

Committee:	Development Control Committee	Agenda Item
Date:	19 March 2008	7
Title:	Introduction of 1APP (national planning application form) – Validation requirements	
Contact:	Lynn Rusling – Customer Care Officer (01799) 510467	Item for decision

Summary

This report relates to the check list of documents required to be submitted in connection with the new national application form (1APP) in order for an application to be valid. This report sets out the context for the validation requirements and recommends that the committee adopts the draft check lists, amended following recent consultation, so that compliance with the list can become a requirement on all new applications submitted under the new 1APP system.

Background

As Members will be aware from a recent workshop, the Department for Communities and Local Government is launching 1APP, the Standard Planning Application forms to replace all existing types of planning application form (except minerals) within England. From the 6th April 2008, in conjunction with the Planning Portal, 1APP will be the only method of submitting a planning application.

The 1APP form will cover the range of application types i.e., Planning Permission, including householder applications, Listed Building consent, Conservation Area consent, Tree Applications (inc. Tree Preservation Orders and Trees in Conservation Areas), Advertisement consent and applications to discharge planning conditions. 1APP also allows the completion of a single application form for multiple types of consent, for example a Listed Building Consent together with a Full Planning Application.

As part of this process the Government is introducing new rules for the validation of applications. An application will only be valid if the applicant has submitted the required range of information known as planning application requirements. Some specified information is required with all applications, such as plans, and are known as "National Requirements". Others depend on the type and location of a development and/or the policies of a local authority. These are known as "Local Requirements". Local planning authorities will adopt their own validation check lists of documents which need to be submitted with applications. The intention of these check lists is to make applicants aware of the information that is required in advance of submitting an application. This should prevent applications being declared invalid and to provide Officers, Members and consultees all the information required to be able to comment on and determine applications in a timely manner.

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In order for a check list to have statutory status it must be adopted by the local planning authority following a period of public consultation (see below). Once adopted the check lists will be made available on the Council's web site, attached to hard copy application forms sent to applicants and submitted to the Planning Portal for applicants making online applications. A copy of the check lists will be provided to Members prior to the committee meeting.

Consultation

Officers have prepared draft validation check lists to correspond with each of the new application forms together with supporting guidance. The lists incorporate documents and information required by national planning guidance and the Council's Local Plan and adopted Supplementary Planning Documents. These documents have been made available on the Council's web site for comment. We have written to those bodies with whom we consult on applications including statutory consultees and Parish Council's and to planning agents who regularly submit applications to the authority inviting their comments. The consultation period ends on 14th March 2008. Comments have been received from: The Environment Agency, English Heritage, The Highways Agency, Essex County Council's Senior Historic Environment Officer and the Council's Energy Efficiency Surveyor. The comments received relate to the guidance on the documents requested not the content of the lists. These comments and have now been incorporated into the guidance notes.

Recommendation

That the committee agree to the content of the Validation Check Lists and adopts them as a formal requirement for validation of applications submitted under the new 1APP system.

Background Papers

Impact

Communication/Consultation	On website, statutory consultees and Parish Council's and to planning agents
Community Safety	None
Equalities	None
Finance	None
Human Rights	None
Legal implications	Check lists must be adopted in order to become a statutory requirement
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None