Development Management Validation checklist

Report following consultation on a new local list of information requirements when submitting planning applications 2nd December 2016 to 30th January 2017

1. Consultation Overview

1.1 In December 2016 and January 2017 the Council, as Local Planning Authority sought views on a proposed updated list of local information requirements to be submitted with planning applications. The draft Validation Checklist was emailed directly to stakeholders and published on the Council's website. It sets out the requirements for supporting information that should be submitted with different types of applications. The aim is to ensure that all the necessary information is submitted at the outset so that the LPA can consider applications in an efficient and consistent way. The Council has sought to engage with key stakeholders, statutory consultees and local residents on whether the proposed information requirements are reasonable and proportionate and do not place an undue burden on the applicant whilst at the same time ensuring there is sufficient information to consider applications.

1.2 A total of 6 responses were received from members of the professional agents, and external consultees.

1.3 The consultation methodology and process were in line with the requirement arising from The Town and Country Planning (Development Management Procedure) (England) Order 2015 which sets out a need for us to republish a list of our requirements every 2 years. The Council last updated the list of local information requirements over 2 years ago.

2. Methodology

2.1 The consultation took place for 8 weeks 2nd December 2016 to 30th January 2017. Emails were sent directly to stakeholders using the database of consultees held for planning agents, community groups and consultees. Consultees were notified of the purpose of the consultation, where to view the document and how to respond. A notice was placed in the Haringey Independent on the 31st May

stating the dates of the consultation, where to view the document and how to respond to the consultation. Local agents discussed the proposed requirements at the Local Agents Forum held on 11 July 2013

2.2   **The relevant information was made available on the Council's website with the** documents available to download. Consultees were invited to respond via letter or email.

2.3   The main changes from the existing validation requirements are to bring the checklist in line with draft DM DPD Policies which have been to Examination in Public such as basement impact assessments and updates to the London Plan Policies.   The advice accompanying each requirement has been updated to provide better guidance for applicants.

3. Summary of responses

3.1   A total of 6 written responses to the consultation were received through emails, which is considered a low response rate.   The responses received to the consultation included responses from statutory consultees and local agents (see appendix 1).

3.2   The concerns expressed covered a range of issues including:
- Viability and affordable housing submissions
- Sketchup model requirements
- Flood risk assessments
- Crime prevention statements
- Application affecting playing fields

3.3   The points raised were largely noted or rebutted.   Flood risk assessment requirement and Sport England Checklist of Recommended Information Requirements were updated to reflect the NPPF.

4. The **Council's response**

4.1   Following the consultation, the Council summarised and analysed all comments received (see appendix 1).

4.2   The Council considered all comments and where relevant, appropriate and within the remit of the Local List has made amendments to the validation checklist to reflect these comments.

4.3   Amendments to the validation document include the following:
a)   Altering the flood risk assessment requirements

4.4   Several requests from respondents were not included as they were requirements of London Plan affordable housing policy.

4.5   Overall the Council found that the consultation was worthwhile and met the objectives of the document.

5. Next Steps

5.1   A revised checklist of information requirements for the validation of application has been prepared included the amendments outlined above. This will now form **the Council's 'Local List' for validating applications.** This revised document will be available to view on the website along. Officers will notify the Planning Portal of the changes to their Planning Application Requirements.

5.2   The a**gents'** forum will be advised that of the new validation checklist is available on the website.

5.3   The local information requirements will be reviewed at least every two years in future with further revisions and consultation taking place.