

PETERBOROUGH CITY COUNCIL “ONE STOP SHOP” (OSS) VALIDATION REQUIREMENTS CHECKLIST FOR A FULL PLANNING APPLICATION*

115

EXISTING REQUIREMENT	PROPOSED
Completed application form	Retain – national requirement
Correct Fee	Retain – national requirement
Location Plan	Retain – national requirement
Ownership Certificates	Retain – national requirement
Agricultural Holdings Certificate	Retain – national requirement
Design and Access Statement	Retain – national requirement (on limited applications)
Existing site layout plans (block plan)	Necessary drawings are a national requirement – retain current OSS requirement
Proposed site layout plans (block plan)	Necessary drawings are a national requirement – retain current OSS requirement
Existing floor layout plans	Necessary drawings are a national requirement – retain current OSS requirement
Proposed floor layout plans	Necessary drawings are a national requirement – retain current OSS requirement
Existing elevations	Necessary drawings are a national requirement – retain current OSS requirement
Proposed elevations	Necessary drawings are a national requirement – retain current OSS requirement
Roof plans	Amend to only require for complex roof structures
Cross section and site levels	Amend to only require where site or site and surrounding land at variable levels
Environmental Impact Assessment	Required in certain cases in accordance with the Town and Country Planning (Environmental Impact Assessment)

Statement of contribution towards environment capital	Regulations 2011 – keep requirement as existing Remove from local requirements. This relates to policy CS10 of the Core Strategy. Officers consider that can be dealt with through assessment of other application particulars and through conditions where appropriate.
Supporting planning statement	Remove – can be covered in other application particulars and drawings
Photographs or photomontages	Remove – officers normally photograph a site during a site visit
Flood Risk Assessment	Retain – required for certain types of development in areas of high flood risk and will be required by the Environment Agency before they will provide consultation advice on those applications (For applications requiring FRA in Hampton and Hempstead, the FRA should demonstrate compliance with the approved strategic FRA for the township)
Planning Obligations	At present a draft heads of terms is required. It is proposed to require the applicant solicitor details and proof of title up front because failure to provide this information early on has lead to applications being unduly delayed.
Tree or arboricultural survey	Retain (only required in certain circumstances where trees are present)
Biodiversity checklist (survey and report)	Propose to amend by creation of a simplified checklist which will be tailored to small scale (householder and minor) development and retain the existing checklist (slightly amended) for major development/EIA development
Details to accompany a waste development which includes mineral extraction	Retain but the precise details for each such application should be the subject of pre-application discussion
Archaeological Assessment	Retain (only required in certain circumstances)
Structural Survey	Retain (will no longer be required where change of use only from

	an agricultural building where such change now falls within the new prior approval procedures and a planning application is not required)
Landfill statement	Retain (only required in certain circumstances)
Land contamination Assessment	Retain where contamination is known or suspected
RECAP waste management checklist	Remove – this was added to the list in January 2013 as a result of policy CS28 of the Minerals and Waste Core Strategy and the RECAP Waste Management Design Guide. Officers will be applying the policy when considering the applications but are not finding the checklist is helpful in the determination of the application. Whether adequate waste disposal facilities are provided is best shown on the plans and through other submission material. The checklist is also too complex for the majority of applications.
Retail, leisure and office development impact assessment	Retain but remove reference to office development in accordance with the National Planning Policy Framework (NPPF) and policy PP9 of the PCC Planning Policies DPD
Conservation area appraisal	Retain but merge into Design and Access Statement
Transport assessment	Retain (required for certain types and scale of development)
Draft framework travel plan	Remove - not needed as can be dealt with through other means
Affordable housing statement	Remove – not needed as can be dealt with through other means
Lifetime homes details	Re-word – require for 15 or more dwellings and request that lifetime homes dwellings be shown on the block plan and how lifetime homes standards will be met. (required by policy CS8 of the Core Strategy)
Open space assessment	Remove – can be assessed by case officers other submissions
Statement of community involvement	Remove – not needed to make an application valid
Noise impact/acoustic report	Retain as existing
Air quality assessment	Retain (slightly amended to be more specific about when required)

Ventilation or extraction details	Remove – not needed to make application valid and can be dealt with by other submission/drawings or condition as appropriate
Details of any lighting scheme	Remove – not needed to make application valid and can be dealt with by other submission/drawings or condition as appropriate
Sunlight and Daylight Assessment	Not necessary to make valid as in the majority of instances the case officer will undertake this as part of the consideration of the application from the drawings submitted

* The above amendments would be carried across all application types e.g. outline applications, reserved matters

GREY SHADING – Validation requirements that are either proposed to be removed or made less onerous in the majority of cases