

**Decision Maker:** DEVELOPMENT CONTROL COMMITTEE

**Date:** Tuesday 10<sup>th</sup> February 2015

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

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

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

**Ward:** (All Wards);

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1. Reason for report

National Government Guidance requires Local Planning Authorities to undertake a regular review of their validation requirements for planning applications. It is necessary to ensure that the list remains fit for purpose in the context of changes to National Legislation and development plan policies. This report sets out the updated requirements and seeks Members agreement to the updated document.

A copy of the existing Local Information Requirements List is attached with amendments identified in *italics*.

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2. **RECOMMENDATION(S)**

**Members to agree that Officers will consult on the local information requirements document and then adopt the document in the event that no significant representations that could lead to amendments are received.**

**In the event that representations leading to amendments are received an update would be reported to the March DC Committee before formal adoption.**

## 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
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## Staff

N/A

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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 at this stage but consultation will be undertaken subject to Members agreement.
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

On 8 October 2013 Members of the Development Control Committee agreed to adopt the Council's updated 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.

The Town and Country Planning (Development Management Procedure) Order 2010 [the DMPO] requires the Local Planning Authority to review its local validation requirements every two years. However, it is open for a Local Planning Authority to review the requirements more frequently if necessary.

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 the National Planning Practice Guidance (online at [planningguidance.planningportal.gov.uk/](http://planningguidance.planningportal.gov.uk/)). For the reasons set out above, the local list of validation requirements has been reviewed.

The review has led to minor changes to items already on the list by way of making requirements clearer for applicants and ensuring that the most up-to-date policies are referenced. The revised list also introduces some additional requirements for non-householder applications to ensure that proposals meet current legislative and policy requirements, are capable of delivering high quality design and addressing sustainability policies. Furthermore by requiring applicants to submit certain details as part of the planning application for major and/or complex and sensitive proposals it is possible to reduce the use of conditions requiring further submissions which will reduce timescales for implementing permissions as well as reducing pressure on workload and resources.

Additional requirements added to the Local List include:-

- Clarification on the requirements within a Design and Access Statement
- Large scale (1:20) plans to show sensitive or complex design details
- Submission of Living Roof details for appropriate schemes
- Computer Generated Images for Major proposals
- Clarity of details required for applications which seek to amend existing planning permissions
- Accommodation Schedule to be submitted with all applications for new dwellings
- Submission of Construction Logistics Plans for major proposals or those which could generate significant construction traffic
- Submission of landscaping proposals for appropriate schemes

- Clarification on the information required to demonstrate that new units can meet wheelchair and lifetime home standards
- Submission of materials samples for appropriate schemes
- Submission of sustainability statements for appropriate schemes

In light of the minor changes it is recommended that Members to provide delegated authority for Officers to consult on the local information requirements document and then adopt the document in the event that no significant representations that could lead to amendments are received.

In the event that representations leading to amendments are received an update would be reported to the next available DC Committee before formal adoption.

## **POLICY IMPLICATIONS**

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

<b>Non-Applicable Sections:</b>	Financial; Legal; Personnel
Background Documents: (Access via Contact Officer)	Town and Country Planning (Development Management Procedure) Order 2010 (as amended); DCLG National Planning Practice Guidance (online at <a href="http://planningguidance.planningportal.gov.uk/">planningguidance.planningportal.gov.uk/</a> ).