1. **Purpose of Report**

For members to consider the draft revised list of Local Requirements for the validation of planning applications, prior to it being published for consultation.

2. **Advice**

| That it be RESOLVED: | That the District Council formally agrees to the draft document going out for public consultation. |

3. **Introduction**

In September 2008 Daventry District Council adopted its Local Requirements for the validation of planning applications. This list was revised in October 2013 to take into account new legislation, changes to planning policy, and to ensure that applicants are asked for information proportionate to the size and complexity of the development. Apart from the addition of the CIL additional information form, the List has not been revised in the last two years. For the List of Local Requirements to remain valid, it has to be reviewed every two years. Consequently, the existing list has been revised, but needs to go out to public consultation and revised as necessary, prior to final adoption by the Council.

4. **Information**

4.1 The Council's Local Requirements for the validation of planning applications, together with the National Requirements, sets out the information that the Local Planning Authority requires to be submitted for each type of application before it can be registered as a valid planning application.

4.2 Whilst the document sets out the Council's maximum requirements, in many cases the type and scale of development will mean that not all those information requirements listed against each particular application type will be needed. Pre-application discussion has always been encouraged in order to clarify what will be needed in each case.

4.3 Since the last review of the List, there has been new guidance published by the government, together with other publications, that need to be incorporated
into the new List. These include the Planning Policy Guidance (PPG), which is the companion document to the National Planning Policy Framework (NPPF), and a new General Permitted Development Order and Development Management Procedure Order. Since the last review, the use of the internet and electronic documentation has increased, and is also being accessed by a wider range of people in the community. The document has been altered and revised accordingly.

4.4 The main revisions and alterations to the document are:

- The updating of the document with the most recent publications and guidance.
- Making the document more user-friendly when accessed electronically, with links to enable quicker access through the document itself, and links to publications on external websites.

The List itself has been altered as follows:

- The requirement for a Conversion Assessment – for the change of use of rural buildings to residential use has been removed, due to the adoption of the West Northamptonshire Joint Core Strategy, and the national introduction of “prior approvals” for the conversion of farm buildings to dwellings.
- The Flood Risk Assessment/drainage has been most comprehensively revised in order to incorporate advice from Northamptonshire County Council, which, since April 2015, has been the Lead Local Flood Authority.

4.5 If this draft revision is agreed, the public consultation must last for a period of not less than 6 weeks. The document will be put on the Council website, emails will be sent to developers (those who have submitted applications to this Council within the last 2 years), and there will be a press release.

4.6 It is hoped that if the draft is agreed, the consultation period will last from 3 July until 14 August, with the results of the consultation reported back to Planning Committee on 2 September, with the adoption shortly afterwards. This would ensure that there is no period of time when the Local List would be out of date.

4.7 It should also be noted that during the consultation period the document would need to be updated to refer to the current position in relation to the adoption of the Community Infrastructure Levy by the Council.

5. Implications

5.1 Financial – No implications, apart from any in relation to 5.2 below.

5.2 Personnel – Can be absorbed into existing workloads.

5.3 Legal – No implications.

5.4 Environmental – No implications.

5.5 Policy – No implications
5.6 ICT – The form will be added to the existing list on the Council’s website.

5.7 Crime and Disorder – No implications

5.8 Human Rights – No implications

5.9 Equalities – No implications

6. Conclusions

The revised List will continue to give developers certainty in the information that is required to make valid a planning application.

Maria Taylor
Community Manager

Background papers:
Report to Planning Committee 24 September 2008
Report to Planning Committee 9 October 2013
Report to Planning Committee 18 February 2015
National Planning Policy Framework
(National) Planning Practice Guidance
DDC Local List for the validation of planning applications adopted 9 October 2013, revised February 2015

Previous minutes:
P.80/08
C.91/08
P.74/13
P.20/15
C.86/13

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