

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Planning Committee

6<sup>th</sup> February 2008

**AUTHOR/S:** Executive Director / Corporate Manager - Planning and Sustainable Communities

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### 1APP – THE VALIDATION OF PLANNING APPLICATIONS

#### **Purpose**

1. To review the responses to the consultation exercise and to adopt a local list of information requirements for the validation of applications.

#### **Background**

2. As part of the drive to provide a quicker, more predictable and efficient planning service, the Government has decided to introduce a mandatory standard electronic application form covering planning permission and other associated consent regimes to be used by all planning authorities. The proposals emphasise interactive electronic application forms, although there will be an opportunity to use a paper-based version.
3. In December 2007 the Government published guidance for local planning authorities upon the information supporting applications and the process for adopting a local list of information requirements.
4. This will mandate the use of 1APP when applying for planning permission. The legislative changes will commence on Sunday 6<sup>th</sup> April 2008.
5. From 6<sup>th</sup> April 2008, the 1APP will replace all existing types of planning application forms (except minerals) and will become the only legal way of submitting a planning application.
6. On 3<sup>rd</sup> October 2007, Planning Committee resolved to carry out a six week consultation period in accordance with the Government's recommended process and to receive a report in early 2008 so that a Local Validation List can be adopted.

#### **Requirements**

7. Different types of application and scale of applications will require different levels of information and supporting documentation to be submitted to render each application valid. In all cases the requirements will be specified by the local planning authority. They will comprise a national core list, that will apply in all cases, and additional items drawn from the recommended national defined list included in the Government's December 2007 Guidance Paper which updates an earlier August 2007 draft.

## **National List**

8. The National List requires, as a minimum, the following:
  - (a) be made in writing (paper or electronic application) to the local planning authority on a form published by the Secretary of State (or a form which is substantially the same);
  - (b) include the particulars specified in the form and be accompanied by a plan which identifies the land to which it relates;
  - (c) any other plans and drawings or information necessary to describe the development which is the subject of the application; which must be drawn to an identified scale and, in the case of plans, show the direction of North;
  - (d) for paper applications, include three copies of the form plus the original (or fewer if the local planning authority so indicates). No copies are required if the application is made electronically;
  - (e) be accompanied by any certificate or documents required by the Town and Country Planning Act 1990 or the GDPO;
  - (f) include any fee required to be paid in respect of the application. Lodging a cheque or making an electronic payment for the correct fee amount is taken as payment, and
  - (g) be accompanied by a Design and Access statement, if required.

## **Local List**

9. “The Government expects local planning authorities to seek information that is necessary for a decision to be made and should not require a level of detail to be provided that is unreasonable or disproportionate to the scale of the application. Local Lists should take account of the Government’s commitment in the Planning White Paper, Planning for a Sustainable Future, to reduce information requirements associated with the submission of planning applications.”

(Para 24 The Validation of Planning Applications: Guidance for Local Planning Authorities).

## **Consultations**

10. A consultation exercise upon the Local List of requirements was carried out between 12<sup>th</sup> November and 21<sup>st</sup> December 2007. This involved approximately 300 agents, approximately 70 statutory and non-statutory external and internal consultees and all Parish Councils.
11. This involved a questionnaire inviting comments on the local validation list and a series of questions on the electronic consultation process.
12. The results of the Local List consultation exercise are attached as appendix 4.
13. Twenty four Parish Councils and fifteen consultees responded. There were no responses from Agents.

## **Electronic Consultation**

14. In terms of electronic consultation only six Parish Councils (25%) expressed a willingness to accept application consultations electronically. The majority expressed difficulties as Councillors and the public are not necessarily able to access electronic

documents. Notwithstanding the reduction in the number of paper copies of applications, which will be received after 6<sup>th</sup> April, I consider that Parish Council's should continue to receive one only paper copy.

15. Statutory consultees, other than Parish Councils, have greater capacity to accept application consultations electronically. Indeed this should be encouraged to reduce paper, to speed up the process and hence to increase efficiency. I shall work with I.T. to provide electronic consultation with these consultees.

### **The Local List**

16. Having taken on board comments from consultees (see appendix), together with Government's wish that the requirements should be reasonable and proportionate, a local list has been prepared and, for each of the 26 different types of application, the documents drawn from the local list specified.
17.
  - (a) The List of 26 application types are included at appendix 1.
  - (b) The recommended Local List is included at appendix 2.
  - (c) The recommended documents required for each application type drawn from the Local List is included at appendix 3.

### **The effect on Corporate Objectives**

18.	Affordable Homes	There are no specific Implications
	Northstowe and other Growth Areas	
	Customer Services	
	Quality, Accessible Services	
	Village Life	
	Sustainability	
	Partnership	

### **Recommendations**

19. It is recommended that the Committee adopts the Local List and the documents drawn from the Local List for each application type and that delegated powers be granted to the Corporate Manager – Planning and Sustainable Communities to make any corrections, minor amendments or minor points of clarification before the commencement date of 6<sup>th</sup> April 2008.
20. In accordance with Government guidance: The Validation of Planning Applications (December 2007), the Local list be reviewed in three years but that any amendments in the meantime (other than minor amendments) should be the subject of reconsultation and adoption of new lists.
21. It is also recommended that Parish Councils be excluded from accepting application consultations electronically.

**Background Papers:** the following background papers were used in the preparation of this report:

- The Validation of Planning Applications: Guidance for local planning authorities. Communities and Local Government December 2007.

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