	Development Control Committee	**Thursday, 15 August 2024**	**Matter for Decision**

Report Title:	**Local Validations Checklist - Planning Applications (2024)**
Report Author(s):	**Jamie Carr (Planning Policy & Development Manager)**

Purpose of Report:	To adopt the Council's New Local Validations Checklist.
Report Summary:	The Council's previous Local Validation Checklist was published c. 2009. Regular monitoring has highlighted that more than 75% of all planning applications received by the Council are invalid on receipt. Such a high rate of invalid planning applications places a huge additional burden on the Planning Validations Officer as the Officer needs to undertake substantial on-going correspondence to ensure that all the information is contained within the submitted planning application so that an informed and robust decision can be made. On Thursday 30 May 2024, the Development Control Committee approved the draft Local Validation Checklist for public consultation. On Friday 7 June 2024, the draft Local Validation Checklist was sent directly, via email, to 75 planning agents and architects that the Council held on its planning application database. The consultation email sent directly to consultees explained the purpose of the consultation, attached the consultation document, set out the consultation period (4 week period), and explained how to make comments. No responses and / or comments were received by the Council from agents / architects in relation to the consultation. The document remains unchanged from that previously agreed by Members.
Recommendation(s):	**It is recommended that Members adopt the New Local Validations Checklist.**
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Teresa Neal (Strategic Director) (0116) 288 8961 teresa.neal@oadby-wigston.gov.uk Adrian Thorpe (Head of the Built Environment) adrian.thorpe@oadby-wigston.gov.uk (0116) 257 2645 Jamie Carr (Planning Policy & Development Manager) (0116) 257 2652 jamie.carr@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1) Our Communities (SO2) Our Economy (SO3) Our Environment (SO4) Our Partners (SO5)

Vision and Values:	"Our Borough - The Place To Be" (Vision) Customer & Community Focused (V1) Proud of Everything We Do (V2) Collaborative & Creative (V3) Resourceful & Resilient (V4)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Regulatory Governance (CR6) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	**1.** New Local Validations Checklist (2024)

1. Introduction

1.1 Validation is a process undertaken by the Council on a planning application prior to starting the formal process of determining whether to grant or refuse planning permission. The validation of applications is the process to check that the correct documents and fee (where applicable) have been submitted in order for the Council to make an informed decision based on the impact of the application proposal. **Appendix 1** to this report sets out the level of information that will be required for certain types of planning applications in order that they can be validated and determined by the Council.

1.2 Validation requirements for planning applications are set both nationally and locally. **Appendix 1** to this report sets out the expectations for planning applications submitted to the Council, helping to reduce unnecessary delay at the validation stage due to the omission of required information.

1.3 As mentioned above, there are two levels of mandatory document requirements: national and local. The national checklist sets out the essential (minimum) requirements for validating all applications. The local list is prepared by the Council and provides a list of additional local requirements which will need to be met in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and

nature of the development

2.   Consideration

2.1   Paragraph 44 of the National Planning Policy Framework (NPPF) states that 'local planning authorities should publish a list of their information requirements for applications for planning permission'. It goes onto state that 'these requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years'. Further, paragraph 44 suggests that 'local planning authorities should only request supporting information that is relevant, necessary and material to the application in question'.

2.2   The Council's previous Local Validation Checklist was published circa 2009. It should be noted that the document is a completely new Local Validations Checklist that takes account of all relevant legislation and guidance.

2.3   In addition to the above, regular monitoring has taken place in relation to the quality of planning applications submitted to the Council. Over recent months, monitoring has highlighted that in excess of 75 per cent of all planning applications received by the Council are invalid on receipt. Such a high rate of invalid planning applications places a huge additional burden on the Council's Validations Officer as the Officer needs to undertake substantial on-going correspondence to ensure that all of the information is contained within the submitted planning application so that an informed and robust decision can be made.

2.4   On Thursday 30 May 2024, Members of Development Control Committee approved the draft Local Validation Checklist for public consultation. On Friday 7 June 2024, the draft Local Validation Checklist was sent directly, via email, to 75 planning agents and architects that the Council held on its planning application database. The consultation email sent directly to consultees explained the purpose of the consultation, attached the consultation document, set out the consultation period (4 week period), and explained how to make comments.

2.5   No responses and / or comments were received by the Council from agents / architects in relation to the consultation. Therefore the document remains unchanged from that previously agreed by Members.

3.   Conclusion

3.1   The document be adopted as the New Local Validations Checklist 2024.