

17. LOCAL VALIDATION LIST (JEN)

A 'validation list' is the list of items that must be submitted with a planning application in order for it to be registered. At May planning committee a local list was adopted for the purposes of planning applications. This report seeks authority to adopt a local list for the purposes of validating applications under:

- s191 of the Town and Country Planning Act for Lawful Development Certificate for existing use, operation or activity and applications, and; under,
- s192 of the Town and Country Planning Act for Lawful Development Certificate for a proposed use or development.

Validation requirements are not intended to be an exhaustive assessment of exactly what will be required to determine every application. In many circumstances, additional information will be requested in the course of dealing with an application in order to properly assess the impacts of the proposal.

Local List

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 County Planning (Development Management Procedure) (England) Order 2015 as well as the National Planning Policy Framework (NPPF) states that local planning authorities should publish a list of their information requirements for planning applications and that this list, known as the "local validation checklist", should be reviewed every two years. This list should be subject to consultation and should be published on the local planning authority's website.

Section 62 requires that information requested by a local planning authority for submission 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.

Regard has been had to these tests in producing the local validation checklist proposed below.

Proposal

A local validation list has been prepared and circulated amongst colleagues. It is set out in the recommendation below.

RECOMMENDATION

To APPROVE the adoption of the Local Validation Checklist as set out below:

	The PDNPA Local Validation List requires the application to be supported by the following information where stated.	When required
1.	A Location plan, which shows the application site in relation to the surrounding area. The Location plan should be at a scale of 1:1250,	All applications

	and identify the application site edged with a red line, and other land owned by the Applicant edged with a blue line. The plan must include a “north” arrow.	
2.	Block plan of the site on paper size less than A2 at a scale of 1:500 or 1:200 showing any site boundaries edged red.	All applications
3.	Existing and proposed elevations, on paper size less than A2, and at a scale of 1:50 or 1:100, with scale annotated on the plan.	Applications relating to existing or proposed buildings.
4.	Existing and proposed floor plans, on paper size less than A2, and at a scale of 1:50 or 1:100, with scale annotated on the plan.	Applications relating to existing or proposed buildings.
5.	Existing and/or Proposed site survey plan on paper size less than A2 at a scale of 1:50 or 1:100 – the plan must indicate to which part of the land each such use, operation or other matter relates.)	All applications which relate to two or more uses, operations or other matters
6.	A supporting statement, which sets out the details of the use, operations or activity for which a certificate is sought, and explains on what grounds a certificate is sought, and how the evidence verifies the claim.	All applications
7.	Statutory Declarations from people with a personal knowledge of the use/operation or activity for which a certificate is sought.	All applications under S.191 for an existing development
8.	Supporting documentary evidence This could include: <ul style="list-style-type: none"> • Copies of Council tax records (residential use) • Evidence of entry on Electoral Role (residential use) • Rental and Tenancy Agreements (residential use) • Copies of accounts/booking records (business use) • Copies of utility bills (residential use) • Invoices for building works (operational development) 	All applications under S.191 for an existing development
9.	In applications for ancillary buildings within the curtilage of a dwelling a full description of the existing or proposed use of the ancillary building.	Applications relating to ancillary buildings within the curtilage of a dwelling.