

Planning Deliverables Checklist
 Woking FC – Egley Road Site
 Updated: > 2019



Item	Responsibility	Notes
Covering Letter	Savills	To list all enclosed documents and sign off as "Savills"
Application Forms	Savills Client to confirm formal applicant name	
Certificate A/B/C/D	Client	To confirm name of freeholder or any leaseholders of property
Notices	Client	To confirm name of freeholder or any leaseholders of property
Application Fee	Savills to advise client	Payment made electronically alongside application submission
CIL Information Form	Savills	Standard information form for application online. If more detailed CIL advice or consultancy is required, this would be subject to a separate appointment.
Site Location Plan (1:1250 or 1:2500 @ A3)	LRW	Site boundary outline in red. Client to confirm site boundary and check Title Docs.
Site Plan (1:200 or 1:500 @ A3)	LRW	
Existing Elevations (1:50 or 1:100 @ A3)	LRW	
Proposed Elevations (1:50 or 1:100 @ A3)	LRW	
Existing Floor Plans (1:50 or 1:100 @ A3)	LRW	
Proposed Floor Plans (1:50 or 1:100 @ A3)	LRW	
Design & Access Statement, including photographs	LRW	
Floorspace Area Schedule	LRW	Existing and proposed in GIA and GEA, including common areas

Environmental Statement	Trium	
Planning Statement	Savills	To address all planning matters. To incorporate heritage assessment
Transport Assessment and Travel Plan	Vectos	
Affordable Housing Statement	BNP	
Sustainability Strategy (inc. Climate Neutral Development Checklist local requirement)	Elementa	
Biodiversity Surveys / Ecological Impact Assessment	Ecology Consultancy	
Tree Survey / Implication Report	Ecology Consultancy	
Daylight / Sunlight Assessment (where appropriate)	Eb7	
Flood Risk Assessment / Drainage Strategy	RMA	
Towncape Visual Impact Assessment	ARC	
Archaeological and Heritage Appraisal	MOLA	
Air Quality Assessment	AQC	
Lighting Assessment	Via Holmes Miller	
Noise Impact Assessment	Sandy Brown	
Construction and Site Waste Management Plan	Contractor? TBC	
Ventilation / Extraction Statement	Elementa	
Socio-Economic Assessment	Volterra	
Contaminated Land Assessment	Jomas	
Statement of Community Involvement	Forty Shillings	