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| Item No. | Classification: Open | Date: January 2016 | Meeting Name: Director of Planning |
| Report title: | | Consultation on validation checklists for planning applications | |
| Ward(s) or groups affected: | | All | |
| From: | | Planning policy manager | |

RECOMMENDATIONS

That the Director of Planning:

1. Approves the planned consultation on revised validation checklists for planning applications scheduled to begin on Friday 8th January for 10 weeks.

BACKGROUND INFORMATION

2. The validation checklists set out what information is required to be submitted to the council for different types of planning application.
3. We have recently produced a series of draft revised validation checklists. These have been revised to:
 - Make the requirements as easy to understand as possible and thereby reduce the % of invalid applications;
 - Include hyperlinks to additional guidance in order to try to improve the quality of submitted documents;
 - Highlight proposed additional upcoming requirements relating to the New Southwark Plan; and
 - Pick up changes in validation requirements and related policy and legislation e.g. added a requirement for a schedule of accommodation and floor plan identifying the standard under M4 of the Building Regulations that each home in the development will meet (to reflect recent changes to the building regulations following the housing standards review).
4. We plan to place these revised validation checklists on the council's website and to consult on them for a 10 week period from Friday 8th January to Friday 19th March. We have proposed a 10 week consultation period to avoid the purdah period related to the London Mayoral election which begins on 21st March.
5. Current users of the online validation checklists will be able to comment on the revised content. In addition we are planning to email a list of developers and agents active in the borough to invite them to respond to the consultation. We will also email everyone on our Local Plan database to make them aware of the consultation. Respondents will be able to provide feedback using online forms linked to each checklist. Alternatively they can send or email their representations to us.

CONSULTATION

6. The NNPG does not stipulate the exact arrangements for consultation with

stakeholders, leaving this for local planning authorities to define. The details of the proposed consultation are set out in the section above.

7. The relevant officers within the Council have been consulted (including Development Management, Design and Conservation, Environmental Protection) to ensure the revised validation checklists reflect the latest requirements.

KEY ISSUES FOR CONSIDERATION

Legislative and policy background & the roles of the local authority

8. The National Planning Practice Guidance recommends a three step process for reviewing and revising local lists. Step 1 involves reviewing the existing local list to identify the key information requirements linked to statutory requirements, policies in the National Planning Policy Framework or development plan, or published guidance that explains how adopted policy should be implemented. Having identified their information requirements, local planning authorities should decide whether they need to revise their existing local list.
9. Step 2 states that where a local planning authority (LPA) considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation. Hence the proposal for consultation recommended here.
10. Step 3 indicates that LPAs should take into account consultation responses when preparing the final revised local list. This should be published on the planning authority's website.
11. Information requested with a particular planning application must be:
 - reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - about a matter which it is reasonable to think will be a material consideration in the determination of the application

These statutory tests are set out in section 62 (4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.

Financial implications

12. There are no immediate resource implications arising from this report as any additional work required to complete the consultation will be carried out by the relevant policy team staff and budgets without a call on additional funding.

Community Impact Statement

The New Southwark Plan has been subject to equalities impact assessment (EqIA) report and sustainability appraisal. The proposed changes to the validation checklists are not anticipated to have any significant implications for community impacts as they relate to information requirements for planning applications that will be assessed in accordance with the Development Plan, including the emerging New Southwark Plan, unless material considerations indicate otherwise.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Not applicable.

FOR DELEGATED APPROVAL

Under the powers delegated to me in accordance with Part 3 the council's constitution, I authorise action in accordance with the recommendation contains in the above report.

Signature

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Date 7 January 2016

Designation **Director of Planning**

BACKGROUND DOCUMENTS

| Background Papers | Held At | Contact |
|---|------------------------------------|-----------------------------|
| The revised validation checklists, new landing page and email to consultees can be viewed at: \\Lbsjsh-reg-ns1\R&N\Planning policy\New Southwark Plan\Validation checklists 2015 | Planning Policy, 160 Tooley Street | Doug McNab 020 7525 0559 |