

**Committee:** Planning

**Agenda Item**

**Date:** 11<sup>th</sup> March 2026

**Title:** Development Management Local Validation Checklists

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Item for decision

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## Summary

As part of the process of validating applications the Council has the ability to set local validation requirements. These are in addition to the national validation requirements which are set by government. The Council needs to balance the need for information with the demands on the applicant.

## Recommendations

That the amended Development Management Local Validation Checklists and association document be adopted for Development Management validation purposes.

## Financial Implications

None. The documents will be electronically distributed via the website.

## Background Papers

The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

Validation of planning application checklists

## Impact

Communication/Consultation	Six week public consultation
Community Safety	No issues
Equalities	Affects everyone the same
Health and Safety	No issues
Human Rights/Legal Implications	Affects everyone the same
Sustainability	No issues

Ward-specific impacts	All wards
Workforce/Workplace	Planning & Building Control Support & Registration Team

## Situation

In May 2008, the Government changed the way in which planning applications are submitted. The National Standard Planning Application Form became the only official method of submitting a planning application for planning consent for all Local Planning Authorities (LPAs) in England.

The standard form is intended to make the process of submitting a planning application less confusing for applicants, as it will to a great extent replace the variety of planning application forms currently produced by LPAs which differ in the questions asked, the style, the layout and the number of copies required.

Legislation put into place on 6 April 2008 to adopt the national forms and make it mandatory from 6 May 2008 for applications to be made only on the 1APP forms and to include all of the information and documents specified on the form (the national requirements) together with the additional information and documents specified by the Local Planning Authority to whom the application is made (the local requirements).

Local Authorities have to review their local requirements every two years. The current lists were adopted by this Committee on 24<sup>th</sup> July 2024. There is a set procedure where the Council reviews the checklists to ensure compliance with legislation and policies.

The Local Authority should review the Local List and identify whether the list needs to be revised. The Council is due to recommend for adoption “Uttlesford Local Plan 2021-2041” at Full Council on 25<sup>th</sup> March 2026. Policies within the new plan require further documents to be submitted on validation depending on the type, size, location and nature of the proposal.

The Council is also in the later stages of adopting the Community Infrastructure Levy (CIL) which requires a national form (CIL 1) to be submitted with all applications for building work

These requirements have been added to the list together with the policy drivers and specification on the application type for which they are required. Producing draft lists for consultation with the public.

The draft master validation list attached to this report shows the new requirements highlighted in yellow and updated requirements highlighted in blue

The Council must carry out a consultation on the proposed revised local list. This consultation was published on our website on 29<sup>th</sup> January 2026 the consultation period running until 4.30pm on 27<sup>th</sup> February. On 29<sup>th</sup> January the Council contacted

agents developers and applicants by email to inform them of the consultation and how to view and make comments. No consultation responses have been received

## Risk Analysis

1. There is a risk that if Uttlesford do not have an up to date checklists then the applicants can challenge the local requirements and potentially submit substandard applications.

Risk	Likelihood	Impact	Mitigating actions
2	2	2	2

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.