

PLANNING AND ENVIRONMENTAL PROTECTION COMMITTEE	AGENDA ITEM No. 5
26 JULY 2011	PUBLIC REPORT

Cabinet Members responsible:	Lead Members: - Cllr Hiller (Housing, Neighbourhoods and Planning)	
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CHANGES TO LOCAL VALIDATION LIST AND “ONE STOP SHOP” WEBSITE – REPORT FOR INFORMATION PURPOSES

RECOMMENDATIONS	
FROM : Head of Planning Services	Deadline date : October 2011
That Committee note the proposed changes to the Local Validation List (which is to be the subject of public consultation) and note the provisions of the “One Stop Shop”	

1. PURPOSE AND REASON FOR REPORT

1.1 This report is submitted to Committee as on previous occasions changes to the Local Validation List, which sets out what information has to be submitted with planning applications, have been reported to Members for information. The provision of a “One Stop Shop” web based application checklist and guidance is also presented to Members for information purposes.

2. TIMESCALE.

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	
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3. MAIN BODY OF REPORT

3.1 Planning applications must be accompanied by “standard” information set out in a National List of requirements and by any further information set out in the Council’s Local List of requirements. Peterborough City Council has a Local List of requirements published on its website. We have noted that the presentation of what is required to be submitted could be improved upon and that further clarification on specific requirements for each application type is needed. These improvements are required both for applicants and agents submitting applications and our own technical support staff who are responsible for validation of applications. To this end a bespoke “One Stop Shop” web based checklist has been created which provides further detail and clarity on the requirements. A demonstration of the “One Stop Shop” will be presented at the Committee meeting.

3.2 Many of the improvements made to the current Local List of requirements merely provide further clarification to items that presently appear on the list. However, the review of the current list and preparation of the new lists to be provided in the “One Stop Shop” has highlighted a need in some areas to update the current Local List of Requirements. These updates are as follows;

1. The adoption of the Peterborough Core Strategy has introduced policies CS8 and CS 10. Policy CS8 requires that developments of 15 dwellings or more shall provide 20% of those dwellings to Lifetime Homes Standard. For developments of 50 dwellings or more a further 2% will need to be to wheelchair user standard. Policy CS10 requires that all development of 1 dwelling or more or other development providing 100 square metres or more will need to demonstrate the contribution the development will make to the Council's Environment Capital Agenda over and above that required by building regulations at the time. Therefore it is proposed to update the Local List requirements for full and outline applications (with some or all matters reserved) to reflect these requirements. Submitted applications in these categories will therefore need to demonstrate that they have taken these policy requirements into account via the plans and/or written submissions before the application can be made valid.
 2. No requirements are published on our website with regard to submission requirements for Minerals and Waste applications, including Renewal of Old Mineral Permissions (ROMPS). This will be rectified to meet the requirements of the relevant regulations and will be in line with expected requirements for such applications e.g. Environmental Impact Assessments for certain proposals, details of restoration schemes etc.
 3. Masterplan/parameter plans will be required for all major strategic development (likely to be built in phases). In the case of residential or mixed commercial/residential development we will require a masterplan and parameter plans to be submitted for development containing 500 or more dwellings.
 4. Draft Section 106 Obligations and details of ownership (commonly known as title and title plan) and solicitor name for all applications requiring a planning obligation under the adopted Planning Obligations Implementation Scheme (POIS). This includes application for removal or variation of condition made under Section 73 of the Town and Country Planning Act (1990) as amended, where the parent permission was subject to a legal agreement or where the changes to the proposal in terms of physical and/or policy considerations warrant re-consideration of this issue. Additionally applications made to extend the time period for commencement of development, where the POIS needs to be applied will also require submission of a draft agreement and solicitor/ownership details with the application. Updated templates for planning obligations are to be made available on the website
 5. Applicants will be required to identify which roads (and areas associated land) and open space are to be proposed for future adoption by the Council. This will:
 - assist highway officers in commenting on the appropriateness of the road design and smooth the way for the adoption at a later date
 - assist in the planning of future maintenance of the open space areas
- 3.3 In other instances, the "One Stop Shop" checklists expand on and clarify the need for certain requirements that already appear on the Local List of Requirements e.g. the Biodiversity Checklist. Some requirements are re-named e.g. the Conservation Area Appraisal is now called a Heritage Statement, to reflect terminology used in updated Government planning policy/guidance.

4 CONSULTATION

- 4.1 The Communities and Local Government Guidance on Information Requirements and Validation advises that changes to the Local List should go out to public consultation for 8 weeks. We will publish the new "One Stop Shop" on the website for 8 weeks during August and September 2011. We will send out a "flyer" (by email where possible) to the planning agents who regularly submit applications, inviting them to view and comment on the "One Stop Shop" including changes to the Local List. We will then make any necessary changes and "go live" with the "One Stop Shop" in October 2011.

5. ANTICIPATED OUTCOMES

- 5.1 We anticipate that there will be some negative response with regard to the new requirements that have come about because of the adoption of policies CS8 and CS10 of the Core Strategy. However, the consultation will not be an opportunity to review those policies. The new “One Stop Shop” web pages will provide the clarity and precision as to what is required to be submitted with an application that is missing from the current provision. In line with national guidance, it is anticipated that a proportionate response to validation requirements i.e. the more complex the application the more information is needed (and vice versa) will be clear and transparent in the “One Stop Shop”.

6. IMPLICATIONS

- 6.1 **Legal Implications** – The proposed changes have been prepared and will be consulted on in accordance with guidance issued by national government. There are no legal implications arising from the changes.
- 6.2 **Financial Implications** – There are no financial implications. The changes can be delivered within existing budgets.
- 6.3 **Human Rights Act** – No implications
- 6.4 **Human Resources** – Can be delivered within existing resources
- 6.5 **ICT** – Assistance might be required with regard to bringing the project to the website and this can be delivered within existing budgets
- 6.6 **Property** – No implications
- 6.7 **Contract Services** – No implications
- 6.8 **Equality & Diversity** – The changes will enable more people to ‘self serve’ electronically through a single point of contact but will not result in the withdrawal of ‘manual support’ available to customers. The changes therefore do not have a negative impact on any of our customers.

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