



THE ESTATE OFFICE WENTWORTH CLUB WENTWORTH DRIVE VIRGINIA WATER SURREY GU25 4LS

No planning application will be scheduled for consideration at a WERC Planning Meeting unless ALL of the following documents are received by the Wentworth Estate Office at least 14 days prior to the Planning Meeting. Please include this completed checklist with the submitted PDF planning materials (plans must be to scale). Send all to [werc@wentwortheestate.org.uk](mailto:werc@wentwortheestate.org.uk) Please call if you have a query 01344 842819.

1. The completed Application form signed and dated
2. The Planning Fee (Paid online to 20-02-53 20433454 or cheque payable to WERC)
3. Hydrological or Geotechnical Survey (for basements only)
4. Tree Report (for replacement dwellings only)
5. Copies of each of the following documents: 
  - a. Location Plan
  - b. Site Plan
  - c. Existing and Proposed Elevation Plans
  - d. Existing and Proposed Floor Plans