Patents Act 1988

LAWFUL DEVELOPMENT CERTIFICATE FOR A LISTED BUILDING (PROPOSED)

For establishing whether a development to a listed building would be lawful (it would not require listed building consent as it would not affect the character of the listed building).

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> • An application form should be completed via the planning portal website. Printable forms are available. Only one form is required • You do not need to employ a planning agent or architect to complete the form • All sections must be answered, and the declaration must be signed and dated • The description of the development should be concise but reflect all aspects of the proposal • Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Sections 26H and 26I of the Planning (Listed Buildings and Conservation Areas) Act 1990
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with surrounding buildings, roads, and footpaths • Include named roads and numbered properties sufficient to identify the site location • Contain a metric scale bar at 1:1250 or 1:2500 and a north point • Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development. Do not colour in the site • If applicable, a blue line around all other land owned or controlled by the applicant <p>Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.</p>	<p>Sections 26H and 26I of the Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Information is available on the planning portal.</p> <p>Details of OS suppliers can be found here.</p>
Site or Block plan	All applications	<p>A plan that shows the existing and proposed layouts of the application site and must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with the subject building • Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include that part of the site necessary to carry out the development and define it with a continuous, unbroken red line around all the land • Show existing walls and/or buildings to be removed and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, greying, or colouring • Show the materiality of any hardstanding (if applicable) 	Policy DM10 of Development Management Policies Document 2015 (DMPD)

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> Show any decks, patios, or terraces 	
Floor plans	All applications	<p>Plans that show the floor plans of the building and must:</p> <ul style="list-style-type: none"> Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) Existing plans: Provide an existing plan to show all floors, openings, features (such as chimney breasts, fireplaces, etc) as existing. Proposed plans: Show all floor plans where alterations, openings, new features are proposed to be added. New features should be shown in blue for clarity. Ensure existing and proposed openings match existing and proposed elevations. Annotate all plans to show the location and retention of historic features. 	Policy DM8 of DMPD
Roof plan	Where external works are proposed	<p>Plans that show the roof of the building must:</p> <ul style="list-style-type: none"> Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted). Match that shown on the site plan and floor plans, including orientation of the plan. Show roof features, such as eaves, rooflights, chimneys, vents and pipes on the appropriate plans. Provide existing, demolition and proposed drawings with red and blue markings as set out in Floor Plans above. Annotate all plans to show the location and retention of historic features. 	
Elevations	Where external works are proposed	<p>Drawings that show the elevations of the building must:</p> <ul style="list-style-type: none"> Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted). Match that shown on the site plan, floor plans and roof plans Show the whole internal / external elevations (where changes are proposed) rather than part of an elevation. Where details need to be shown more clearly, drawings of elements should be provided at a more detailed scale such as 1:20, 1:5 or even 1:1. Provide existing, demolition and proposed elevations with red and blue markings as set out in Floor Plans above. Annotate all drawings to show the location and retention of historic features and show materials. Show window and doors accurately and state opening methods where new ones are proposed. Show all proposed additions such as vents and pipework. 	

Requirement	When required	Guidance	Further information
Supporting Statement	All applications	<p>The supporting statement should outline the following:</p> <ul style="list-style-type: none"> • The details of the list description • Evidence to show that the proposed works do not require listed building consent • The applicant's interest in the listed building(s) • Description of the proposed works 	Policy DM8 of DMPD
CIL Additional Information Form (Form 1)	All applications	The Community Infrastructure Levy (CIL) is a tool for local authorities to help deliver infrastructure to support development of the area. All questions must be answered, and it must be signed and dated on the same date as the planning application form.	Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
CIL Assumption of Liability Form (Form 2)	Where there is >100m2 of additional floor space in the proposal	CIL liable development must be accompanied by a CIL Assumption of Liability Form. All questions must be answered, and it must be signed and dated on the same date as the planning application form. Planning agents submitting on behalf of applicants must include an email address. There is more information on the Council's website and forms are available at the planning portal .	
Notice of Chargeable Development Form (Form 5)	Where the additional floorspace is >100m2	Development under 'General Consent' (i.e., permitted development) is CIL liable. In this case, you are responsible to notify the council, using Form 5: Notice of Chargeable Development before commencement starts.	
Permission from Copyright holder	All applications, if applicable	Planning application plans, drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. Under the Designs and Patents Act 1988, 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.	Designs and Patents Act 1988

PRIOR APPROVALS

For establishing whether a development would be permitted development but where the prior approval of the local planning authority is required for certain considerations such as highways and neighbour amenity impacts.

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> An application form should be completed via the planning portal website. Printable forms are available. Only one form is required You do not need to employ a planning agent or architect to complete the form All sections must be answered, and the declaration must be signed and dated The description of the development should be concise but reflect all aspects of the proposal The class under which the prior approval is being sought should be specified The developer's address and email address Where the proposal involves a telecommunications mast (and cabinets) on highway land, evidence of giving notice to Surrey County Council Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Relevant part of the GPDO
Fee	All applications, with some concessions	<p>The application fee varies (with concessions or exemptions) and incurs a planning portal service charge. Payment is via:</p> <ul style="list-style-type: none"> The planning portal, which is the quickest and easiest way Cheque, made payable to Epsom and Ewell Borough Council, with the application number stated on the back Over the telephone with the Council's Customer Service Team on 01372 732000 <p>Concessions include:</p> <ul style="list-style-type: none"> No fee, where the proposal involves a means of disabled access or facilities of facilities, subject to relevant documentation being submitted to support this claim 50% fee for an alternative proposal on the same site and day by the same applicant A reduced total fee where the site is within two local authorities 	<p>Article 14 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</p> <p>Details are also included on the planning portal</p>
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> Be based on an up-to-date map with surrounding buildings, roads, and footpaths Include named roads and numbered properties sufficient to identify the site location Contain a metric scale bar at 1:1250 or 1:2500 and a north point 	Relevant part of the GPDO

		<ul style="list-style-type: none"> Except for telecommunications development where a red line is not mandatory, include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site <p>Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.</p>	<p>Information is available on the planning portal.</p> <p>Details of OS suppliers can be found here.</p>
Site or Block plan	All applications	<p>A plan that shows the existing and proposed layouts of the application site and must:</p> <ul style="list-style-type: none"> Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) Include that part of the site necessary to carry out the development (including access and visibility splays) and define it with a continuous, unbroken red line around all the land Show existing walls and/or buildings to be removed and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, greying, or colouring Show existing and proposed car parking spaces, access and turning areas and visibility splays (where amendments are made to the access) 	<p>Relevant part of the GPDO</p> <p>Policy DM10 of DMPD</p>
Floor plans	All applications where extensions or alterations to a building. Not required for telecommunications development, demolition, and renewable energy development	<p>A plan that shows the existing and proposed (or pre-existing and current/proposed for retrospective applications) floor plans of the dwelling and must:</p> <ul style="list-style-type: none"> Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) Show existing walls and/or buildings to be removed/demolished and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, bolding, greying, or colouring Show the entire floor, and preferably all floors Show internal floor area (where the proposal involves the creation of dwellings) Show openings, ensuring they match elevations Show any decks, patios, or terraces Match that shown on the site plan and roof plan, including orientation of the plan 	<p>Relevant part of the GPDO</p> <p>Policy DM10 of DMPD</p>
Roof plan	All applications where alterations are proposed to	<p>A plan that shows the existing and proposed roof of the dwelling and must:</p> <ul style="list-style-type: none"> Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) 	

	the roof, including renewable energy development	<ul style="list-style-type: none"> Show existing roof to be removed/demolished and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, bolding, greying, or colouring Show roof features, such as eaves, rooflights, chimneys and pipes Match that shown on the site plan and floor plans, including orientation of the plan 	
Elevations	All applications except for changes of use under Part 3 not involving any external changes	<p>An elevation drawing that shows the existing and proposed elevations of the dwelling or outbuilding and must:</p> <ul style="list-style-type: none"> Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) Show existing walls to be removed/demolished and to be retained and proposed additions by differentiating the walls of the proposed from the existing by hatching, bolding, greying, or colouring Show window and door openings and materials of walls Show the whole elevations rather than part thereof Show all elevations (if the proposal is limited to the rear and not visible from the front, the front elevation is not required (and vice versa)), including joined or party elevations For telecommunications development, show surrounding vegetation Match that shown on the site plan and floor plans 	
Sections	Where residential accommodation is proposed within a roof space	<p>An elevation that shows the existing and proposed sections through a dwelling or outbuilding and must:</p> <ul style="list-style-type: none"> Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) Show existing walls to be removed/demolished and to be retained and proposed additions by differentiating the walls of the proposed from the existing by hatching, bolding, greying, or colouring Include the section point(s) on the site plan and floor plans Show foundations, existing site levels and neighbouring buildings (with levels related to a fixed datum point) 	
CIL Additional Information Form (Form 1)	All applications	The Community Infrastructure Levy (CIL) is a tool for local authorities to help deliver infrastructure to support development of the area. All questions must be answered, and it must be signed and dated on the same date as the planning application form.	Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
CIL Assumption of Liability Form (Form 2)	Where there is >100m2 of additional floor	CIL liable development must be accompanied by a CIL Assumption of Liability Form. All questions must be answered, and it must be signed and dated on the same date as the planning application form. Planning agents submitting on behalf of applicants must include an	

	space in the proposal	email address. There is more information on the Council's website and forms are available at the planning portal .	
Notice of Chargeable Development Form (Form 5)	Where the additional floorspace is >100m2	Development under 'General Consent' (i.e., permitted development) is CIL liable. In this case, you are responsible to notify the council, using Form 5: Notice of Chargeable Development before commencement starts.	

Additional documentation is required dependant on the type of prior approval and the considerations under that prior class. The level of detail is proportional to the scale of the development and the likely issues.

Prior approval	Class	Considerations	Documentation required
Larger home extension	Class A of Part 1	<ul style="list-style-type: none"> Neighbour amenity impacts 	Daylight and Sunlight Assessment
Additional floors to existing buildings	Class AA of Part 1	<ul style="list-style-type: none"> Neighbour amenity impacts External appearance and design Air traffic and defence asset impacts Impact upon protected views 	May need to include: Planning Statement Preliminary Ecological Assessment Detailed Specifications
Changes of use of buildings	Class G of Part 3 Class M of Part 3 Class MA of Part 3 Class N of Part 3 Class P of Part 3 Class PA of Part 3 Class Q of Part 3 Class R of Part 3 Class T of Part 3	<ul style="list-style-type: none"> Transport and highways impacts Safe site access Contamination risks Flooding risks Noise Impacts Conservation area impacts from ground floor change of use Whether the change of use could be used as a laundrette Loss of nursery or health centre Loss of storage and distribution Loss of agricultural uses Design and external appearance Adequate natural light Noise from commercial premises Impact from heavy industry on future occupiers Fire safety risks impacts of air quality Relevant clauses of the NPPF 	May need to include: Planning Statement Accommodation Schedule Transport Assessment Delivery Management Plan Cycle Plan Refuse and Recycling Plan Parking and Access Plan Car Park Management Plan Heritage Statement Flood Risk Assessment Drainage Statement Contaminated Land Assessment Economic Statement/Retail Impact Statement Fire Risk Assessment Air Quality Assessment Noise, Odour and Vibration Assessment Detailed Specifications Preliminary Ecological Assessment

Prior approval	Class	Considerations	Documentation required
Temporary buildings	Class BB of Part 4 Class CA of Part 4 Class E of Part 4	<ul style="list-style-type: none"> • Siting of moveable structure • Method of installation • Transport and highways impacts • Noise impacts • Contamination risks • Flooding risks • Siting and design • Light impacts • Filming scheduling dates • Relevant clauses of the NPPF 	May need to include: Planning Statement Transport Assessment Delivery Management Plan Cycle Plan Refuse and Recycling Plan Parking and Access Plan Car Park Management Plan Heritage Statement Flood Risk Assessment Drainage Statement Contaminated Land Assessment Noise, Odour and Vibration Assessment
Agricultural and forestry development	Class A of Part 6 Class B of Part 6 Class E of Part 6	<ul style="list-style-type: none"> • Siting, design, and external appearance • Siting and means of construction of the private way • Relevant clauses of the NPPF 	May need to include: Planning Statement Detailed Specifications Heritage Statement Preliminary Ecological Assessment
Non-domestic extensions	Class C of Part 7 Class M of Part 7	<ul style="list-style-type: none"> • Siting, design, and external appearance • Transport and highways impacts • Design and external appearance • Impact on heritage and archaeology • Relevant clauses of the NPPF 	May need to include: Planning Statement Transport Assessment Delivery Management Plan Cycle Plan Refuse and Recycling Plan Parking and Access Plan Car Park Management Plan Heritage Statement Archaeological Assessment Detailed Specifications Preliminary Ecological Assessment
Demolition of buildings	Class B of Part 11	<ul style="list-style-type: none"> • Method of demolition • Restoration of the site • Demolition notice 	May need to include: Preliminary Ecological Assessment Contaminated Land Assessment Hard and Soft Landscape Plan
Renewable energy development	Class J of Part 14	<ul style="list-style-type: none"> • Design and external appearance • Impact of glare • Relevant clauses of the NPPF 	May need to include: Glare Assessment Heritage Statement

Prior approval	Class	Considerations	Documentation required
			Detailed Specifications Preliminary Ecological Assessment
Electronic communications equipment	Class A of Part 16	<ul style="list-style-type: none"> • Siting and appearance • Relevant clauses of the NPPF 	May need to include: Heritage Statement Preliminary Ecological Assessment Detailed Specifications ICPRN declaration Alternative Sites Assessment Statement of Community Involvement
New dwellings	Class A of Part 20 Class AA of Part 20 Class AA of Part 20 Class AC of Part 20 Class AD of Part 20	<ul style="list-style-type: none"> • Transport and highways impacts • Impact on air traffic and defence assets • Contamination risks • Flooding risks • External appearance • Adequate natural light • Neighbour amenity • Impact on protected views • Fire Safety (>18m) • Noise from commercial premises • Impacts on existing trades • Relevant clauses of the NPPF 	May need to include: Planning Statement Accommodation Schedule Preliminary Ecological Assessment Transport Assessment Delivery Management Plan Cycle Plan Refuse and Recycling Plan Parking and Access Plan Car Park Management Plan Heritage Statement Archaeological Assessment Flood Risk Assessment Drainage Statement Contaminated Land Assessment Economic Statement/Retail Impact Statement Fire Risk Assessment Noise, Odour and Vibration Assessment Detailed Specifications

REMOVAL/VARIATION OF CONDITIONS

Also known as a section 73 variation, an application under [Section 73 of the Town and Country Planning Act 1990](#) can be used to make a material amendment by varying or removing conditions associated with a planning permission. There is no statutory limit on the degree of change, but the change must only relate to conditions and must not alter the description of the proposal.

- There is a separate form for a [section 73 application](#)
- The documentation to be submitted with a section 73 application would be the same as that required for a householder planning permission or a full planning permission though only those documents that are being amended would need to be submitted e.g., where modifications are made to access or parking arrangements, revised transport documentation would be required
- Plans should include the approved scheme, alongside the existing and proposed plans

NON-MATERIAL AMENDMENT

For varying an existing planning permission in a non-material manner. There is no statutory definition of ‘non-material’ and is dependent on the context of the overall scheme. The Council must be satisfied that the amendment sought is non-material to grant an application under [Section 96A of the Town and Country Planning Act 1990](#).

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> • An application form should be completed via the planning portal website. Printable forms are available. Only one form is required • You do not need to employ a planning agent or architect to complete the form • All sections must be answered, and the declaration must be signed and dated • The description of the original approval and the amendments should be concise but reflect all aspects of the proposal • Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Article 10 of The Town and Country Planning Development Management Procedure (England) (Order) 2015
Fee	All applications	<p>The application fee depends on whether it is a householder) or not (with concessions or exemptions) but both incur a planning portal service charge. Payment is via:</p> <ul style="list-style-type: none"> • The planning portal, which is the quickest and easiest way • Cheque, made payable to Epsom and Ewell Borough Council, with the application number stated on the back • Over the telephone with the Council’s Customer Service Team on 01372 732000 <p>Concessions include:</p> <ul style="list-style-type: none"> • No fee, where the proposal involves a means of disabled access or facilities of facilities, subject to relevant documentation being submitted to support this claim • A reduced total fee where the site is within two local authorities 	Article 17 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) Details are also included on the planning portal
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with surrounding buildings, roads, and footpaths • Include named roads and numbered properties sufficient to identify the site location • Contain a metric scale bar at 1:1250 or 1:2500 and a north point • Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site • If applicable, a blue line around all other land owned or controlled by the applicant 	Article 10 of The Town and Country Planning Development Management Procedure (England) (Order) 2015

Requirement	When required	Guidance	Further information
		Copyright legislation requires us to only accept plans which are based either on a site survey or which use Ordnance Survey information. Ordnance Survey plans must bear a valid licence number from Ordnance Survey which allows the applicant/agent to use that information. Illegal use of Ordnance Survey information can lead to legal proceedings and a fine.	Information is available on the planning portal . Details of OS suppliers can be found here .
Site or Block plan	All applications	A plan that shows the existing and proposed layouts of the application site and must: <ul style="list-style-type: none"> • Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites • Contain a metric scale bar at 1:200 or 1:500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include that part of the site necessary to carry out the development and define it with a continuous, unbroken red line around all the land • Show existing walls and/or buildings to be removed and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, greying, or colouring 	Article 10 of The Town and Country Planning Development Management Procedure (England) (Order) 2015 Policy DM10 of the DMPD
Floor plans	All applications where amendments are proposed	A plan that shows the existing and proposed floor plans of the dwelling and must: <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show existing walls and/or buildings to be removed/demolished and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, bolding, greying, or colouring • Show openings, ensuring they match elevations • Match that shown on the site plan and roof plan, including orientation of the plan 	Article 10 of The Town and Country Planning Development Management Procedure (England) (Order) 2015 Policy DM10 of the DMPD
Roof plan	All applications where amendments are proposed	A plan that shows the existing and proposed roof of the dwelling and must: <ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show existing roof to be removed/demolished and to be retained and proposed additions by differentiating the footprint of the proposed from the existing by hatching, bolding, greying, or colouring • Show roof features, such as eaves, rooflights, chimneys and pipes • Match that shown on the site plan and floor plans, including orientation of the plan 	
Elevations	All applications where	An elevation drawing that shows the existing and proposed elevations of the dwelling or outbuilding and must:	

Requirement	When required	Guidance	Further information
	amendments are proposed	<ul style="list-style-type: none"> • Contain a metric scale bar at 1:50 or 1:100 (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Show existing walls to be removed/demolished and to be retained and proposed additions by differentiating the walls of the proposed from the existing by hatching, bolding, greying, or colouring • Show window and door openings and materials of walls • Match that shown on the site plan and floor plans 	

APPROVAL OF CONDITIONS

Also known as a discharge application, for discharging post consent requirements of conditions as imposed in a permission

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> An application form should be completed via the planning portal website. Printable forms are available. Only one form is required You do not need to employ a planning agent or architect to complete the form All sections must be answered, and the declaration must be signed and dated More than one condition can be discharged for each application Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Article 27 of the DMPO Policy DM10 of the DMPD
Fee	All applications	<p>The application fee depends on whether it is a householder) or not (with concessions or exemptions) but both incur a planning portal service charge. Payment is via:</p> <ul style="list-style-type: none"> The planning portal, which is the quickest and easiest way Cheque, made payable to Epsom and Ewell Borough Council, with the application number stated on the back Over the telephone with the Council's Customer Service Team on 01372 732000 <p>Concessions include:</p> <ul style="list-style-type: none"> No fee, where the proposal involves a means of disabled access or facilities of facilities, subject to relevant documentation being submitted to support this claim A reduced total fee where the site is within two local authorities 	Article 16 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) Details are also included on the planning portal
Documentation to support discharge of condition	All applications	<p>Conditions attached to a planning permission will outline the documentation required to discharge the requirements of the condition and when it is required to be submitted. The documentation will be in accordance with those details as required under the Full application list.</p>	

CONSENT UNDER TREE PRESERVATION ORDERS

For any tree works to any tree that is subject to a Tree Preservation Order. This can include felling, pollarding, pruning or works to the crown. To confirm whether a tree is protected, visit the [Council's mapping system](#). There is no fee for a tree works application.

Requirement	When required	Guidance	Further information
Application Form	Mandatory for all applications	<ul style="list-style-type: none"> • An application form should be completed via the planning portal website. Printable forms are available • You do not need to employ an arborist or architect to complete the form • Only one form is required if submitted online, otherwise two forms are required • All sections must be answered, including clearly identifying the tree and species, the full specification of the proposed works and reasons for the work and details of replanting (if the proposal is for felling) • Indicating you wish to cut back, lop, or trim the tree is insufficient. Rather, it should identify the work e.g., crown thin, crown reduction, crown lift or fell. Crown thinning should be by percentage removed. Crown reduction should be specified in linear measurements removed and remaining. Crown lifting should either identify the height above ground level to which you wish to lift the crown • If the ownership of the tree (s) is not specified, full contact details are required • Where replanting is proposed, species and location should be specified 	<p>Article 16 of the Town and Country (Tree Preservation) (England) Regulations 2012</p> <p>NPPG</p>
Sketch Plan	Mandatory for all applications	<p>A sketch plan will identify the tree on the site. It need not be to scale or prepared by a qualified arborist but must be sufficient to clearly identify the trees in relation to other features within the plot such as boundaries, buildings or public rights of way. It should:</p> <ul style="list-style-type: none"> • Show the entire site and the location of the tree(s) within the site. A north point is helpful • Where works are proposed to more than one tree, trees should be clearly labelled as T1, T2 etc and cross referenced to the details on the application form • Include the name of at least one nearby road and names/numbers of adjoining properties, especially where the works are proposed to a tree on an adjoining property <p>Details of Ordnance Survey suppliers can be found here.</p>	<p>Article 16 of the Town and Country (Tree Preservation) (England) Regulations 2012</p> <p>NPPG</p>
Subsidence or Structural Report	Where the works to the tree are required because of damage relating to	<p>A Subsidence or Structural Report will outline the existing and future likely damage posed to adjoining buildings by the tree that is the subject of the proposed tree works. This report will assist in weighing the harm posed by the tree works against the identified issues.</p>	<p>Article 16(1)(c)(iv) of the Town and Country (Tree Preservation)</p>

Requirement	When required	Guidance	Further information
	subsidence or other structural damage	The structural report must be prepared by a suitably qualified specialist, usually a structural engineer or chartered surveyor, and provided alongside an arboricultural report supporting the tree work proposals and options for the avoidance or remediation of indirect tree related damage.	(England) Regulations 2012 NPPG
Arboricultural Statement	Where the works are because of the presence and impact of pests, diseases, or fungi or the tree has defects that may be of concern to the current or future safe retention of the tree or parts of the tree	An Arboricultural Statement details the reasons for the proposed tree works and how it will ensure the continued health of the tree. The statement must be prepared by a qualified arboriculturist (refer to the Arboricultural Association), accord with British Standard 5837:2012.	Article 16 of the Town and Country (Tree Preservation) (England) Regulations 2012 NPPG
Insurance Claim	Where a Subsidence or Structural Report is submitted	If an insurance claim has been submitted against a policy, details of the claim should form part of the application.	Article 16(1)(c)(iv) of the Town and Country (Tree Preservation) (England) Regulations 2012
Supporting letter	Optional	Where professional (arboriculturist) advice is obtained, details of advice and correspondence should be included. Where discussion with the a Council officer occurs, this should be provided (or alternatively in the application form).	Policy DM5 of the DMPD
Photographs	Optional	Photographs are helpful to assist in identifying trees and impact of the proposed tree works. If provided, identification is required as cross referenced to the numbering on the sketch plan.	Policy DM5 of the DMPD

CONSERVATION AREA TREE WORKS

A notice of intention is required to undertake tree works to any tree that is protected by virtue of its location within a conservation area. Works can include felling, pollarding, pruning or works to the crown. To confirm whether a tree is within a conservation area, visit the [Council's mapping system](#). There is no fee for a tree works application.

Requirement	When required	Guidance	Further information
Application Form (or Written Notification if sent by letter)	Mandatory for all applications	<ul style="list-style-type: none"> • An application form should be completed via the planning portal website. Printable forms are available. Alternatively, the request may be made by letter sent to the Council • You do not need to employ an arborist or architect to complete the form or letter • Only one form is required • The form or letter must clearly identifying the tree and species, the full specification of the proposed works and reasons for the work and details of replanting (if the proposal is for felling) • Indicating you wish to cut back, lop, or trim the tree is insufficient. Rather, it should identify the work e.g. crown thin, crown reduction, crown lift or fell. Crown thinning should be by percentage removed. Crown reduction should be specified in linear measurements removed and remaining. Crown lifting should either identify the height above ground level to which you wish to lift the crown • If the ownership of the tree (s) is not specified, full contact details are required • Where replating is proposed, species and location should be specified 	Article 211(3) of the TCPA NPPG
Sketch Plan	Mandatory for all applications	<p>A sketch plan will identify the tree on the site. It need not be to scale or prepared by a qualified arborist but must be sufficient to clearly identify the trees in relation to other features within the plot such as boundaries, buildings or public rights of way. It should:</p> <ul style="list-style-type: none"> • Show the entire site and the location of the tree(s) within the site. A north point is helpful • Where works are proposed to more than one tree, trees should be clearly labelled as T1, T2 etc and cross referenced to the details on the application form • Include the name of at least one nearby road and names/numbers of adjoining properties, especially where the works are proposed to a tree on an adjoining property 	Article 211(3) of the TCPA NPPG
Supporting letter	Optional	Where professional (arboriculturist) advice is obtained, details of advice and correspondence should be included. Where discussion with the a Council officer occurs, this should be provided (or alternatively in the application form).	Policy DM5 of the DMPD
Photographs	Optional	Photographs are helpful to assist in identifying trees and impact of the proposed tree works. If provided, identification is required as cross referenced to the numbering on the sketch plan.	Policy DM5 of the DMPD

SCREENING OPINION

A Screening Opinion is an application to the Council to determine whether a development requires an Environmental Impact Assessment (EIA). An EIA must be undertaken for proposals that fall under the types listed in [Schedule 2 of the Town and Country \(Environmental Impact Assessment\) Regulations 2011](#).

Requirement	When required	Guidance	Further information
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with surrounding buildings, roads and footpaths • Include named roads and numbered properties sufficient to identify the site location • Contain a metric scale bar at 1:1250 or 1:2500 and a north point • Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site 	<p>Part 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p> <p>NPPG</p>
Cover Letter or Planning Statement	All applications	A planning statement or cover letter identifies the context and need for a proposed development and will usually describe the proposal and site. Photographs are beneficial.	

SCOPING ASSESSMENT

For determining the extent of issues to be considered in the assessment and reported in the Environmental Impact Assessment (see Screening Opinion)

Requirement	When required	Guidance	Further information
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with surrounding buildings, roads, and footpaths • Include named roads and numbered properties sufficient to identify the site location • Contain a metric scale bar at 1:1250 or 1:2500 and a north point • Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site 	<p>Part 4 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p> <p>NPPG</p>
Cover Letter or Planning Statement	All applications	The cover letter or planning statement will include full explanation of the anticipated issues with reference to relevant national, regional, and local planning policies.	

HAZARDOUS SUBSTANCES CONSENT

Where there is a proposal for the storage of use of hazardous substances at or above defined limits at a site.

Requirement	When required	Guidance	Further information
Application form	All applications	<ul style="list-style-type: none"> • An application form can be obtained by contacting planningsupport@epsom-ewell.gov.uk. Only one form is required • All sections must be answered, and the declaration must be signed and dated • Details must include the description of each hazardous substance for which consent is sought (“relevant substance”) and the maximum quantity of each relevant substance proposed to be present 	Regulation 5 of the Planning (Hazardous Substances) Act 1990
Ownership Certificate	All applications	<p>The owner of the land must be served the appropriate notice served and/or published on any other owners. By law, you must notify all people who have an interest in the site. The certificate should be signed and dated, and this date must not be more than 21 days before the submission and receipt of the application by the local planning authority. The completion of the agricultural holdings certificate is required whether the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.</p> <p>There are four options:</p> <ol style="list-style-type: none"> 1) Certificate A: If the applicant is the sole owner, or has leasehold interest which has at least 7 years to run, and the site is not part of an agricultural holding 2) Certificate B: If the applicant is not the sole owner (or only owns part of the site) and the applicant knows the other owner(s) or there is an agricultural tenant on any part of the land/building 3) Certificate C if there is more than one owner and the applicant knows some but not all the owners of the site 4) Certificate D if the application does not know any of the owners of the site. 	Regulation 7 of the Planning (Hazardous Substances) Act 1990 and Schedule 3 of the Planning (Hazardous Substances) Regulations 2015
Publication Notice	All applications	A notice in the local newspaper is required 21 days prior to the application being made and a copy of this notice should form part of the application to the Council.	Regulation 6 of the Planning (Hazardous Substances) Act 1990
Site Map	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date Ordnance Survey map with National Grid Lines and reference numbers, surrounding buildings, roads, and footpaths • Include named roads and numbered properties sufficient to identify the site location • Contain a metric scale bar at not less than 1:10,000 and a north point 	Regulation 5 of the Planning (Hazardous Substances) Act 1990

Requirement	When required	Guidance	Further information
		<ul style="list-style-type: none"> • Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development (including land required for access from a public highway, visibility splays and car parking, if appropriate). Do not colour in the site 	NPPG
Substance Location Plan	All applications	<p>A site plan that must:</p> <ul style="list-style-type: none"> • Be based on an up-to-date map with the subject building, any outbuildings and trees on the subject site and buildings and trees on adjoining sites • Contain a metric scale bar of not less than 1:2500 and a north point (plans marked with “do not scale”, “approximate” or any similar phrases will not be accepted) • Include that part of the site necessary to carry out the development (including access) and define it with a continuous, unbroken red line around all the land 	
Survey plan	Optional	Topographical surveys help to understand the existing site should be undertaken by a suitably qualified person.	Policy DM10 of the DMPD
Planning Statement	All applications	<p>The cover letter should support the site map and substance location plan and must indicate:</p> <ul style="list-style-type: none"> • Each hazardous substance for which consent is sought (“relevant substance”), including the maximum quantity of each relevant substance proposed to be present • The main activities carried out or proposed to be carried out • How and where each relevant substance is to be kept and used • How each relevant substance is proposed to be transported to and from the land • The vicinity of the land, where such details are relevant to the risks or consequences of a major accident • The measures taken or proposed to be taken to limit the consequences of a major accident 	Regulation 5 of the Planning (Hazardous Substances) Act 1990 NPPG

AMENDING PLANNING OBLIGATIONS

Where one or more signatories to a legal agreement that forms part of a planning permission under Section 106 of the Town and Country Planning Act 1990 seek to amend any of the obligations, this may be done under [Section 106A of the Town and Country Planning Act 1990](#). You should contact the planning officer that dealt with the original application prior to submission.

Requirement	When required	Guidance	Further information
Fee	All applications	There is no set fee structure for amending a planning obligation. This will be negotiated with the Council at the time of submission and will depend on the Council's legal costs.	
Application form	All applications	<ul style="list-style-type: none"> An application form should be completed by downloading a form from the Council's website and emailing it to planningsupport@epsom-ewell.gov.uk. Printable forms are available. Only one form is required The application form should include the name and address of the applicant, the site address and the applicant's interest in the site You do not need to employ a planning agent or architect to complete the form, but you should have engaged the services of a legal professional The description of the development should be concise but reflect all aspects of the proposal 	Article 3 of the Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992
Cover Letter	All applications	A cover letter from a legal professional explaining the scope of the changes and the justification for these changes. It shall include reference to the planning obligation being amended, the reasons for the amendment and any other such information.	
Location Plan	All applications	A plan identifying the exact location of the application site, which should match the location plan submitted with the original application.	
Supporting documentation	Depends on scope of changes sought	Whether the amendment request is supported by supporting documentation will depend on the scope of the change. For instance, where a proposal seeks to amend the affordable housing obligations of a scheme, this will usually require updated viability evidence in the form of a viability statement.	
Draft Deed of Variation	Optional	The legal agreement attached to the original planning permission will be available by searching the Council's website . It is recommended that a legal professional undertake the initial draft of the variations sought.	NPPG

PRE-APPLICATIONS

Where advice is sought via the Council's [paid pre application service](#) for any type of development prior to the submission of an application. The Council will respond with advice within 35 days.

Requirement	When required	Guidance	Further information
Application Form	All applications	<ul style="list-style-type: none"> An application form should be completed by downloading a form from the Council's website and emailing it to planningsupport@epsom-ewell.gov.uk or completing an online form. Printable forms are available. Only one form is required You do not need to employ a planning agent or architect to complete the form The description of the development should be concise but reflect all aspects of the proposal Where there is a boundary encroachment or the development is across two properties, the address should reflect both properties 	Further advice is obtained here
Fee	All applications	<p>The fee varies depending upon the type of application and whether specialist advice and/or a meeting is requested in addition to written advice. The minimum fee for householder advice is £220 (correct as of 2024/25), increasing for large scale major development. Follow up meetings or advice can be given for a further fee. Payment is via:</p> <ul style="list-style-type: none"> Cheque, made payable to Epsom and Ewell Borough Council, with the address on the back Over the telephone with the Council's Customer Service Team on 01372 732000 	
Location Plan	All applications	<p>A plan identifying the exact location of the application site, which must:</p> <ul style="list-style-type: none"> Be based on an up-to-date map with surrounding buildings, roads, and footpaths Include named roads and numbered properties sufficient to identify the site location Contain a metric scale bar at 1:1250 or 1:2500 and a north point Include the entire site with a continuous, unbroken red line around all the land necessary to carry out the development If applicable, a blue line around all other land owned or controlled by the applicant 	Details of OS suppliers can be found here .
Cover Letter	Optional	<p>There is no minimum level of information to be submitted with a pre application. However, the advice given will be proportionate to the information provided and so it is important to consider what level of detail is provided based on what level of advice you seek. Generally, as a minimum, a cover letter should be provided. The requirements for householders and full planning applications is an appropriate starting point. Epsom and Ewell Council will not give specific highways related advice (e.g., traffic generation, access requirements). Advice should instead be sought via Surrey County Council's pre application service.</p>	NPPF , Core Strategy and DMPD
Other plans			
Any other supporting documentation			



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