

Subject: Validation Policy

Status: For Publication

Report to: Development Control Committee  
The Cabinet

Date: 5<sup>th</sup> December 2006  
13<sup>th</sup> December 2006

Report of: The Head of Planning Legal and Democratic Services

Portfolio

Holder: Cabinet Member for Regeneration

Key Decision: YES

Forward Plan

General Exception

Special Urgency

## 1. PURPOSE OF REPORT

- 1.1 To consider and comment upon the Validation Policy attached at Appendix 1 the Validation policy is intended to provide guidance to all users of the Development Control Service, to people wishing to submit development applications under the provisions of the Town and Country Planning Acts and to improve the quality of information provided. The policy also provides information on how the Council will deal with pre application discussions / the timetable for dealing with major applications and s106 agreements .
- 1.2 To recommend to the Cabinet that a period of consultation is carried out on the Validation Policy, that the policy is introduced with immediate effect.

## 2. CORPORATE PRIORITIES

- 2.1 Customer Care is a corporate priority, the introduction of the Validation policy will ensure that our customers have an expectation regarding what level of information is required to ensure validation of their applications.
- 2.2 There will be an improvement in service delivery if we clarify our requirements for submitting applications. The Council receives complaints on the subject of what is required to validate applications. Clarification of what is required will reduce the number of complaints.

## 3. RISK ASSESSMENT IMPLICATIONS

- 3.1 There are no specific risk issues for members to consider arising from this report.

## 4. BACKGROUND AND OPTION

- 4.1 The Government published its green paper: *“Planning: Delivering a Fundamental Change”* in 2001 and as part of its recommendations [paragraph 5.5] indicated that they proposed to introduce *“...a planning checklist so that people know how to submit a good quality planning application.”*
- 4.2 The ODPM (Office of the Deputy Prime Minister) 2005 guidance on the Validation of Planning Applications, provided guidance on the scope of material to be submitted with a planning application and highlighted the benefits of a validation checklist and the need for pre-application discussions. The Development Control service has recently introduced a pre application procedure and we are seeking to improve the quality of material which we receive when applications are received.
- 4.3 The attached policy provides details of what items are required for the many different types of applications that the Council receives.
- 4.4 The guidance explains that if an application was initially valid but is subsequently found to be missing information that renders it invalid, the start date for the application shall be disregarded and shall be taken from the date that information that makes the application valid, is received. This is the only time that effectively the “clock can be stopped”.
- 4.5 Members should be aware that the DCLG (Department for Communities and Local Government) 2006 consultation document explains that it is no longer the Department’s view that validation checklists should take the form of Supplementary Planning Documents. Moreover, in the future the Department intends to publish a core and mandatory list of Planning Application Requirements (National) to accompany the up and coming Standard Application Form. This would be supplemented by Planning Application Requirements (Local) published by the Local Planning Authority. Thus it is intended that Rossendale’s Validation Checklist will be reviewed once the proposed changes have become firmer.
- 4.6 On the 24<sup>th</sup> November 2006 the timetable for the rollout of a standard planning application form for use across all English planning authorities was announced by the government. A phased programme of introduction is intended .
- From October 2007, the National Standard Planning Application Form (1APP) will become the only official method of submitting a planning application for most types of consent (except for Minerals consent and building control applications) for all Local Planning Authorities (LPAs) in England.
- 4.7 The Standard Application Form will cover a range of application types including Householder, Planning Permission, Listed Building consent, Conservation Area

consent, Tree Applications (including Tree Preservation Orders and Trees in Conservation Areas) and Advertisement consent.

5. COMMENTS OF THE HEAD OF FINANCIAL SERVICES

5.1 It is important to have clear policies and requirements so that customers understand the requirements to submit a valid application

6. COMMENTS OF THE HEAD OF HUMAN RESOURCES

6.1 No comments

7. CONCLUSION

7.1 As part of the Councils improvement to the Development Control service it is essential that the Council has a clear process for the receipt and validation of planning applications.

8. RECOMMENDATIONS

8.1 That the Committee provide any comments on the proposed Validation Policy such comments to be considered by the Cabinet.

8.2 That a period of consultation on the Policy is carried out to run from the Cabinet decision date until the 30<sup>th</sup> January 2007. A further report to consider objections will then be brought back to Cabinet, however the policy be applied and posted on the web site with immediate effect.

9. CONSULTATION CARRIED OUT

9.1 Portfolio Holder / Developers Forum on the 11<sup>th</sup> December 2006

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