Spelthorne Local List of Information Requirements

(July 2026)

Please ensure that any documents submitted which contain sensitive information are clearly separated and marked as confidential. Any photographs submitted should have personal details redacted.

Information Item	Policy driver	Types of application that require this information	Geographic locations where this information is required	What information is required	Where to look for further assistance
Item 1: Completed planning application form	Spelthorne Local Plan 2024-2039/40 (March 2026)	All types of applications	All	All relevant sections of the form must be completed. The relevant Certificates concerning the ownership of the application site must been completed. Where the applicant is not the sole owner of the land, a notice to any other owner(s) of the application site must be completed and served on them.	Planning Portal https://www.planningportal.co.uk/
Item 2: Site location plan	Spelthorne Local Plan 2024-2039/40 (March 2026)	All applications	All	At a scale of 1:1250 or 1:2500. The application site must be outlined in a solid red line. Other land owned by the applicant must be outlined in a solid blue line.	

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Item 3: Correct fee		All applications	All	For guidance refer to the Planning Practice Guidance – 'Fees for planning applications', or information on the Council's website.	Planning fees | Spelthorne Borough Council
Item 4: Existing and proposed elevations	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	All applications where building work is proposed unless no change to external appearance.	All	At a scale of 1:50 or 1:100 or other scales by prior agreement, plans should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate the proposed building materials and finish. Blank elevations must be included (to show that this is the case). Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and the site boundaries. Plans should be in PDF format for electronic submissions, annotated with the overall dimensions and height of each element of the proposed development and the distance to the adjoining boundaries of the site from each elevation.	

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Item 5: Plans showing the position, and window details of adjoining properties	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	All applications for built development adjoining neighbouring residential properties.	All	Where a proposed elevation is adjacent to another building to the side or rear, the drawings should show the relationship between the two buildings, detail the positions and heights of the openings on the elevations of the adjoining property facing the proposed development. This is to enable the proposal to be assessed against the relevant guidance in the Council's Design Code.	
Item 6: Existing and proposed floor plans	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	All applications where building work or a change of use is proposed.	All	At a scale of 1:50 or 1:100 or other scales by prior agreement, plans should clearly show the proposed works in relation to what is already there. Where the proposal is liable to the Community infrastructure Levy (CIL) all internal dimensions must be clearly shown on the drawings. Plans should be in PDF format for electronic submissions, annotated with the overall dimensions and height of each element of the proposed development and the distance to the adjoining boundaries of the site from each elevation.	

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Item 7: Site layout plan or Block Plan	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	All applications for new buildings.	All	Plans should be in PDF format for electronic submissions, annotated with the overall dimensions of the proposed building(s) and the distance to the adjoining boundaries of the site from each elevation.	Surrey County Council - Healthy Streets For Surrey: https://healthystreets.surreycc.gov.uk/
Item 8: Roof plans	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	All new buildings and extensions where a complex arrangement of roof slopes is proposed.	All	At a scale of 1:50 or 1:100, or other scales by prior agreement. Plans should be in PDF format for electronic submissions.	
Item 9: Plans showing the levels on a site/cross section through proposed development	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	All applications on sites where the ground level slopes or is not uniform across the site or is different to adjoining sites. Applications for roof extensions and/or dormer windows	All	Existing and proposed site sections and site levels to a scale of 1:50 or 1:100, or other scales by prior agreement.	

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Item 10: Manufactures plans showing details of particular features in Listed Buildings	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS3.	Applications for Listed Building Consent which propose replacement/repair of historic features.	All	Detailed plans at an appropriate scale (1:20).	National Planning Policy Framework (NPPF) Historic England- https://historicengland.org.uk/
Item 11: Design and Access Statement	Spelthorne Local Plan 2024-2039/40 (March 2026). Policies PS2 and ID2.	For Major applications, i.e. 10 dwellings or more, or where the floorspace is 1000 sq. metres or more, or the site is 1ha or more.	All	The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with, including how relevant planning policies have been taken into consideration.	Planning Practice Guidance (PPG)
Item 12: Affordable Housing Viability Statement	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy H2.	Applications for 10 or more dwellings.	All	See note 1 below.	Planning Practice Guidance (PPG) National Planning Policy Framework (NPPF)
Item 13: Design Code checklist	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	All applications.	All	A Design Code checklist to the relevant Area Type must be completed to self-assess compliance with the Code.	Spelthorne Design Code- Spelthorne Design Code 2.pdf
Item 14: Accessibility Compliance Statement	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy H1.	All applications for new dwellings.	All	All new homes must be designed and constructed in a way that enables them to be adaptable, so they can meet the changing needs of their occupants over their lifetime.	M4 (2) Category 2: Accessible and adaptable dwellings and M4 (3) Category 3: Wheelchair user Dwellings of Approved Document M of the Building Regulations.

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Item 15: Air Quality Assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E4.	Applications for 10 or more dwellings, or non-residential uses of 1000sq m, or those which generate significant levels of pollution, increase traffic volumes or congestion or involve development sensitive to poor air quality.	All	See Note 2 below.	➢ National Planning Policy Framework (NPPF) ➢ PPG ➢ Council's Pollution Control Team within Environmental Health ➢ Defra ➢ Guidance from Environmental Protection UK and the Institute for Air Quality Management: ➢ Guidance on land-use planning and development control: Planning for air quality. Available here: https://iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf ➢ Guidance on the assessment of odour for planning. Available here: http://www.iaqm.co.uk/text/guidance/odour-guidance-2014.pdf ➢ A guide to the assessment of air quality impacts on designated nature conservation sites. Available here: https://iaqm.co.uk/text/guidance/air-quality-impacts-on-nature-sites-2020.pdf ➢ Assessment of dust from demolition and construction. Available here: https://iaqm.co.uk/text/guidance/guidance_monitoring_dust_2018.pdf ➢ Air quality monitoring in the vicinity of demolition and construction Sites 2018. Available here: https://iaqm.co.uk/text/guidance/guidance_monitoring_dust_2018.pdf ➢ Guidance on embedded mitigation within the Mayor of London's London Plan Air Quality Neutral and Air Quality Positive Guidance. Available here: https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/air-quality-neutral-aqn-guidance https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/air-quality-positive-aqp-guidance ➢ Surrey County Council Vehicular and Cycle Parking Guidance. Available here: https://www.surreycc.gov.uk/roads-and-transport/parking/strategy-and-guidance/development-parking-guidance Spelthorne Borough Council Air Quality Action Plan: https://www.spelthorne.gov.uk/article/17839/Air-quality-reports

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Item 16: Preliminary Ecological Assessment (PEA)	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E2.	Where the development is likely to affect a designated site 1* or is classified as a major development or larger. Where the development is within 100m of or is likely to affect a Priority Habitat or Species	All	The Preliminary Ecological Appraisal (PEA) provides up-to-date information on habitats on the application site and links to other habitats, species present or likely to be, likely impacts, mitigation and enhancement opportunities. A PEA will also provide guidance on further survey requirements, i.e. bat surveys if favourable habitat is recorded. For all but the most minor applications, the PEA must include the results of a search from the Surrey Biodiversity Information Centre.	➢ Natural England - Standing advice for protected species ➢ The Environment Agency. ➢ Office of the Deputy Prime Minister (ODPM) Circular 06/2005 "Biodiversity and Geological Conservation – statutory obligations and their impact within the planning system" and the Good Practice Guide ➢ Natural England Standing Advice for Ancient Woodland ➢ BS42020 Biodiversity Code of practice for planning and development ➢ NPPG: Natural Environment ➢ Chartered Institute of Ecology and Environmental Management ➢ National Planning Policy Framework (NPPF) ➢ Wildlife and Countryside Act 1981 ➢ Conservation of Habitats and Species Regulations 2010

1* Sites of Special Scientific Interest (SSSI), Sites of Nature Conservation Importance (SNCI) and Special Protection Area (SPA)

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Item 17: Ecological Impact Assessment (EcIA)	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E2.	Where the development would affect natural or semi- natural habitats. For the demolition or works in the roof space of buildings which may be used by bats.	All	Where the PEA identifies the need for habitat and species surveys, these need to be carried out and assessed in an Ecological Impact Assessment (EcIA) along with associated checklist 2* to establish their presence/absence, the population levels, likely impacts and scheme of mitigation and compensation. Measurable biodiversity net gain must be outlined within the assessment. Where mitigation and compensation for biodiversity are proposed, these should be set out in a Biodiversity Mitigation Plan.	See Item 14 above.
2* EcIA checklist as drafted by Charted Institute of Ecology and Environmental Management (CIEEM) and the Association of Local Government Ecologist (ALGE) is required.					
Item 18: Contaminated Land survey and report	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E4.	Applications which propose development on or adjacent to land that has been subject to previous industrial or commercial uses, former landfill sites, active landfill sites or other land known to be affected by contamination. All applications proposing 10 or more dwellings.	All	See Note 7 below.	National Planning Policy Framework (NPPF) PPG Council's Pollution Control Team within Environmental Health Defra and the Environment Agency Land Contamination Risk Management Guidance https://www.gov.uk/government/publications/land-contamination-risk-management-lcrm BS10175 and BS5930 pertaining to ground investigations. BS8485, BS8576 and C735, pertaining to ground gas protection. HSE guidance on asbestos removal, working practices and management available here; https://www.hse.gov.uk/asbestos/essentials/index.htm A comprehensive guide to managing asbestos in premises: https://www.hse.gov.uk/pubns/books/hsg227.htm Asbestos: The Licenced Contractors Guide: https://www.hse.gov.uk/pubns/books/hsg247.htm Managing asbestos in buildings -A brief guide: https://www.hse.gov.uk/pubns/indg223.htm .

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Item 19: Flood risk assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E3.	Residential development created by new build or conversion. All other new built development. Residential extensions. Development on sites above 0.5 ha, or proposing 10 or more dwellings or more than 1000 sq. m commercial floorspace. More vulnerable and highly vulnerable uses.	Flood Zones 2 and 3 as defined by the Environment Agency. Flood zone 3b. All Surface Water Medium and High-Risk categories identified by the Environment Agency'.	See Note 4 below.	National Planning Policy Framework (NPPF) PPG Non-Statutory Technical Standards for sustainable drainage: National standards for sustainable drainage systems - GOV.UK Environment Agency: https://www.gov.uk/government/organisations/environment-agency

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Item 20: Foul sewage and Utilities Assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy ID1.	For Major applications comprising 50 dwellings or more, or where the floorspace is 5000 sq. metres or more.	All	The applicant should demonstrate: (a)that, following consultation with the service provider, the availability of utility services has been examined and that the utility provider agrees proposals would not result in undue stress on the delivery of those services to the wider community; (b)that proposals incorporate any utility company requirements for substations, or similar structures.	Thames Water pre-planning service can be found at: https://www.thameswater.co.uk/developers/larger-scale-developments/planning-your-development/water-and-wastewater-capacity
Item 21: Heritage Statement Archaeological Assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS3.	Applications for Listed Building or Conservation Area Consent. For all other applications either related to, or impacting on, the setting of heritage assets (including extensions to properties in a Conservation Area, works impacting Locally Listed buildings and structures or development in a Site of High Archaeological Potential).	Listed Buildings, Conservation areas. Sites of High Archaeological Potential. Sites of 0.4Ha or larger.	Describe the significance of the historic, archaeological and/or artistic interest of the heritage asset(s) that are affected. Assess the impact of the proposals on the significance of the heritage asset.	National Planning Policy Framework (NPPF) Planning Practice Guidance (PPG) Historic England Guidance See note 6 below. Local Government Archaeological Officers Planning advice | ALGAO Chartered Institute for Archaeologists. https://www.archaeologists.net/ Spelthorne Conservation area maps and enhancement plans- Enhancement plans for conservation areas | Spelthorne Borough Council

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Item 22: Lighting Assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E2.	Application for floodlighting.	All	See Note 8 below.	
Item 23: Noise Assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E2.	Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and which are close to existing sources of noise.	All		NPPF PPG Noise and planning advice for businesses | Spelthorne Borough Council
Item 24: Planning Obligations - Draft Heads of Terms	Section 106 of the Town and Country Planning Act as amended. Spelthorne Local Plan 2024-2039/40 (March 2026).	All new Housing and Commercial development.	All	Where Development Plan Documents contain policies that give details of likely planning obligations requirements, or where these have been discussed in pre- application discussions, the Council will require a statement of the proposed heads of terms or a draft legal agreement to be submitted with the application.	NPPF PPG Community Infrastructure Levy Regulations 2010 (as amended)
Item 25: Details of waste and recycling storage facilities to be provided	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	All application for new dwellings and commercial development.	All	Applications should show the location and size of storage facilities for waste/recycling. In addition, applications should show the screening/ means of enclosure of these areas. A swept path analysis.	Council's Waste management guidelines for property developers, architects, planners and contractors Waste management guidelines for property developers, architects, planners and contractors

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Item 26: Energy Statement	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS1.	All Major applications	All	An Energy Statement – setting out how you have met efficiency and clean energy targets (including provision of on-site renewable energy facilities) at a scale that is appropriate to the type of development proposed. Any external renewable energy equipment should be shown on the submitted plans. See note 14.	NPPF PPG Council's Climate Change SPD
Item 27: Waste and Recycling Strategy	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2. Surrey Waste Local Plan 2020 (SWLP),	For Major applications, i.e. 10 units or more, for flatted development.	All	A report specifying a) how waste generated during their construction, demolition and excavation phase of the development will be managed, and how opportunities for re-use and recycling of this waste will be maximised. b) specifying the operation of the proposed bin storage areas and collection points and how the operation will be managed to ensure an efficient collection process. Plans need to show swept paths to demonstrate that an appropriate refuse vehicle can turn around within the site and exit in forward gear.	Council's Waste management guidelines for property developers, architects, planners and contractors Waste management guidelines for property developers, architects, planners and contractors Surrey Waste Local Plan 2020 (SWLP), https://www.surreycc.gov.uk/land-planning-and-development/minerals-and-waste/waste-plan

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Item 28: Transport Assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policies ID1 and ID2.	Application for development which is likely to have significant transport implications and for major development	All	See note 19 below.	NPPF PPG
Item 29: Travel plan	Spelthorne Local Plan 2024-2039/40 (March 2026). Policies ID1 and ID2.	Application for development which is likely to have significant transport implications and for major development	All	See note 20 below.	National Planning Policy Framework (NPPF) Guidance on Travel Plans, Transport Assessments and Statements available here: https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements Defra https://laqm.defra.gov.uk/air-quality/action-planning/travel-plans/ Spelthorne Borough Council Air Quality Action Plan: https://www.spelthorne.gov.uk/article/17839/Air-quality-reports Surrey County Council Travel Plan Guidance https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/company-travel-plans/new-development Surrey County Council LTP4: https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan
Item 30: Tree survey/ Arboriculture Impact Assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS3.	Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees).	All	A survey of all trees on the site indicating their species and quality. Details of root protection zones. Details of those trees proposed to be felled and retained. Details of protective fencing to be erected during the course of construction Details of the route of proposed service trench to be dug close to the canopy spread of trees to be retained. See note 21 below	BS 5837 Trees

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Item 31: Ventilation /extraction details	Spelthorne Local Plan 2024-2039/40 (March 2026). Policies PS2 and E4.	Applications for new premises to include a commercial kitchen or a kitchen serving multiple dwellings (for example a care facility, health facility or community facility). Application for Class E involving food preparation and cooking, or other proposals where substantial ventilation or extraction equipment is proposed. Extraction on a building within a Conservation Area.	All	Details should be submitted with the application to demonstrate that any proposed external equipment can be provided without having an unacceptable impact on neighbouring residential properties or the appearance of the building. The submitted details should also demonstrate there is sufficient room internally to provide the equipment. See note 22 below.	National Planning Policy Framework (NPPF) EMAQ's Control of odour and Noise from Commercial Kitchen Exhaust Systems Update to the 2004 report provided by NETCEN for Defra. See note 22 below.
Item 32: Community Infrastructure Levy (CIL) – Planning Application Additional Information Requirement Form and other forms as necessary.	CIL – Community Infrastructure Levy Regulations Various CIL Documents (SBC) Spelthorne Local Plan 2024-2039/40 (March 2026).	All proposed development which may or may not be CIL liable. See Table 1 of the CIL Charging Schedule	All	All residential proposals must include a completed CIL 'Planning Application Additional Requirement Form'. Completion of the "Assumption of Liability Notice" will assist in the process. Existing floor plans drawn to scale (to confirm the floorspace figures of the existing building).	Planning Portal - About the Community Infrastructure Levy - Community Infrastructure Levy - Planning Portal Various CIL Documents (SBC) https://www.spelthorne.gov.uk/article/9631/Essential- guide-to-the-CIL-process

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Item 33: Sustainable Drainage Systems	Ministerial Statement 18/12/2014. DCLG response to Consultation, March 2015 Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E3.	All planning applications are required to demonstrate that they will not result in an increase in surface water run-off from the site ensuring the receiving drainage system is adequate to deal with flows from the site.	All	Pro forma for applicant to complete and submit. Sustainable Urban Drainage Statement (SuDS) https://www.surreycc.gov.uk/community/emergency-planning-and-community-safety/flooding/more-about-flooding/suds-drainage/drainage-guidance Healthy Streets for Surrey: https://healthystreets.surreycc.gov.uk See Note 4 below.	Surrey County Council as the Lead Local Flood Authority (LLFA) is the statutory consultee for SuDS. Sustainable Urban Drainage Statement (SuDS) https://www.surreycc.gov.uk/community/emergency-planning-and-community-safety/flooding/more-about-flooding/suds-drainage/drainage-guidance Healthy Streets for Surrey: https://healthystreets.surreycc.gov.uk Environment Agency: https://www.gov.uk/government/organisations/environment-agency
Item 34: Daylight/ Sunlight Assessment	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	Applications for buildings or extensions where there is a potential adverse impact on the current levels of sunlight/daylight enjoyed by adjoining properties, including associated gardens or amenity space.	All	The Daylight/Sunlight Assessment will need to be based on the BRE (Building Research Establishment) guidelines on daylight assessments	BRE guidelines

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Item 35: Wind Microclimate Study	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS2.	Applications for buildings over 6 storeys where there is potential adverse impact on the public realm or private amenity space (i.e. through vortices or tunnelling)	All	A wind microclimate study to demonstrate that the areas around the building are suitable for public use in terms of comfort and safety.	
Item 36. Fire Statement	PPG Fire Safety and High Rise Residential Buildings	Applications which contain two or more dwellings or educational accommodation (i.e., residential accommodation for the use of students boarding at a boarding school or in later stages of education) and meet the height condition of 18m or more in height, or 7 or more storeys. See Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK	All	The applicant is required to submit a fire statement setting out fire safety considerations specific to the development with a relevant application for planning permission for development which involves one or more relevant buildings. The Planning Service consults the Health and Safety Executive as a statutory consultee for relevant planning applications. Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes	Article 9A of The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK

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				information about (not exhaustive list): the principles, concepts and approach relating to fire safety that have been applied to each building in the development the site layout emergency vehicle access and water supplies for firefighting purposes what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this how any policies relating to fire safety in relevant local development documents have been taken into account For more information: https://www.gov.uk/government/publications/planning-application- forms-templates-for-local- planning-authorities	
Item 37: Structural Survey	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS3.	Listed Building and applications and applications within a Conservation Area that propose the demolition or partial demolition of buildings	All	See note 17 below.	

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Item 38: Biodiversity Net Gain Assessment	National / Local Requirement Environment Act 2021 (subject to secondary legislation) Spelthorne Local Plan 2024-2039/40 (March 2026). Policy E2.	All.	All	At least 10% BNG on site. If the site is designed for custom or self-build homes, the applicant will be required to submit the Proforma for Self Build and Custom Housebuilding form.	Biodiversity metric: calculate the biodiversity net gain of a project or development- Calculate biodiversity value with the statutory biodiversity metric - GOV.UK National Planning Policy Framework (NPPF) Local list of information requirements | Spelthorne Borough Council
Item 39: Climate Change	Spelthorne Local Plan 2024-2039/40 (March 2026). Policy PS1. Climate Change SPD	All Planning Applications	All	As set out in Climate Change SPD Completion of Climate Change Checklist and Green Infrastructure Strategy. The Climate Change SPD contains 3 checklists one for householder applications, one for minor applications and one for major applications. Applicants must complete the relevant checklist as part of their planning submission to clearly demonstrate how they have addressed the climate change mitigation measures set out in the SPD.	National Planning Policy Framework (NPPF) Council's Climate Change SPD
Item 40: Tree Sketch / Location Plan	Town and Country Planning (Tree Preservation Order) (England) Regulations 2012 Planning Practice Guidance	Applications for works to trees covered by a Tree Preservation Order (TPO) or within a Conservation Area.	For trees within a Conservation Are and trees subject to TPO.	Where works are proposed to a tree covered by a TPO or tree within a Conservation Area, a sketch plan / Location plan must be provided clearly identifying the position of the tree(s). Stated reasons for the proposed works must be provided along with a detailed description of the proposed works.	https://www.gov.uk/guidance/tree-preservation- orders-and-trees-in-conservation-areas https://www.legislation.gov.uk/uksi/2012/605/content s/made

Central Government advice on Planning within the National Planning Policy Framework and Planning Practice Guidance can be found at: https://www.gov.uk/government/collections/planning-practice-guidance

Explanatory Notes

1) Affordable housing statement

In residential schemes of 10 or more dwellings (net), the Council's policy requires at least 30% of the provision to be affordable. Greenfield sites will be expected to deliver at least 50% affordable housing. Information should be submitted with the application detailing the number of affordable housing and any market housing, the mix of units with numbers of habitable rooms, bedrooms, and the gross internal floor space of all the residential units and communal areas. Plans should also show the location of units and the number of habitable rooms and/or bedrooms, and the gross internal floor area of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly set out and fully justified. The affordable housing statement should also include details of any Registered Providers acting as partners in the development. Where it is proposed not to provide affordable housing in accordance with the Council's policy, a full viability appraisal must be submitted to demonstrate why it is not considered possible to achieve full policy compliance.

The CIL charging schedule rates for residential sites of 10 or more dwellings have been set at a level which takes into account the requirements for full policy compliance with Policy H2: housing.

2) Air quality assessment

The whole Borough of Spelthorne has been declared as an Air Quality Management Area under the Environment Act 1995 because of high levels of the air pollutant nitrogen dioxide. This mainly arises from petrol and diesel vehicle emissions, heating plant (other than electric) or industrial combustion processes. Nitrogen dioxide concentrations vary year on year in line with fluctuations in sources and weather conditions. Annual average nitrogen dioxide concentrations vary from location to location within the borough. The Council has undertaken an air quality monitoring programme across the borough for many years, the data can be found in the Council's Local Air Quality Management Annual States Report which is available on the Councils website and directly from the Environmental Health Team.

Any application for a development with the potential to cause a significant increase in nitrogen dioxide, particulate matter (PM10 and PM2.5), other gaseous pollutants, smoke, odour or dust concentrations on or off site, or to introduce exposure of sensitive receptors (housing, educational establishments, care homes, nurseries, medical facilities), to poor air quality may require an air quality assessment to consider the impact of future poor air quality on future occupants and what mitigation is necessary, for example mechanical ventilation with appropriate filtration.

An air quality assessment may be required for uses which include:
•Significant increases in traffic volumes, significant changes in speed and/or congestion on the road network, significant realignment of the road network or creation of new roads.
•Significant traffic volumes on-site (including mobile plant and machinery).
•Boilers or furnaces (larger than typical single dwelling domestic plant), burning gas, oil or any type of solid fuel.
•Commercial and industrial type processes with any potential emissions to air.
•Catering processes with mechanical ventilation systems.
•Waste disposal, storage or treatment.
•Dry cleaners with on site dry cleaning machinery.
•Paint spraying.
•Demolition, construction and construction related materials storage and site clearance.
•Quarrying, sand and gravel extraction, and significant landscaping activities.
•Introduction of sensitive receptors into an area of existing poor air quality.
The type of air quality assessment will depend on the nature and scale of emissions, what sort of receptors are likely to be affected and the likely impacts upon both existing and new receptors. Therefore, it will be necessary before submitting a planning application to consult the Pollution Team within the Environmental Health Department at Spelthorne Borough Council regarding the assessment scope. The type of assessment can vary in line with best practice guidance from a simple qualitative assessment to one requiring complex dispersion modelling and prediction of future air quality.
Where a Transport Assessment is providing detail on traffic characteristics that are utilised within an air quality assessment it is expected that the coverage of the Transport Assessment is adequate to inform to the coverage required for the assessment of impacts on air quality, as per relevant air quality guidance.
An air quality assessment will also be required for the construction phase, to establish appropriate monitoring and mitigation measures to prevent dust and particulate pollution and to consider the impact of construction traffic upon local air quality. A Construction Management Plan and Demolition Method Statement must be submitted, it is expected that appropriate surveys information and measures to prevent pollution from asbestos removal will be submitted where a development involves demolition.
Applicants are encouraged to consider utilising air source heat pumps as these do not introduce a local source of nitrogen dioxide emissions. Where a development proposal introduces a point source, for example a Combined Heat and Power (CHP) unit, the Air Quality Assessment should demonstrate the necessity of the proposed equipment.
For development proposals that could potentially cause, exacerbate, or introduce new exposure to poor air quality, mitigation and compensation measures should be incorporated. Mitigation is required to ensure that all major developments are sustainable from an air quality perspective and for the protection of public health. Where on site measures alone are not possible or are insufficient to reduce the impact on air quality, applicants should consider the scope for mitigating the impact by contributing to funding of other initiatives that improve air quality.
Contacts:
Pollution Control Team, Environmental Health Department, Spelthorne Borough Council, Knowle Green, Staines-upon-Thames, TW18 1XB.
Tel: 01784 444213

Other Information:

Also see information on their section of the Council's website: https://www.spelthorne.gov.uk/article/17830/Pollution

Environmental Protection UK website: http://www.environmental-protection.org.uk/

Environmental Protection UK guidance *"Land-Use Planning & Development Control: Planning For Air Quality January 2017"* located at: https://www.environmental-protection.org.uk/wp-content/uploads/2013/07/air-quality-planning-guidance_Jan17.pdf

3) Biodiversity survey and report

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Government planning policies for biodiversity are set out in the NPPF and PPG.

Natural England's protected species standing advice is accessible via the following link:
http://www.naturalengland.org.uk/ourwork/planningtransportlocalgov/spatialplanning/standingadvice/default.aspx

4) Flood risk assessment

A Flood Risk Assessment (FRA) will be required for development proposals on sites above 0.5 ha ,or 10 dwellings or more or over 1000sq m of non-residential development outside the 1;1000 flood risk area in Zone 1 because surface water into the flood plain from outside can contribute to risk. A FRA will also be required for all proposals for new development located in Flood Zones 2 and 3 and for residential extensions in Flood Zone 3b as designated by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011. The NPG http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/ and the Council's SPD on Flooding provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Plans should show ground levels above AOD and the extent to which buildings are raised up above flood level, and any flood apertures in external walls below the floor.

5) Foul sewage and utilities assessment

A foul sewage and utilities assessment will be required for all “Major” developments of 50 or more dwellings or commercial development of 5,000 sq. metres or more.

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant’s ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

6) Heritage Asset Statement

Those parts of the historic environment that have significance because of their historic archaeological, architectural or artistic interest are called heritage assets. Some heritage assets possess a level of interest that justifies designation. Some are not designated but are of heritage interest and are thus a material planning consideration.

All applications which have the possibility to affect a heritage asset should be accompanied by a statement describing the significance of the heritage asset affected and the contribution of their setting to that significance. The level of detail should be proportionate to the importance of the heritage asset and should be sufficient to understand the potential impact of the proposal on the significance of the heritage asset. As a minimum the relevant historic environment record should have been consulted and the heritage asset themselves should have been assessed using appropriate expertise where necessary given the applications impact. Where an application includes, or is considered to have the potential to include, heritage assets with archaeological interest applicants should submit an appropriate desk-based assessment and, where desk–based research is insufficient to properly assess the interest, a field evaluation.

Further guidance can be found in the NPG Historic environment - GOV.UK

Further guidance on archaeology can be found from Local Government Archaeological Officers and the Chartered Institute for Archaeologists:

https://www.algao.org.uk/localgov/planning#:~:text=Its%20purpose%20is%20to%20examine,a%20record%20of%20that%20resource.

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7) Land Contamination assessment

Applications where the development is for new housing or other forms of development which are particularly sensitive to contamination, and/or which propose development on or adjacent to land that has been subject to previous industrial or commercial uses, former landfill sites, active landfill sites or other land known to be affected by contamination must include an appropriate assessment of land contamination risk and if necessary remediation to ensure the development is safe or will be made safe for its intended use in line with the National Planning Policy Framework and Council Policy E4. Applicants should note this is a staged process in accordance with Land Contamination Risk Management Guidance and the Council requires that submissions are made at each stage of the process for comment so that the scope for the next stage is appropriate.

The LCRM process requires.

- A Phase 1 desk study to identify the former uses of the site and adjacent sites and to present a Conceptual Site Model detailing each source, its potential pathways to a receptor and the receptors to the source with an accompanying schematic diagram. Note pathways should not be grouped together. In accordance with guidance, it is expected that the Phase 1 report will include evidence of a site walkover/visit.
- A method statement should be submitted detailing an appropriate site investigation to fully characterise the nature and extent of any land and/or groundwater contamination, or ground gas regime and its implications. Site investigations should not commence until the extent and methodology of the site investigation have been agreed in writing by the Local Planning Authority. A Phase 2 submission detailing the results of the site investigation should be submitted.
- Following approval of the Phase 2 report submission a remediation strategy should be submitted for approval.
- The site shall be remediated in accordance with the approved remediation strategy.
- A verification report should be submitted detailing the remediation works carried out in accordance with the agreed remediation strategy to demonstrate that the remediation has removed/ reduced the risk from land contamination and/or ground gas.

Sufficient information should be provided to determine the existence or otherwise of contamination, its nature, the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

Where contamination is known or suspected, or the proposed use would be particularly sensitive to contamination the applicant should provide such information with the application as necessary to determine whether the proposed development can proceed.

Other applications may also need to be accompanied by such an assessment according to the likelihood of the site being contaminated. You are advised to discuss this with the Councils Pollution Control Team.

Applicants are required to demonstrate the investigation and remediation of contamination has been carried out appropriately to a standard sufficient to enable the development to be safely occupied.

Asbestos removal can cause land contamination if poorly managed, it is expected that appropriate surveys information and measures to prevent pollution from asbestos removal will be submitted where a development involves demolition works or removal of asbestos containing materials.

Where an application site features root protection zones or Tree Protection Orders it is recommended that a Phase 1 site investigation is undertaken that considers the presence of these features and the potential requirements for land remediation before an application is made. This is because the protection of trees is in some circumstances not compatible with the requirements of land remediation works that may disturb protected root systems, and this can result in a site being unsuitable for development.

. You are advised to discuss the need for this with the Councils Pollution team:

Contacts:

Pollution Team, Environmental Health Department, Spelthorne Borough Council, Knowle Green, Staines TW18 1XB.
Tel: 01784 446251
e mail: pollution.control@spelthorne.gov.uk

Other Information:

Also see information on their section of the Council's website: https://www.spelthorne.gov.uk/article/17830/Pollution

8) Lighting assessment

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. Lighting in the countryside: Towards good practice (1997) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

9) Noise assessment

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in the NPG.

10) Open Space assessment

For development within existing open spaces, application proposals should be accompanied by plans showing the areas of existing and any proposed additional open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. Any proposal should have regard to the Council's development plan policies. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. National planning policy is set out in the NPPF and further guidance can be found in the NPG.

11) Photographs and Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

12) Planning obligations – Draft Head(s) of Terms

Planning obligations (or "Section 106 agreements") are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or "developers"), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.
For proposals which include the provision of affordable housing, applicants are encouraged to submit a draft Section 106 agreement with the application based on the council's template, a copy of which is available on our website.

For other proposals where a Section 106 agreement is known to be required applicants are encouraged to submit draft heads of terms for the agreement.

Further advice on planning obligations is available in the NPG Planning obligations - GOV.UK

13) Refuse Details

Proposed new development should be supported by details of refuse and waste disposal. Details for refuse facilities (for both rubbish and recycling) should be shown on the plans for all residential development other than for individual houses where provision is made within each curtilage

14) Energy Statement

An Energy Statement – setting out how you have met efficiency and clean energy targets (including renewable energy facilities) at a scale that is appropriate to the type of development proposed.

An Energy Statement should be submitted with all Major applications for proposed buildings comprising new dwellings or commercial specifying the plant to be provided, and other measures to be incorporated within the scheme, to demonstrate that the target in the Policy will be met. The plans submitted should show the location and visual appearance of the renewable energy facilities.

15) Site Waste Management Plan

Proposed new development should be supported by site waste management plans of the type encouraged by the Department for Business, Innovation and Skills. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

16) Statement of Pre –Application public consultation

The Council encourages all applicants to undertake appropriate pre-application consultation. Applications should then be supported by a statement setting out how the applicant has undertaken this.

17) Structural Survey

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

18) Telecommunications Development – supplementary information

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

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development (2002).

19) Transport assessment

The NPPF advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in the NPG.

Further advice is available can also be obtained from Surrey County Council and, if relevant, the Highways Agency

20) Travel Plan

Further guidance can be found at Guidance on Travel Plans, Transport Assessments and Statements available
https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements

Further advice is available can also be obtained from Surrey County Council:
https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/company-travel-plans/new-development

21) Tree survey/Arboriculture implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.
Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

22) Ventilation/Extraction statement

Applicants should be mindful that if a mixed-use development will incorporate commercial kitchen facilities, then the following requires will apply.
The design of the extraction system should be based on the specific circumstances of the building constraints and cooking type. Odours must be discharged at the speed and height that ensures adequate dispersion past nearby buildings.
In accordance with section 12 of the NPPF the following details must be provided for the application to be validated.
Details of the external ducting will be needed with a vertical termination as high as possible to effectively disperse cooking odours. There shall be no restriction on the termination (any cowl that impedes the upward air flow).
The size of the extraction fan must be specified, the size is determined by the size and type of the cooking appliances in the kitchen. Your ventilation engineer needs this information to carry out the thermal convection calculation to determine the required air flow of the system. The calculation shall be included in the application.
An odour risk assessment determines the level of odour control required – and in turn the size of the equipment which needs to be fitted at the premises. The following information shall be included in the risk assessment.

- The makes and models of all the chosen odour abatement equipment.
- The efflux velocity (speed of discharge from the termination)
- A comparison of the effective height of discharge (predicted height achieved by the speed of dispersion from the flue termination) with the height of buildings within 15m of the extraction ducting termination.
- Details of the air intake for the make-up air.
- Details of the camouflaging of the external ducting, following discussion with the planning duty officer.
- Sufficient space must be provided to ensure regular cleaning and maintenance can be undertaken. Measures to be able to adequately maintain the equipment must be provided

The following plans must be provided with the application. Plans of the kitchen layout showing appliances and extractor hoods with dimensions, the type of appliance (for example tandoor oven, pizza oven, griddle), how the appliance is fuelled, a layout drawing showing the internal route of the kitchen extraction system and air intake system, an elevation drawing of the kitchen, an Elevation drawing showing the location of the air intake ducting/grill (where relevant), and an elevation drawing showing the route that the extraction ducting takes outside of the building, including its termination direction.

Where abatement equipment is located externally, it is especially important that the drawings are an accurate representation of what the ducting will look like. This enables the planning case officer to assess the external element in terms of visual amenity.
The application needs to demonstrate that the required odour abatement equipment can be fitted at the premises. It is not sufficient to provide generic information at the application stage. If the cooking type is not known at this stage, the applicant must prove that the necessary odour abatement equipment for a worse-case scenario of the highest odour and grease content can be fitted at the premises.
Regular maintenance and cleaning of equipment is expected to ensure that the extraction system works correctly – to prevent overloading of filters, generation of smoke emissions from the flue and risk of fire due to grease build up. It is the operator's responsibility to ensure that the maintenance schedule is suitable for the type and throughput of cooking undertaken at the premises.

23) SuDS Statement

The Lead Local Flood Authority (LLFA) responsible for flood risk management and Surrey County Council is the relevant LLFA for Spelthorne.

The Government advises that "Sustainable drainage systems are designed to control surface water run off close to where it falls and mimic natural drainage as closely as possible. They provide opportunities to:

- reduce the causes and impacts of flooding;
- remove pollutants from urban run-off at source;
- combine water management with green space with benefits for amenity, recreation and wildlife."

Please contact Surrey County Council and/or the Environment Agency for further information.

24) BNG

Submission of an up-to-date biodiversity net gain assessment including the calculation tool in excel format, showing how no net loss can be achieved and trading rules satisfied. Any additional information as may be required by legislation.

25) Climate Change

Completion of Climate Change Checklist plus additional documents required as set out in the Spelthorne Climate Change SPD.