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## Planning Committee

19<sup>th</sup> February 2008

Report of the Director of City Strategy

## The Single National Planning Application Form (1APP) and Validation Checklist

### Summary

1. To advise Members of a validation checklist to Members for consultation prior to its adoption for use in the registration and validation of planning applications.

### Background

2. The Government is introducing a new standard electronic application form for applications for planning permission made under the Town and Country Planning system and Listed Building and Conservation Area consent regime. The electronic form will simplify the process for applicants and agents submitting applications on line by tailoring itself to the type of application being submitted, rather than applicants having to select from one of the separate forms currently available e.g. for Advertisement Consent, Listed Building Consent and so on.
3. Alongside this and to support the use of the standard application form, the Government is also introducing new information requirements for the validation of planning applications by local planning authorities. The Government intends to amend the Town and Country (General Development Procedure) Order 1995 (the GDPO) to introduce a mandatory standard application form and associated information requirements for validation of applications from 6 April 2008.
4. The information requirements will comprise:-
  - i) Mandatory information required for all applications and
  - ii) Local required information, selected by the Local Authority from a published national list of information that may be needed to validate an application.
5. The Government released its guidance on the validation of applications in December 2007. It believes that the standardisation of application forms (which up until now have been formulated by each authority and so vary widely in format and type of information requested) will help to give greater clarity for applicants and uniformity across planning authorities. Its stated purposes are to:-
  - Provide a guide to the information that may be required at the outset;

- Enable the local planning authority to provide applicants with certainty as to the information required;
  - Enable the local planning authority to have all the necessary information to determine the application and to draft the planning permission and all conditions;
  - Minimise the need for further submission of additional information in order to allow local planning authorities a reasonable opportunity to determine applications within the Best Value Performance Indicator (BVPI) 109 targets; and
  - Ensure consistency in the approach taken by different local planning authorities in registering and validating applications whilst recognising the need for variation appropriate to local circumstances.
6. The on-line Standard Application Form will cover the following types of application:
- Householder consents;
  - Outline and full planning permission and approval of reserved matters;
  - Listed Building consent;
  - Conservation Area consent;
  - Advertisement consent;
  - Consent under Tree Preservation Orders;
  - Certificates of Lawful Development;
  - Applications for Prior Notification/Approval under the Town and Country Planning (General Permitted Development) Order 1995 (the GPDO) and removal or variation of conditions.
7. Local Planning Authorities are encouraged to work with adjacent authorities on their validation checklists in order to provide consistency for agents, architects and applicants submitting applications. Many authorities have adopted this best practice approach to ensure consistency. Officers have been working with colleagues in several authorities in North Yorkshire to produce a North Yorkshire checklist, which has been adapted to refer to York's circumstances planning guidance so as to include additional requirements for information such as air quality to accord with our local plan policies. The checklist document is attached at appendix A. The checklist includes many of the items recommended for inclusion on the national list.

## **Consultation**

8. Because of the tight timescales involved, consultation has already begun with these statutory consultees and bodies:-

The Twentieth Century Society

The Ancient Monuments Society  
Countryside Agency  
Council for British Archaeology  
The Civic Trust  
Defence Estates  
Highways Agency  
Environment Agency  
English Heritage  
Natural England  
Garden History Society  
Government Office for Yorkshire and the Humber  
NYCC Heritage Unit  
NEDL  
Network Rail  
Northern Electric  
North Yorkshire Playing Fields Association  
Sport England  
Society for Protection of Ancient Buildings  
The Georgian Group  
The Victorian Society  
York Georgian Society  
Yorkshire and Humber Assembly  
Yorkshire and Humberside Sports Council  
Yorkshire Water Services Ltd  
Yorkshire Wildlife Trust  
North Yorkshire County Council Highways  
North Yorkshire and York Primary Care Trust

## Options

9. Option A. Do not approve and adopt the Validation Checklist (with local criteria). This option is not recommended.
10. Option B. To approve the Validation Checklist (with local criteria) for public consultation over a 3-week period. This option is recommended
11. Option C. To approve the Validation Checklist (with local criteria) without public consultation. This option is not recommended

## Analysis

12. The validation checklist as formulated includes national mandatory requirements for all applications and local information that may be required for different types of applications. The list is comprehensive in that it includes all of the relevant recommended items from the national list of criteria, and is inevitably a lengthy document. However it is set out by application type and so that the relevant parts can be extracted.
13. In order for the local criteria to be adopted for use along with the national checklist which comes into force on 6<sup>th</sup> April 2008, the checklist as a whole requires Committee consideration, consultation and approval before that date. Otherwise only the national list can be used with consequent lack of information on issues such as traffic impact, and archaeological impact on submission.

## Corporate Objectives

14. The Validation Checklist is designed to provide certainty about the information that needs to be submitted with an application. This accords with one of the main elements of the Corporate strategy *"a vision which shows what is important to the Council and the direction it will take in the long term"*.

## Implications

### Legal .

15. This will become a mandatory requirement for new applications with effect from 6 April 2008.

### Information Technology.

16. The most recent version of the "Uniform" planning application software includes provision for submission of electronic applications

There are no implications affecting the following:

- Finance
- Equalities
- Crime and Disorder

- Property

### **Risk Management**

17. In compliance with the Council's Risk Management Strategy. There are no risks associated with the recommendations of this report.

### **Recommendations**

18. That Members agree Option B to approve the Validation Checklist for public consultation over a 3-week period to include:-
- Consultation with planning consultants and agents,
  - Consultation with community groups and amenity societies not listed in 7 above.
  - Consultations with Parish Councils and Planning Panels
  - Placement of the document on the Council Website, in public libraries and Council offices.
19. That Members receive comments and consider the consultation responses at the March Planning Committee meeting, in time for the checklist to be adopted before 6<sup>th</sup> April.

### **Contact Details**

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**Report Approved**

**Date** 11 February 2008

**Specialist Implications Officer(s)** None.

**Wards Affected:**

**All**  Y

**For further information please contact the author of the report**

### **Background Papers:**

Appendix 1 – Draft Application Validation Requirements List

Relevant Legislation and Guidance:-

The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)

The Town and Country Planning (General Development Procedure) Order 1995 (to be amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008)

'The Validation of Planning Applications – Guidance for local planning authorities' (Communities and Local Government, December 2007)