



<b>Subject:</b>	Discussion on Draft Planning Application Validation Checklist
<b>Date:</b>	11 <sup>th</sup> February 2025
<b>Reporting Officer(s):</b>	Kate Bentley, Director of Planning and Building Control
<b>Contact Officer(s):</b>	Ed Baker, Planning Manager (Development Management)

<b>Restricted Reports</b>	
<b>Is this report restricted?</b>	<b>No</b>
<b>If Yes, when will the report become unrestricted?</b>	
After Committee Decision	
After Council Decision	
Some time in the future	
Never	

<b>Call-in</b>	
<b>Is the decision eligible for Call-in?</b>	<b>Yes</b>

<b>1.0</b>	<b>Purpose of Report or Summary of Main Issues</b>
1.1	The Council is currently consulting on its Draft Planning Application Validation Checklist.
1.2	At its meeting of 15 <sup>th</sup> October 2024, the Committee agreed to hold a workshop on the draft checklist. It is proposed that there is a discussion on the draft checklist at the main Committee meeting on 11 <sup>th</sup> February 2025. The proposed final checklist is expected to be reported to the Committee at its 18 <sup>th</sup> March 2025 meeting.
1.3	Officers will give a presentation on the Draft Planning Application Validation Checklist followed by Member discussion.
<b>2.0</b>	<b>Recommendation</b>
2.1	The report is for notation.

<b>3.0</b>	<b>Main Report</b>
	<b><u>Background</u></b>
3.1	The Council is currently consulting on its Draft Planning Application Validation Checklist. The final Validation Checklist, once adopted, will set out additional statutory information requirements for applications for full planning permission, outline planning permission and approval of reserved matters over and above the current minimum statutory requirements (which will remain unchanged).
3.2	The Committee considered the proposed consultation at its meeting on 15 <sup>th</sup> October 2024. The report to that Committee sets out the background to the consultation and reasons for the Validation Checklist and can be viewed <a href="#">here</a> (item 26).
3.3	The public consultation runs from 03 December 2024 to 10 February 2025 (10 weeks).
3.4	A link to the consultation online survey and Draft Planning Application Validation Checklist can be found <a href="#">here</a> . A copy of the draft checklist is provided at <b>Appendix 1</b> .
3.5	The Department for Infrastructure (Dfi) has very recently published <a href="#">Development Management Practice Note 8: Planning Application Validation Checklists</a> , which provides guidance to councils on their preparation and implementation of validation checklists.
	<b><u>Engagement</u></b>
3.6	As well as the online survey, the Planning Service has carried out engagement events with other service areas within the Council, statutory and non-statutory consultees and customers. The latter session was an in-person event held in City Hall with applicants, planning agents and architects.
	<b><u>Proposed Final Validation Checklist</u></b>
3.7	Feedback from the online consultation survey and engagement events will be assessed and inform changes to the proposed Final Validation Checklist. It is expected that the final checklist will be reported to Committees in March, including the Planning Committee for notation and comment, Strategic Policy and Resources Committee for agreement and Full Council in early April for ratification and adoption.
3.8	The Final Validation Checklist will be implemented from its publication on the Council's website, expected to be early April 2025.
	<b><u>Committee Discussion</u></b>
3.9	Officers will give a presentation on the Draft Planning Application Checklist, followed by Member Discussion.
<b>6.0</b>	<b>Financial &amp; Resource Implications</b>
6.1	The Council's ability to specify information requirements for particular types of application will have a significant impact on efficiency and timely processing of planning applications.
<b>7.0</b>	<b>Equality or Good Relations Implications / Rural Needs Assessment</b>
7.1	The draft Validation Checklist is subject to a Section 75 Equality Screening and Rural Needs Impact Assessment. This information is available as part of the consultation and feedback received will be used to inform the development of the draft Validation Checklist.
<b>8.0</b>	<b>Appendices – Documents Attached</b>
	Appendix 1 – Copy of Draft Planning Application Validation Checklist (consultation)