Planning Committee   **27th March 2008**

Report of the Director of City Strategy

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

Summary

1.   To request the formal adoption by Members of a validation checklist for use in the registration and validation of planning applications.

Background

2.   As reported to Members on 19th February 2008, the Government is introducing a new standard electronic application form for applications. Alongside this the Government is also introducing new information requirements for the validation of planning applications. The Town and Country (General Development Procedure) Order 1995 (the GDPO) is amended to introduce a mandatory standard application form and associated information requirements for validation of applications from 6 April 2008.

3.   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.

      Members approved the draft list of validation criteria for consultation purposes at the February   meeting.

4.   The validation criteria for each type of application will be reproduced as a "checklist" for applicants to refer to when submitting their proposals. The main document at Appendix 2 will be available as a source of reference and will be published (along with the "checklists") on the Council's web site. Applications which meet the relevant validation requirements will be registered as valid on receipt, but those where information is missing or incomplete will not be processed until the required details are submitted to support the application. Although this will require some additional work at the outset on behalf of applicants and agents, it will result in more efficient consideration and handling of the application and reduce the need for details to be submitted at later stages in the process.

Consultation

5. Consultation on the draft document approved by Members in November was undertaken with :

- Statutory consultees involved in the planning process (e.g. Environment Agency, English Heritage, Highway Authority, Yorkshire and Humber Assembly).
- Parish/Town Councils and Planning Panels .
- Local interest groups (e.g. York Georgian Society, York Civic Trust, Society).
- Agents who have submitted applications to the Council over the last year.
- Internal consultees

A copy of the document was also placed on the Council's web site and in local libraries.

Options

6. Option A. Do not approve and adopt the Validation Checklist (with local criteria). This option is not recommended.

7. Option B. Approve the Validation Checklist (with local criteria). This option is recommended

8. Option C. Approve the Validation Checklist (with local criteria) with modifications. This option is not recommended.

Analysis

9. The largest number of responses came from the main consultees in the planning process. No comments were received from local agents. A summary of the comments and representations received is provided at Appendix 1. The draft of the Validation Requirements document at Appendix 2 highlights (in italics) where changes have been made in response to the views that have been expressed.

Corporate Priorities

10. 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 .

11. The single national form will become a mandatory requirement for new applications with effect from 6th April 2008.

Information Technology.

12. 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

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

Recommendations

14. That Members agree Option B to approve the Validation Checklist for use in the registration and validation of applications received under the from 6th April 2008.

15. **Reason**

To meet Government requirements and timescales for the introduction of a single national application form and standard validation criteria.

Contact Details

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Report Approved ✓ **Date** 14th March 2008

Specialist Implications Officer(s) None.

Wards Affected: **All** Y

For further information please contact the author of the report

Background Papers:

Appendix 1 – Summary of comments received on Consultation Draft Document

Appendix 2 - Revised Draft of Validation Requirements Document with changes highlighted

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)