

PLANNING COMMITTEE – 2 FEBRUARY 2021

PLANNING APPLICATION VALIDATION CHECKLIST

1.0 Purpose of Report

- 1.1 To set before Committee an updated Draft Planning Application Validation Checklist. This has been prepared to provide guidance to applicants on the information required to be submitted with a planning application in order to assist a timely decision. The previous checklist was adopted in 2013 and since this time there has been a significant number of changes to policy and legislation meaning it is appropriate to review this.
- 1.2 It also seeks approval to undertake an 8-week period of consultation on the document with Members, Parish and Town Councils and statutory consultees. Details will be provided on the Council's website enabling developers and interested stakeholders to respond as well as applicants and their agents, residents through planning application receipt and notification letters.

2.0 Background Information

- 2.1 Information is required to determine a planning application. The Government introduced, on 6 April 2008, a national list of documents and information necessary in order to validate planning applications. These comprise, as set out in within the National Planning Practice Guidance (Paragraph: 016 Reference ID: 14-016-20140306 Revision date: 06 03 2014):
- Completed application form
 - Fee
 - Site Location Plan (showing the site in relation to the surrounding area)
 - Ownership Certificate and Agricultural Land Declaration
- 2.2 In addition, a Design & Access Statement is required for certain planning applications. There are also specific requirements set out for Outline planning applications which requires an indication of the area or areas where access points to the development will be provided to be shown, even if access is a reserved matter. Applications subject to Environmental Impact Assessment also require an Environmental Statement.
- 2.3 Any other information required such as elevations or floor plans of the proposal, statements such as flood risk are not included within the national list and therefore a local list is required. The Council has a local list, which was first adopted in 2007 and last amended in 2013.
- 2.4 Councils' are able to adopt a local list clarifying the information required to determine an application. The information required will be dependent upon the application type, scale and location. Information within the local list and required when validating the application must be:
- reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

- 2.5 These statutory tests are set out in section 62 (4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO).
- 2.6 It is also possible for an applicant, if a Local Planning Authority determine that additional information is required in order to validate the application, to dispute this by issuing a notice under article 12 of the DMPO. There is then a process for both the Local Planning Authority and applicant to go through. Very few applications are disputed in terms of the information provided due to the criteria above (paragraph 2.4) being complied with.
- 2.7 Legislation sets out that a local list is required to be published on a Council's website and is reviewed every 2 years. Due to the number and significance of legislative changes over recent years, it is considered appropriate to fully review the checklist.
- 2.8 The general thrust of the checklist, attached at Appendix 1, is the same as the current one. However, this aims to be more helpful with reference to different development proposals as well as expanding on information required for different application types. The intention is to provide the information on the Council's website as a matrix, whereby someone wishing to apply for a certain development/application type will click on the relevant name and then be guided automatically to the correct area, rather than needing to filter through numerous pages.

3.0 Equalities Implications

- 3.1 None from this report

4.0 Financial Implications

- 4.1 None from this report.

5.0 Digital Implications

- 5.1 None from this report

6.0 Community Plan – Alignment to Objectives

- 6.1 The planning application validation checklist will contribute towards assisting with:

- Delivering inclusive and sustainable economic growth
- Creating more and better quality homes
- Enhancing and protecting the district's natural environment

7.0 RECOMMENDATION

- a) that the contents of the accompanying validation checklists are noted: and
- b) that the draft updated Planning Application Validation Checklist (as set out at Appendix A) be approved for an 8-week public consultation with statutory consultees, District Councillors and Town/Parish Councils, applicants/developers and neighbours.

Reason for Recommendation

To update the Council's Planning Application Validation Checklist in line with Government guidance and legislation.

Matt Lamb

Director – Growth & Regeneration

Background Papers

Planning Committee – 15 February 2007 – Best Practice Guidance on the Validation of Planning Applications

For further information please contact Lisa Hughes (Business Manager – Planning Development).