Planning Committee 09 January 2020

Review of Council Planning Application Validation Procedure

Report by: Adam Mitchell – Planning Officer

Summary
This report summarises the process undertaken to review the Council’s validation procedure and checklist as required by the Government.
The report recommends that the Council adopt the amended Validation Checklists.

1.0 BACKGROUND

1.1 Under Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 local authorities are required to produce lists of the information that they require to make a planning application. These are called validation checklists, and they are lists of the information required for different types of applications. Paragraph 193 of the National Planning Policy Framework (NPPF) makes it clear that local planning authorities should only request supporting information that is relevant, necessary and material to the application. Paragraph 044 of the National Planning Policy Guidance (NPPG) requires all local authorities to redress their validation checklists, consult on amended checklists, and then adopt the amended checklists every two years.

1.2 The London Borough of Hounslow validation checklists were amended, and the Council consultation started on 14 October 2019 as a borough-wide process and was advertised on the consultation page of the London Borough of Hounslow website. This was a six week consultation phase to allow residents and other persons interested to make comments on the validation checklist procedure and the local consultation ended on 29 November 2019.

1.3 No response to the consultation received.

1.4 As part of this consultation, the Council invited a total of 169 local planning agents to a meeting which held on 13 November 2019 in Hounslow House.

2.0 CHANGES TO THE VALIDATION CHECKLIST

2.1 Following the agents’ forum and consultation to date, the comments and feedback received on the validation process have been acknowledged and used to inform changes proposed to the checklist.
2.2 The checklist continues to reduce the number of paper copies required to be submitted to the Council as part of the planning application process. The emphasis is on electronic submissions through the Planning Portal.

2.3 The checklist will continue to be in a clear format to assist agents and applicants in understanding the requirements for each type of application. To this effect, the checklist has been broken down into ‘bite-size’ checklists for each individual type of application, instead of one large all-encompassing list.

2.4 The checklist clearly states that the submission of confidential data is required to be sent separately to avoid any privacy laws.

2.5 The checklist reflects the changes to the Community Infrastructure Levy (CIL) and requires the submission for s CIL additional information requirement form to assist the CIL officers in their calculations, as required.

2.6 The checklist now requires the submission of an Energy Strategy for all minor and major applications.

2.7 To show these changes, a copy of the ‘bite-size’ checklists is attached to this report as Appendix A.

4.0 RECOMMENDATION

4.1 That the Validation Checklists attached as Appendix A be ADOPTED as national and local lists of information required to validate planning applications.

5.0 EQUALITIES DUTIES IMPLICATIONS.

5.1 The Council has to give due regard to its Equalities Duties, in particular with respect to general duties arising from section 149 of the Equality Act 2010. Having due regard to the need to advance equality involves, in particular, the need to remove or minimize disadvantages suffered by equalities groups.

1.2 The Council has considered the relevance of the proposal to the provisions of the Equality Act 2010, in particular for those with the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and the Human Rights Act 1998. The assessment concluded that Equalities Duties are not engaged by this proposal. The proposal is also compatible with Human Rights Articles and as the report does not have any significant bearing on the substantive equality duty it is not considered necessary to undertake an Equality Analysis.

**Background Papers:**

| The contents of planning application and enforcement files save for exempt or confidential information as defined in the Local Government Act 1972, Sch. 12A Parts 1 and 2 |
| This report is relevant to all wards |
APPENDIX A – Validation Checklist