

Planning Deliverables Checklist
 Woking FC – Kingfield Site
 Updated: > 2019



| Item | Responsibility | Notes |
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| 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 | |

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| Floorspace Area Schedule | LRW | Existing and proposed in GIA and GEA, including common areas |
| 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 | |
| Landscape Visual Impact Assessment | ARC | |
| Archaeological Appraisal | MOLA | |
| Air Quality Assessment | AQC | |
| Lighting Assessment | Via Holmes Miller | |
| Noise Impact Assessment | Sandy Brown | |
| Site Waste Management Plan | Contractor | |
| Ventilation / Extraction Statement | Elementa | |
| Statement of Community Involvement | Forty Shillings | |