

DELEGATED

AGENDA NO:

**REPORT TO PLANNING
COMMITTEE**

DATE: 19th APRIL 2006

**REPORT OF CORPORATE
DIRECTOR OF DEVELOPMENT
AND NEIGHBOURHOOD
SERVICES**

**INTERIM SUPPLEMENTARY PLANNING GUIDANCE ON THE VALIDATION OF
PLANNING APPLICATIONS**

SUMMARY

- 1.1. This report invites the Planning Committee to note and endorse this interim document to assist officers of Stockton Planning Department in the validation of planning applications. It is the Council's intention to build upon this document and work towards a future Supplementary Planning Document (SPD) which will be formally adopted as part of the Council's Local Development Framework (LDF).
- 1.2. The purpose of this document is to outline the compulsory requirements of the Local Planning Authority and possible additional requirements for various planning applications in order for the Local Planning Authority to consider them as 'valid' planning applications.
- 1.3. This is aimed at enabling the Local Planning Authority to have sufficient information to confidently determine planning applications from the outset, in order to provide a fast and efficient planning service.
- 1.4 This report will also be forwarded to Cabinet in May 2006 and then Full Council for adoption.

RECOMMENDATIONS

1. ***Approval for Officers to consult on the Validation of Planning Applications as a Supplementary Planning Document (SPD), as detailed in Appendix 1.***

- 2. Authority be delegated to the Head of Planning in consultation with the Chair and Vice Chair of Planning Committee and Cabinet Member of Development and Regeneration, to refer this report to Cabinet and Full Council for its approval and adoption as a SPD. The results of the consultation and analysis of representations made will be duly considered prior to adoption of the SPD.**

Detail

This is an interim document to assist developers and Stockton Planning department in the validation of planning applications. It is the Council's Intention to build upon this document and work towards a future Supplementary Planning Document (SPD) which will be formally adopted as part of the Council's Local Development Framework (LDF).

This document is intended to offer assistance and guidance to developers submitting planning applications detailing the expected requirements for a variety of types of planning application in order to achieve a quicker, more transparent and efficient planning service.

This interim document is intended to outline the current validation procedures of planning applications received by Stockton Borough Council, providing guidance on the information required to be submitted as part of a planning application.

This is aimed at lessening the ambiguity of what is classed as a valid planning application and enabling the Local Planning Authority to have sufficient information to confidently determine planning applications while offering a clear and detailed requirement from the outset in order to provide a fast and efficient service.

The checklists provided within the application pack are by no means comprehensive and are aimed at covering the majority information required for most types of planning application submitted. In certain instances and particularly with sensitive, complex and major applications additional information may be required, in these instances the Local Planning Authority will contact the applicant or agent in writing outlining the additional information required and the application will remain invalid until all the required information is submitted.

1. Common reasons why applications are considered to be invalid

There are many simple and avoidable reasons why the Planning Department consider applications to be invalid, below are some of the most common.

- i. The drawings submitted do not show sufficient details or key elevations are missing.
- ii. The application forms/certificates are not correctly signed or dated
- iii. Incorrect fees enclosed or fee cheque not signed
- iv. Information submitted is still inadequate or incorrect
- v. Scales of drawings are incorrect, or not accurate
- vi. Key elevations or site plans are missing

2. Use of Agents

In order to help you with the preparation and submission of planning applications and scaled drawing the use of planning agents can assist this process. The Local Planning Authority is also concerned that some refusals might have been avoided if a suitably

experienced agent had been involved in helping with the preparation of the proposals. The Council advise that if an applicant decides to use an agent to check that they have either a proven track record with this type of application or the required skills to submit all the required information.

3. Pre-application discussions

An essential element of the planning process that is often neglected by both householder developments and commercial developments is the role of pre-application discussions. The Local Planning Authority offers a free and confidential service to pre-application enquiries and strongly encourages developers to write in, phone or arrange a meeting with a planner to discuss proposals prior to submission.

Some of the benefits of pre-application discussion are highlighted below;

1. Outline whether the proposed development would, in principle be acceptable
2. Highlight areas which need to be addressed, prior to submission
3. Advise on what types of supporting information may need to be submitted
4. Saves time and Money
5. Generally results in a smoother and quicker application process

Supplementary Planning Document

Appendix 1 of this report is the proposed Supplementary Planning Document

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Financial Implications.

Improved quality of applications submitted enabling the Local Planning Authority to have sufficient information to confidently determine planning applications while offering a clear and detailed requirement from the outset in order to provide a fast and efficient service and meet Government Performance targets.

Environmental Implications.

As Report.

Community Safety Implications.

Not Applicable.

Human Rights Implications.

The provisions of the European Convention of Human Rights 1950 have been taken into account in the preparation of this report.

Background Papers.

Ward(s) and Ward Councillors(s).

All