



East
Northamptonshire
Council

Planning Management Committee 2 September 2015

Local List of Information Requirements

Purpose of report

To advise Members of new Government guidance for the preparation of a Local List of Information Requirements for the validation of planning applications (hereafter referred to as the Local List). It also highlights the main changes that are required to the existing Local List and sets out the process for consulting on these changes.

Attachment(s)

Appendix 1 – Proposed ‘Local list of information requirements’ document.

1.0 Background

- 1.1 On 24 July 2013 the Development Control Committee adopted the current Local List. This document sets out the information which has to accompany planning applications and is required in addition to the national requirements.
- 1.2 Paragraph 193 of the National Planning Policy Framework (NPPF) states that local lists should be reviewed ‘on a frequent basis’. In July 2012 the Government published a consultation paper, *Streamlining information requirements for planning applications*, proposing that local planning authorities should review their local lists on a two-yearly basis. Subsequently The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires the local list to be reviewed every two years.
- 1.3 This report introduces a draft revised schedule of local information requirements for the validation of planning applications in accordance with these requirements.

2.0 The Revision Process

- 2.1 Local Planning Authorities (LPAs) have been required to publish lists of information needed to validate planning applications since 2008. In addition to national requirements (which include the submission of an application form, payment of a fee, submission of plans and elevations and certificates of ownership), LPAs must list any specific local requirements. Local Lists include the necessary and relevant detailed reports including Flood Risk Assessments, Heritage Impact Assessments and Transport Assessments.
- 2.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that LPAs operate to a local list no more than two years old. As the current list of local information requirements was published two years ago, it is necessary to review this authority’s list, consult over a 6 week period and then publish the revised list
- 2.3 The review provides an opportunity to reconsider what is required for any specific application, and to streamline the requirements so that they are clearly understood and proportionate to the scale of application proposed. The full update list, which would be the subject of consultation, is attached as Appendix 1.

2.4 It is important to note that the LPA retains the right under the Town and Country Planning Acts to request any additional information required on a case by case basis, if it were deemed necessary. It should also be noted that the onus is on the applicant to submit appropriate information with their application to enable the LPA to fully assess the impact of any development. In the event that any requested additional information needed is not been provided, then the LPA may refuse planning permission on the basis of inadequate information.

3.0 The Proposed Changes

3.1 The main changes proposed are:

- The addition of an introductory note on the legislative background to the document,
- An advisory note on the use of the document explaining the validation process and the applicant's right of appeal in validation disputes,
- A fourth part covering basic requirements for other types of consent including recent prior notification procedures,
- The removal of conservation area consent from the basic application types (Part 1) and replacement with requirements for an application for planning permission for relevant demolition in a conservation area,
- An additional requirement to include written dimensions on submitted plans so that the proposed measurements are clear when they are viewed online,
- Removal of webpage links that no longer work and replacing them with updated links, and
- The updating of all legislative references.

4.0 Consultation Process

4.1 It is proposed that the six week consultation period runs from 3 September to 15 October to enable any changes required as a result of consultation to be reported to Planning Management Committee at its meeting on 2 November 2015. This should enable publication of the revised Local List in early November 2015.

5.0 Service Impact

5.1 The proposed changes will aid the validation of applications by giving applicants and agents detailed advice on what will be required for the various forms of planning applications.

6.0 Equality and Diversity Implications

6.1 An equality impact assessment has been completed and no negative (or positive) impacts were identified.

7.0 Legal Implications

7.1 An up to date Local List is a legal requirement under the Town and Country Planning (Development Management Procedure) (England) Order 2015.

8.0 Risk Management

8.1 If the Council does not update its Local List, it would fail to comply with the requirements of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and paragraph 193 of the National Planning Policy Framework. This could result in a challenge from applicants when we are validating planning applications and result in delays in determining them.

9.0 Resource and Financial Implications

9.1 There are no resource or financial implications arising from the proposal.

10.0 Constitutional Implications

10.1 There are no constitutional implications arising from this report

11.0 Corporate Outcomes

11.1 The proposal contributes to the delivery of the following corporate outcomes:

- Effective Partnership Working – an up to date Local List will improve how we work with applicants and agents.
- Effective Management – demonstrates that the council complies with the relevant legislation
- High Quality Service Delivery – an up to date Local List will improve the quality of planning application submissions.

12.0 Recommendation

12.1 It is recommended that, having regard to the neutral equality impact assessment undertaken, Members approve the revised Local List of Information Requirements for consultation purposes.

(Reason: To comply with statutory regulation.)

Legal	Power: Town and Country Planning (Development Management Procedure) (England) Order 2015				
	Other considerations: National Planning Policy Framework				
Background Papers:					
Person Originating Report: Joel Wright, Planning Technician ☎ 01832 742146 ✉ jwright@east-northamptonshire.gov.uk					
Date: 13 August 2015					
CFO		MO		CX	