



PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	PLANNING COMMITTEE
DATE:	7 JUNE 2017
REPORT OF THE:	HEAD OF PLANNING GARY HOUSDEN
TITLE OF REPORT:	LOCAL INFORMATION REQUIREMENTS (LOCAL VALIDATION LIST)
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 For members to consider and agree the adoption of a list of Local Information Requirements or 'Local Validation List' to assist the development management process.

2.0 RECOMMENDATION

- 2.1 It is recommended that:

- (i) The list of Local Information Requirements (at Appendix 1) is adopted for use in administering the development management process.

3.0 REASON FOR RECOMMENDATION

- 3.1 A Local Validation List helps to manage the planning application process. The list specifies the 'local' information that (in addition to statutory and national information requirements) is required to support the determination of planning applications and other applications submitted under planning legislation.
- 3.2 An up to date, adopted Local List provides information to applicants and their agents to assist the submission of applications and timely decision making. The list also gives the Local Planning Authority the ability to not validate an application until the specified/relevant information is provided. In this respect, the list is helpful tool to manage the determination of applications within statutory time periods and to manage the expectations of applicants.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks associated with the recommendation. The list has been prepared in accordance with national guidance/policy. It has been subject to consultation with stakeholders and the process of adoption is in accordance with the Council's constitution.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The national Planning Practise Guidance (PPG) summarises the statutory regulatory requirements relating to the information required to validate planning applications. In summary these are as follows:

- completed application form
- correct fee
- compliance with national information requirements including; necessary plans and drawings (with identified scale and north point); completed ownership certificates and agricultural land declaration; Design and Access Statement (for most planning and Listed Building Consent applications) and an Environmental Statement (if applicable).
- Local Information Requirements (the Local Validation List)

- 5.2 The Guidance makes it clear that any local information requirements should be specified on a formally adopted local list which has been published on a local planning authorities web-site less than two years before an application is submitted. It goes on to state that local information requirements have no bearing on whether a planning application is valid unless they are set out on such a list.

- 5.3 An important principle in establishing and using a local list is that Local Planning Authorities should take a proportionate approach to the information requested in support of planning applications. The PPG and the National Planning Policy Framework (NPPF para 193) state that:

'Local Planning Authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local Planning Authorities should only request supporting information that is relevant, necessary and material to the application in question'.

6.0 REPORT

- 6.1 The proposed list of local information requirements is at Appendix 1 of this report. The list takes the form of a main document together with checklists that are applicable to specific types of development. The list is based on one which was compiled by the North Yorkshire Planning Officers Group and it is largely consistent with the Local Lists used by other Local Planning Authorities across North Yorkshire. As well as setting out the local information requirements required to accompany the submission of applications, the document also establishes a protocol for the handling of planning and other applications submitted under planning legislation.
- 6.2 Consultation with key stakeholders, including developers, agents and statutory consultees was undertaken in November/December 2016. Consultation responses are summarised at Appendix 2 to the report, together with a proposed RDC response.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
No direct implications associated with the recommendation.
- b) Legal
No direct implications associated with the recommendation.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
To meet national requirements the list must be reviewed every two years following adoption.

8.0 NEXT STEPS

8.1 The Local List will be made available on the Council's web-site and brought into immediate effect. The list will be reviewed in accordance with national guidance within two years.

Gary Housden
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Background Papers:

National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG)

Background Papers are available for inspection at:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

<https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>