

RUNNYMEDE BOROUGH COUNCIL



VALIDATION CHECKLIST

PRIOR NOTIFICATION OR APPROVAL APPLICATIONS

REQUIREMENTS FOR ALL APPLICATIONS: (3 copies unless submitted electronically):

Completed **application form**, signed and dated

The correct fee

Location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale

Written description of the proposed development

In addition to the form, the following information may also be required (see Supplementary Planning Document on the Validation of Planning Applications for further guidance):

Supporting Planning Statement

Design and Access Statement

Flood Risk Assessment

Tree Survey

Telecommunications

FOR TELECOMMUNICATIONS PRIOR APPROVAL APPLICATIONS:

In addition to the information required to be submitted under Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) for a telecoms prior approval application and the requirements specified on the Council's application forms for planning permission, it is recommended that the following information is also submitted in order to assist with the processing of the application:

- | | |
|--|--------------------------|
| A signed declaration that the equipment and installation fully complies with the ICNIRP requirements | <input type="checkbox"/> |
| Site type (micro or macro) | <input type="checkbox"/> |
| Confirmation as to whether the Council's mast register and/or the industry site database has been checked for suitable sites | <input type="checkbox"/> |
| Details of annual rollout and pre-application discussions with the Council | <input type="checkbox"/> |
| Details of all consultations carried out and copies of all written comments | <input type="checkbox"/> |
| Details of any consultations carried out with a particular school or further education college if relevant | <input type="checkbox"/> |
| Details of any consultation carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant | <input type="checkbox"/> |
| Area of search | <input type="checkbox"/> |
| Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials | <input type="checkbox"/> |
| A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity | <input type="checkbox"/> |
| A statement explaining the reasons for the choice of the design | <input type="checkbox"/> |
| Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna | <input type="checkbox"/> |
| Technical justification – details about the purpose of the site and why the particular development is required | <input type="checkbox"/> |
| Details of alternative sites rejected with a justification for rejecting them : this should include existing masts, structures and other buildings within the search area | <input type="checkbox"/> |

An explanation if no alternatives considered

Visual impact assessment where relevant

Acoustic report where relevant

For sites within 3km of perimeter of an aerodrome, evidence that the CAA, MOD or aerodrome operator has been notified

Any other relevant additional information

FOR AGRICULTURAL PRIOR APPROVAL APPLICATIONS:

In addition to the information required to be submitted under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) for an agricultural prior approval application and the requirements specified on the Council's application forms for planning permission, it is recommended that the following information is also submitted in order to assist the processing of the application:

Landscaping details

Existing and proposed floor plans and elevations at a scale of 1:50 or 1:100

Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100

Planning Statement including agricultural statement

Photographs

FOR APPLICATIONS FOR PRIOR NOTIFICATION FOR DEMOLITION:

In addition to the information required to be submitted under Part 31 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) for a demolition prior notification application, it is recommended that the following information is also submitted in order to assist the processing of the application:

Statement that the applicant has displayed a site notice in accordance with the GPDO

Written description of proposed works including method of demolition and reinstatement

Biodiversity report

Landscaping details

Photographs

Planning Statement

Structural Survey

Tree Survey