

Subject: Revised Planning and Other
Application Validation Policy

Status: For Publication

Report to: Cabinet

Date: 17 November 2010

Report of: Planning Manager

Portfolio

Holder: Regeneration

Key Decision: No

1. PURPOSE OF REPORT

1.1 To consider and approve updates to the Council's existing Policy and Checklist in respect of the validation of Planning and other Applications.

2. CORPORATE PRIORITIES

2.1 The matters discussed in this report impact directly on the following corporate priorities:-

- Delivering quality Services to our customers
- Providing value for money services

3. RISK ASSESSMENT IMPLICATIONS

3.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

The Government's objectives in introducing standard application forms and changes to the validation process are to provide a quicker, more predictable and efficient planning service with reduced risk and uncertainty in the submission of applications in relation to the Town and Country Planning Act 1990, as amended.

4. BACKGROUND

4.1 In December 2006, the Council introduced a Policy and Checklist for validating Planning and other Applications. As part of the drive to provide a quicker, more predictable and efficient planning service, the Government has introduced new standard electronic planning application forms and new information requirements for the validation of planning applications.

- 4.2 In April 2008 the Government introduced new mandatory standard electronic application forms to be used by all Local Planning Authorities in England. In March 2010, the Government issued guidance “Guidance on information requirements and validation” requiring Local Planning Authorities to use the standard application form and to revise their existing validation policy, creating national and local criteria.
- 4.3 Accordingly, this and all other Local Planning Authorities need to update their Policy and Checklist to take on board the latest national requirements and any local requirements as set out in this guidance.
- 4.4. The attached policy is required to go through the public consultation process, and be revised accordingly.

Proposals and Details

- 4.5 The use of national standard planning and other applications forms has become obligatory from 6 April 2008. To support the new forms, each Local Planning Authority is advised, by the Department for Communities and Local Government, to adopt a validation policy to set out the local information requirements which will be expected to support applications.
- 4.6 The policy takes the form of a checklist for each of the standard forms. Once the guidance on the local information required has been adopted, the authority will validate only those applications which meet the national and local requirements specified.
- 4.7 Different types and scale of application require different levels of information and supporting documentation to be submitted. Under the new arrangements, these will comprise a national list, that will apply in all cases and an additional items of items specified locally.
- 4.8 The national list sets out statutory requirements relating to fee, application form, ownership certificate, plans and drawing necessary to describe the application and a Design and Access Statement (when necessary).
- 4.9 The local list comprises additional information which local planning authorities can require to validate an application. The combined use of the national and local list is intended to afford both the authority and applicant more certainty of the type of information required at the outset and help to ensure that the information requested is proportionate to the type and scale of application being made.
- 5.0 In order to meet the new requirements, a revised validation policy has been drafted (see copy attached). The DCLG guidance published sets out the procedure for adoption:
- Resolution to consult on the proposed local list
 - A minimum of 6 weeks consultation with relevant stakeholders including:

statutory consultees, parish/town councils, relevant voluntary and community groups, representative groups of agents and consideration of any other groups included in the Statement of Community Involvement

- Review of comments and report back for formal resolution and adoption of the local lists by the authority
- Publication on the Council's website and paper copies being made available on request

5.1 The draft policy will be posted on the Council's website and consultation will take the form of a letter which will be sent to members of the agents forum, statutory and non statutory consultees, Whitworth Parish Council and emails will be sent to services within the Council and staff within the Planning Service.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

6.1 Any financial implications are commented upon in the body of the report.

7. MONITORING OFFICER

7.1 Any legal implications are commented upon in the body of the report.

8. HEAD OF PEOPLE AND POLICY (ON BEHALF OF THE HEAD OF PAID SERVICE)

8.1 There are no specific human resource implications.

9. CONCLUSION

9.1 The update of the policy seeks to improve the quality of service provided to customers and the speed in determining planning applications, whilst promoting sustainable development.

10. RECOMMENDATION(S)

10.1 That:

1) The updated policy be the subject of public consultation and

2) the contents of the report be noted and the policy adopted and revised where necessary, subject to public consultation responses. Minor amendments arising from the consultation to be delegated to the Business Director in consultation with the Portfolio Holder.

11. COMMUNITY IMPACT ASSESSMENT

Is a Community Impact Assessment required Yes

Is a Community Impact Assessment attached Yes

12. BIODIVERSITY IMPACT ASSESSMENT

Is a Biodiversity Impact Assessment required No

Is a Biodiversity Impact Assessment attached No

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Background Papers	
Document	Place of Inspection
Background Papers and Consultation DCLG December (2007) The Validation of Planning Applications: Guidance for Local Planning Authorities. The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008. DCLG Circular 02/2008 Standard Application Form and Validation.	