

VALIDATION OF PLANNING APPLICATIONS : LOCAL LIST ADOPTION

Lead Officer: Tony Pomfret – Development Services Manager

To seek Member's approval for consultation on the proposed "Local List" of requirements for validating planning applications prior to formal adoption.

Recommendation: That Members approve for consultation the proposed "Local List" of requirements for validating planning applications.

Resource Implications: None direct

1.0 INTRODUCTION

- 1.1 The Government wishes to provide a quicker, more predictable and efficient planning service and this approach is supported by this Authority. As part of this, new standard national planning application forms (1APP) become mandatory on the 6 April 2008. In addition, the Government is introducing new information requirements for the validation of planning applications by local authorities. In order to make progress and allow others to become familiar with the new forms this Authority has been using them since December 2007.
- 1.2 There are a total of 26 types of application that it is possible to submit; the different types of application will have their own validation checklist. The checklist will comprise of national requirements together with a list of local requirements to reflect locally relevant matters.
- 1.3 If an applicant submits an application that is not supported by the information required by both the national and "local list" the Authority can declare the application as invalid, not register it, and so decline to determine it. Applications submitted with all the necessary information should be easier to assess which, in turn, should lead to a more efficient decision making process.

2.0 THE WAY FORWARD

- 2.1 Best Practice Guidance (The Validation of Planning Applications : Guidance for Local Authorities, DCLG December 2007) includes a recommended process for progressing the validation lists:-
 - Resolve to consult on proposed local lists for validation
 - Consult with stakeholders for six weeks
 - Review comments received and report back for formal resolution and adoption of the lists

- Publish adopted lists on the Council's website and provide paper copies

2.2 Relevant stakeholders would include:-

- Statutory consultees such as Natural England; the Environment Agency; English Heritage; Cumbria Highways and statutory undertakers
- Parish/Town Councils
- Voluntary and community groups such as Cumbria Wildlife Trust; Whitehaven Heritage Action Group and Copeland Disability Forum
- Existing planning agents

2.3 For illustrative purposes the mandatory national requirements for validating applications for planning permission together with a list of suggested local requirements are appended to this report.

3.0 CONCLUSION

3.1 In conclusion it is recommended that the planning application validation checklists be the subject of public consultation for six weeks, with a view to adopting them. Copies of the various lists will be published on the Council's website for inspection at www.copeland.gov.uk/planningvalidationchecklist

Contact Officer: Tony Pomfret – Development Services Manager

Appendices: "The Validation of Planning Applications : Guidance for Local Planning Authorities" DCLG December 2007

Application for Planning Permission

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement