



<b>Development Control Committee</b>	<b>Thursday, 30 May 2024</b>	<b>Matter for Decision</b>
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**Report Title:** **Draft Local Validations Checklist – Planning Applications**

**Report Author(s):** **Jamie Carr (Planning Policy & Development Manager)**

<b>Purpose of Report:</b>	To highlight to Members the Council’s new draft Local Validations Checklist and request permission to consult on the document in line with the Government’s Planning Practice Guidance.
<b>Report Summary:</b>	<p>The Council’s previous Local Validation Checklist was published circa 2009, therefore is well overdue an update. It should be noted that Appendix 1 to this report, is not an update per-se, it is a completely new draft Local Validations Checklist that takes account of all relevant legislation and guidance.</p> <p>Regular monitoring has highlighted that in excess of 75 per cent of all planning applications received by the Council are invalid on receipt. Such a high rate of invalid planning applications places a huge additional burden on the Council’s Planning Validations Officer as the Officer needs to undertake substantial on-going correspondence to ensure that all of the information is contained within the submitted planning application so that an informed and robust decision can be made.</p>
<b>Recommendation(s):</b>	<b>It is recommended that Members approve the new draft Local Validations Checklist, for consultation which will take place from the 11<sup>th</sup> June 2024 for a 4 week period.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Teresa Neal (Strategic Director) (0116) 257 2642 <a href="mailto:teresa.neal@oadby-wigston.gov.uk">teresa.neal@oadby-wigston.gov.uk</a></p> <p>Adrian Thorpe (Head of Built Environment) (0116) 257 2645 <a href="mailto:adrian.thorpe@oadby-wigston.gov.uk">adrian.thorpe@oadby-wigston.gov.uk</a></p> <p>Jamie Carr (Planning Policy &amp; Development Manager) (0116) 257 2652 <a href="mailto:jamie.carr@oadby-wigston.gov.uk">jamie.carr@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	<p>Our Council (SO1) Our Communities (SO2) Our Economy (SO3) Our Environment (SO4) Our Partners (SO5)</p>
<b>Vision and Values:</b>	<p>"Our Borough - The Place To Be" (Vision) Customer &amp; Community Focused (V1) Proud of Everything We Do (V2) Collaborative &amp; Creative (V3) Resourceful &amp; Resilient (V4)</p>

<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Regulatory Governance (CR6) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	1. Draft Planning Application Validation Checklist 2024

## 1. Introduction

- 1.1 Validation is a process undertaken by the Council on a planning application prior to starting the formal process of determining whether to grant or refuse planning permission. The validation of applications is the process to check that the correct documents and fee (where applicable) have been submitted in order for the Council to make an informed decision based on the impact of the application proposal. Appendix 1 to this report sets out the level of information that will be required for certain types of planning applications in order that they can be validated and determined by the Council.
- 1.2 Validation requirements for planning applications are set both nationally and locally. Appendix 1 to this report sets out the expectations for planning applications submitted to the Council, helping to reduce unnecessary delay at the validation stage due to the omission of required information.
- 1.3 As mentioned above, there are two levels of mandatory document requirements: national and local. The national checklist sets out the essential (minimum) requirements for validating all applications. The local list is prepared by the Council and provides a list of additional local requirements which will need to be met in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development.

## 2. Consideration

- 2.1 Paragraph 44 of the National Planning Policy Framework (NPPF) states that *'local planning authorities should publish a list of their information requirements for applications for*

*planning permission*'. It goes on to state that *'these requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years'*. Further, paragraph 44 suggests that *'local planning authorities should only request supporting information that is relevant, necessary and material to the application in question'*.

- 2.2 The Council's previous Local Validation Checklist was published circa 2009, therefore is well overdue an update. It should be noted that Appendix 1 to this report, is not an update per se, it is a completely new draft Local Validations Checklist that takes account of all relevant legislation and guidance.
- 2.3 In addition to the above, regular monitoring has taken place in relation to the quality of planning applications submitted to the Council. Over recent months, monitoring has highlighted that in excess of 75 per cent of all planning applications received by the Council are invalid on receipt. Such a high rate of invalid planning applications places a huge additional burden on the Council's Validations Officer as the Officer needs to undertake substantial on-going correspondence to ensure that all of the information is contained within the submitted planning application so that an informed and robust decision can be made.

### **3. Conclusion**

- 3.1 Appendix 1 to this report sets out the expectations for planning applications submitted to the Council, helping to reduce unnecessary delay at the validation stage due to the omission of required information.
- 3.2 Further, the new draft Local Validation Checklist highlights to customers what is expected from them when submitting a planning application to the Council. This ensures that there is no ambiguity in relation to what is required by the Council.
- 3.3 Subject to Member agreement, the new draft Local Validations Checklist will undergo a 4 week consultation period with the community, including applicants and agents. Comments received during this period will be taken into account in the final new Local Validations Checklist. Once finalised, the new Local Validations Checklist will be presented to a future Development Control Committee for Member sign-off.