

REPORT TO:		Planning Committee
DATE:		19 February 2025
REPORT AUTHOR:		Head of Planning and Transportation
TITLE OF REPORT:		Local List of Validation Requirements for Planning Applications
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable

1. Purpose of Report

- 1.1 The purpose of this report is to seek agreement to undertake public consultation on the updated Local List of Validation Requirements for Planning Applications (the “Local List”).
- 1.2 The Council, as local planning authority, should publish a bespoke list of the Council’s information requirements to be submitted with planning (and related) applications if it wishes to request information over and above that set out in the national information requirements (“National List”) as required by legislation (Article 7(1) (c) (ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015).
- 1.3 A Local List should be reviewed at least every 2 years. The currently adopted Local List is dated December 2012. It is therefore proposed to consult on the updated list for a period of four weeks after which the document would be adopted.

2. Recommendation

- 2.1 That the Local List attached at appendix 1 is consulted upon for a period of four weeks and that delegated authority is given to the Head of Planning and Transportation to adopt the list with or without modifications following consideration of the public consultation responses.

3. Reasons for Recommendations and Background

- 3.1 The Government publishes a ‘National List’ of validation requirements, which covers basic information to be submitted with all applications for planning permission. This includes a completed application form, plans, and the appropriate application fee.
- 3.2 If local planning authorities wish to introduce other requirements it is for each Council to specify what it requires in a ‘local list’ which they must prepare in consultation with the local community (e.g. planning agents, and statutory/non-statutory consultees).

The Local List is prepared by the local planning authority to clarify what information is usually required for applications of a particular type, scale or location.

3.3 Paragraphs 44 and 45 of the National Planning Policy Framework (the NPPF) identify that the right information is crucial to making decisions on planning applications, and that local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question

3.4 The adoption of an up-to-date Local List will ensure that quality planning applications are received and will provide certainty for applicants and officers alike when validating planning applications. An up-to-date Local List is essential to ensure that all the necessary information is submitted with planning applications to enable the local planning authority to process them efficiently and consistently, and to be able to assess them against local policies. The updated list will take into account:

- the key changes having regard to the adopted development plan, NPPF and recent planning practice and guidance;
- the introduction of the Biodiversity Net Gain (“BNG”) Regulations in early 2024;
- preference for applicants to submit electronically via the Planning Portal and;
- further clarification of any technical requirements.

3.5 In terms of the Council’s local requirements, particular regard is given to the requirements outlined in the NPPF, National Planning Policy Guidance (NPPG) and the Hyndburn Core Strategy and Development Management DPD policies. In doing so, the local list is considered to meet the statutory tests in that the information requested is considered to 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.

3.6 The updated list (attached) will be sent directly to stakeholders. The consultation will also be published on the Council’s website. A period of four weeks will be given for responses.

3.7 Following consultation, all responses will be tabulated, considered and inform changes to the list before adoption by the Council.

4. Alternative Options considered and Reasons for Rejection

4.1 The alternative would be to continue with the existing Local List which is considered to be out-of-date and fails to set out the additional information requirements that have arisen from changes to the development plan, NPPF and recent planning practice and guidance, and BNG Regulations.

**5. Local Government (Access to Information) Act 1985:
List of Background Papers**

5.1 None applicable.

6. Freedom of Information

6.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.