

**Decision Maker:** DEVELOPMENT CONTROL COMMITTEE

**Date:** Tuesday 8 October 2013

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** LOCAL LIST OF VALIDATION REQUIREMENTS FOR PLANNING APPLICATIONS

**Contact Officer:** Tim Horsman, Deputy Development Control Manager  
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**Chief Officer:** Chief Planner

**Ward:** (All Wards);

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1. Reason for report

Recent changes to legislation require a review of the local information requirements for the validation of planning applications. This report sets out the updated requirements and consultation process and seeks Members agreement to the updated document.

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2. **RECOMMENDATION(S)**

**Members adopt the updated local information requirements document.**

### Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Quality Environment:
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### Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Planning and Renewal
  4. Total current budget for this head: £2.618
  5. Source of funding: Existing Revenue Budget 2013 / 2014
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### Staff

1. Number of staff (current and additional): 64 FTE (excluding Building Control / Land Charges)
  2. If from existing staff resources, number of staff hours: 8
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### Legal

1. Legal Requirement: Statutory Requirement: Article 10 of the Town and Country Planning (Development Management Procedure) Order 2010
  2. Call-in: Not Applicable:
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Users of planning service
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

On 8 February 2011 Members of the Development Control Committee agreed to adopt the Council's local list of validation requirements for planning applications. This list has been used since that time to ensure that planning applications are accompanied by all documentation necessary to ensure proper consideration, in addition to the basic documentation required by primary legislation.

Recent updates to the Town and Country Planning (Development Management Procedure) Order 2010 [the DMPO] in Article 4 of The Town and Country Planning (Development Management Procedure) (England) (Amendment No. 3) Order 2012 require the Local Planning Authority to review its local validation requirements every two years.

In the majority of cases agreement is easily reached with applicants regarding what is required to be submitted with an application, as officers use discretion to ask only for relevant documentation. The list predominantly provides guidance and help to those wishing to submit a planning application and explains why documents are required in certain circumstances. However, the legislation also introduced a right of appeal (Article 10A of the DMPO) where an applicant disputes the necessity of a document required by the Authority. If such an appeal is submitted, the local validation document will provide the basic justification as to why the document was requested to help settle the dispute.

The review process for the local validation requirements is set out in Section 5 of the government publication "Guidance on Information Requirements and Validation" March 2010. For the reasons set out above, the local list of validation requirements has been reviewed. The review has led to only minor changes, predominantly updates to policy references, and the most significant alteration is the consolidation of the previous matrix and text into a single document intended to improve presentation and ease of reference. The document also sets out the statutory national requirements.

An updated draft document has been made available via a link from the Planning homepage [www.bromley.gov.uk/planning](http://www.bromley.gov.uk/planning) on the Council's website for comment since 17 July 2013 and was also publicised by a notice in the News Shopper. At the time of reporting one representation had been received, which relates primarily to the Council's current validation processes rather than requirements.

In light of the minor changes and lack of any representations (subject to any reported verbally), it is recommended that Members agree the updated list of local validation requirements for planning applications for use in the validation of planning applications with immediate effect.

### 4. POLICY IMPLICATIONS

The continued ability to require applicants to submit additional material with applications will assist in assessing them against UDP policies and help to maintain the quality of decisions.

<b>Non-Applicable Sections:</b>	Financial; Legal; Personnel
Background Documents: (Access via Contact Officer)	Consultation Draft - Validation Guidance and Local Information Requirements for Planning Applications, July 2013; Town and Country Planning (Development Management Procedure) Order 2010 (as amended); DCLG Guidance on information requirements and validation, March 2010; DCLG Development Management Policy Annex: Information requirements and validation for planning applications, March 2010 Direct link to consultation on website <a href="http://www.bromley.gov.uk/downloads/file/1738/validation_guidance_and_local_information_requirements_for_planning_applications-consultation_draft_document">http://www.bromley.gov.uk/downloads/file/1738/validation_guidance_and_local_information_requirements_for_planning_applications-consultation_draft_document</a>