

REPORT FOR DECISION

Agenda Item	
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MEETING: PLANNING CONTROL COMMITTEE
DATE: 27 MARCH 2007
SUBJECT: PLANNING APPLICATION PROCEDURES
REPORT FROM: BOROUGH PLANNING, ENGINEERING AND
TRANSPORTATION SERVICES OFFICER
CONTACT OFFICER: TOM MITCHELL – DEVELOPMENT MANAGER

TYPE OF DECISION: COUNCIL
**FREEDOM OF
INFORMATION
STATUS:** This paper is within the public domain

SUMMARY:

The report sets out revised procedures for the submission and validation of planning applications, including a “checklist” of information required with the submission of planning applications.

OPTIONS AND RECOMMENDED OPTION (with reasons):

The Committee is recommended to note the proposed new procedures.

IMPLICATIONS -

Corporate Aims/Policy Framework: N/A

**Financial Implications and
Risk Considerations** N/A

**Statement by Director of Finance
and E-Government:** N/A

Equality/Diversity implications: N/A

Considered by Monitoring Officer: N/A

Are there any legal implications? No

Staffing/ICT/Property: N/A

Wards Affected: ALL

Scrutiny Interest: N/A

TRACKING/PROCESS

EXECUTIVE DIRECTOR: EDS

Chief Executive/ Management Board	Executive Member/ Chair	Ward Members	Partners
Scrutiny Commission	Executive	Committee	Council

1.0 BACKGROUND

The “validation” of planning applications is an important task which determines whether the application is in a form that can be processed. There are national requirements including, forms, plans, certificates of ownership and fees to be paid but these are limited and are not in themselves adequate to ensure that all the necessary information is supplied, this of course will vary according to the type and scale of development.

The Government has produced a Best Practice Guide to the validation of planning applications. It has also produced draft regulations requiring applicants to meet locally determined requirements for information to be submitted with planning applications. The intention is to improve the quality of planning application submissions and to ensure that all the necessary information is available at the time of submission. This will improve the speed of decision making but also ensure that all interested parties have adequate information, at the start of the process, in order to assist their contribution to the debate.

The second change to the process is the introduction of a new national standard planning application form (known as 1APP). Prior to this, each Local Planning Authority used its own unique application forms and there has been no proscribed format for the forms.

2.0 ISSUES

Here in Bury we have been using an informal approach to a more rigorous validation process but have now produced a more formal checklist of requirements. The document attached formally sets down the potential range of information required along with guidance on when and what should be submitted with Planning Applications. Known as the Validation Checklist, the document will constitute the Council’s formally determined local validation requirements.

This document will be publicised and all our regular agents contacted with the details, advising that the document will be effective from the 16th April. After

this date all Planning Applications will be checked for compliance with the document before they are accepted as valid Planning Applications.

This is designed to help the validation process but should further information be required post validation the Council, in order to reach a decision, can request such information within 28 days of the date of submission

The national standard application form (1APP) will be mandatory, across England and Wales from the 1st October 2007 but here in Bury we are a pilot authority and expect to go live with the new form as soon as it is available on the 2nd April 2007.

The form is designed as an electronic form which will integrate directly into the Council's back office systems and will provide benefits for both applicants and the Council. Interestingly we are currently receiving about 25% of planning applications electronically, on line, and with 1APP this is expected to increase significantly. There will remain, however, an option for the form to be printed, completed and submitted as hard copy for those who prefer this form of transaction.

List of Background Papers:- None

Contact Details:-

Tom Mitchell
Development Manager
Environment and Development Services
Craig House
5 Bank Street
Bury BL9 0DN

Tel: 0161 253 5321

Email: t.mitchell@bury.gov.uk