

Report to Portfolio Holder

Subject: Local Requirements List for planning related applications

Date: 19th October 2022

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Wards Affected: All

Purpose

To approve the Local Requirements List

Key Decision

No.

Recommendation(s)

THAT the Portfolio Holder:

- 1) Approves the Local Requirements List for public consultation**

1 Background

- 1.1 Gedling Borough Council determine in the region of 700 planning and related applications a year. Currently the Council can validate applications in accordance only with the National requirements, as set out in the Planning Practice Guidance (paragraph 22 Reference ID: 14-022-20140306) and the Town and Country Planning Development Management Procedure (England)(Order) 2015. However, paragraph 44 of the National Planning Policy Framework (2021) identifies that a list of local requirements can be adopted by a Local Planning Authority and that the information sought should be the minimum needed to make a decision. The document should be reviewed at least every two years and Local Planning Authorities should only request information that is relevant, necessary and material to the application in question.

- 1.2 Applications received with all relevant information will ensure that all interested parties e.g. Officers, Statutory consultees and neighbours, have sufficient details to consider the proposal and it will also assist the Council in making timely decisions. Currently the Council relies on the national validation requirements and this can sometimes mean that valuable information is missing at the outset, which can lead to a delay in determining applications.
- 1.3 As outlined in the Planning Practice Guidance (paragraphs 38-44), a Council can produce a Local List which will outline specific documents that can be sought in support of a planning application e.g. a heritage statement or flood risk assessment. This is not to say that Councils can invalidate application erroneously, which is not the intention with this document, but it will create continuity and certainty in the approach to the validation of planning and related applications.

The proposal

- 2.0 The Local Requirements List is reproduced at **Appendix A** and provides a background as to why the document is required as well as useful links to relevant policy guidance that will assist in the determination and consideration of applications.
- 2.1 The document then provides a list of what would be required to be submitted in support of different types of applications. This will include a wide range of applications, including a typical householder application, where the site may be in the green belt, outline and reserved matters applications, as well as less common applications e.g. a prior notification application for an agricultural building. To aid use of the document, the contents page provides hyperlinks to the relevant section of the document so that it is not necessary to scroll through or read the whole document.
- 2.2 By way of an example, should an application be submitted for the conversion of a barn to a dwelling the Council would now be in a position to ensure that the application is accompanied by not only that required at the national level e.g. elevation drawings, but also a structural survey and protected species survey, all of which would assist Officers and agents alike in ensuring that the application can be determined in a timely manner and ensure that members of the public and other key stakeholders are in receipt of full information at the outset of the process.
- 2.3 It is intended for the document to be added to the Council web-page for a period of 6-weeks for public consultation. Targeted consultation will also be undertaken with agents who regularly submit applications and developers who are members at the Gedling Developer's Forum. After the public consultation the responses and document as whole will be thoroughly reviewed and, as necessary, updated with a view to having the Local Requirements List adopted early in 2023, subject to Cabinet approval.

3 Alternative Options

3.1 To continue relying on the national requirements for validation; however, the local list will allow greater consistency in terms of validation and more timely decisions and greater continuity for applicants and their agents.

4 Financial Implications

4.1 None. The draft scheme of validation has been undertaken by our staff within an agreed budget.

5 Legal Implications

5.1 The National Planning Policy Framework (2021), paragraph 44, supports the creation of a local list for applications for planning permission, which should be reviewed every two years.

6 Equalities Implications

6.1 None.

7 Carbon Reduction/Environmental Sustainability Implications

7.1 The document will be electronically available to deter paper copies as well as encourage planning applications to be submitted electronically rather than by paper. The proposed new validation requirement for major applications, those of which are for the erection of 10 or more dwellings and commercial developments of more than 1,000sqm, will require an assessment to be submitted to consider the Low Carbon Planning Guidance for Gedling.

8 Appendices

8.1 Appendix A: Local Requirements List.

9 Background Papers

9.1 None.

10 Reasons for Recommendations

10.1 To authorise public consultation on the document, which will allow it be reviewed by key stakeholders, prior to any decision being made on whether to adopt the document.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Approved by:

Date:

On behalf of the Monitoring Officer