



GREAT YARMOUTH
BOROUGH COUNCIL

AGENDA

for the

DEVELOPMENT CONTROL TRAINING SESSION

26 February 2008

at 6.00 pm

**LARGER PRINT COPY AVAILABLE
PLEASE TELEPHONE: 01493 846325**

DEVELOPMENT CONTROL TRAINING SESSION

To be held in the Supper Room, Town Hall, Great Yarmouth
on Tuesday, 26 February 2008 at 6.00 pm

A G E N D A

DECLARATIONS OF INTEREST

You have a **PERSONAL INTEREST** in a matter being discussed at a meeting IF

- It relates to something on your Register of Interests form; or
- A decision on it would affect you, your family or friends more than other people in your Ward.

You have a **PREJUDICIAL INTEREST** in a matter being discussed at a meeting IF

- It affects your financial position or that of your family or friends more than other people in your Ward; or
- It concerns a planning or licensing application you or they have submitted
- **AND IN EITHER CASE** a reasonable member of the public would consider it to be so significant that you could not reach an unbiased decision.

If your interest is only **PERSONAL**, you must declare it but can still speak and vote. If your interest is **PREJUDICIAL**, you must leave the room. However, you have the same rights as a member of the public to address the meeting before leaving.

1. WELCOME

2. 1-APP – PLANNING APPLICATION VALIDATION AND THE ABILITY TO VIEW AND COMMENT ON PLANNING APPLICATIONS ON-LINE

The Head of Planning and Development's report is attached (pages 1-4).

3. DATE OF NEXT MEETING

To confirm the date of the next meeting as Tuesday, 15 April 2008 at 6.00pm.

4. To consider such other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

5. **EXCLUSION OF PUBLIC**

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph(s).....Part 1 of Schedule 12(A) of the said Act".

* * * *

Subject: **PLANNING APPLICATION VALIDATION AND THE ABILITY TO VIEW
AND COMMENT ON PLANNING APPLICATIONS 'ON-LINE'**

2

Report to: Development Control Committee, 19 February 2008

Report by: Head of Planning and Development

SUMMARY AND RECOMMENDATIONS

This is a Briefing Note for Members and outlines recent guidance on planning application validation and the viewing of planning applications on-line. Members will be asked to note the report.

1. BACKGROUND

The Government has undertaken research into the way the planning system works and part of its objective was to look to see how a more efficient planning service could be provided. One aspect of the work concerned the validation of planning applications, ie the information which is sought by a local planning authority in support of a planning application. New guidance was issued in late December 2007.

It has been recognised that, nationally, there are quite extreme variations in the type and quality of information submitted as part of a planning application. As part of this work the Government has now directed that a standard planning application form, which should be universal across all local planning authorities, would be introduced. It is now mandatory for all local authorities to introduce a standard planning application form and this (currently) is intended to come into effect on 6 April 2008. To support this, the Government in December 2007 published a document entitled "Validation of Planning Applications – Guidance for Local Planning Authorities" which is, in effect, a best practice guide and provides guidance on the use of the standard application form.

2. CURRENT GREAT YARMOUTH BOROUGH COUNCIL PRACTICE

The Borough Council currently has its own planning application forms which have been based on guidance set out in planning regulations over the years. The essential details, such as the name of the applicant, the agent, details of land ownership, etc, are

mandatory; however, there is often required to be supporting information in order to enable sufficient details to be viewed and considered as part of the determination process.

The new 'standard planning application form' is designed to give certainty across a whole range of different types of planning application and to enable applicants and agents to be able to submit a universal form to any planning authority in the country.

3. THE NEW REQUIREMENTS

The introduction of the 'standard form' is a major change and the standard form will be used for applications whether submitted on paper or electronically. It will cover the following types of planning application:-

- Householder consents;
- Outline and full planning permission approval of reserved matters;
- Listed Building Consent;
- Conservation Area Consent;
- Advertisement Consent;
- Tree Preservation Order Consent;
- Certificates of Lawful Development;
- Applications for prior notification/approval under the Town and Country Planning (General Permitted Development Order) Act 1995;
- Removal and variation of planning conditions.

In reality there will be 26 'variants' of the 'standard form'.

The Council is currently working with the Planning Portal on the electronic processes which will support the submission of a range of standard application forms. There will also be validation checklists which will be produced in support of an application and, indeed, there is to be a national as well as a local list of information requirements. The national list will set out statutory requirements for applications and there will be a separate form provided for each planning application type. A Local List comprises additional information which Councils can require to validate an application. Local authorities will be encouraged to prepare (and approve) their own local lists from the information provided. It is also intended that the national and local lists will be available both through the Planning Portal and the Council's website. These documents will have full statutory status.

4. THE NATIONAL AND LOCAL LISTS

The new national lists will be mandatory and will apply from 6 April 2008. Local authorities will have no discretion to alter or amend it. The preparation of a local list is discretionary, however, in the absence of an adopted local list only a mandatory national list will apply. The local list will outline information that will be required in order to assist the determination of the planning application. The absence of local information would not necessarily affect the validation of the application as submitted, but clearly the submission of the information required under the local list will be quite significant and important for ensuring the turn-round of the planning application in good time. It is cited that it will be in the interest of the local planning authority to prepare and adopt a list and it is now under preparation.

5. SUBMISSION OF PLANNING APPLICATIONS AND THE ABILITY TO VIEW APPLICATIONS ON-LINE

At present applicants for planning permission can submit their planning application electronically through the Planning Portal. With the introduction of the nationwide standard planning application form, the Government is also encouraging local planning authorities to facilitate the viewing of planning applications on-line, and to enable members of the public (applicants as well as objectors and supporters) not only to comment but to view and track planning applications. The opportunity to view and track planning applications is also important for statutory and non-statutory bodies, such as Parish Councils, statutory agencies, etc. It will also enable applicants, as well as supporters and objectors, of a particular scheme not only to view progress but also to see and comment on comments received. This will also enable the full transparency of the progress and determination of the planning application.

For this to happen the Council has had to invest in additional hardware and software to enable this service to be provided by the beginning of April. Installation of this hardware and software is under way and staff training should take place during February and March prior to April implementation. From a Councillor's point of view Members will be able to view planning applications on line, which will be extremely useful in dealing with constituents' queries. In addition, for the Borough Council it will mean that Parish Councils will be able to view planning application information and to comment on them direct without having to be sent multiple copies of plans and paperwork documentation. It should be noted that the ability to view drawings and review consultee responses will

be available from the autumn. Responses, comments and objections from Members and Parish Councils as well as the public will be able to be received electronically from the 6th April.

The first stage for implementation (ie. before the 6th April) will be to ensure that submitted and validated planning applications can be viewed online. The ability to view supporting documentation received later in the pre-determination process (ie representations received and the views of consultees) will follow as Stage 2 in the autumn.

6. CONCLUSION

The introduction of an electronic planning application and the opportunity to view and comment on planning applications on-line must be seen as a positive way forward in improving public accessibility to the “planning process”. It will certainly improve the service offered to the public by the Borough Council. Members are asked to note the current position and will be advised at future Committee meetings on the progress that is being made.

7. RECOMMENDATION

That the Committee note the report and the work that is being undertaken to bring about the electronic delivery of planning application.

Dept Reference: H:\bpdo\planning\PLANNING\POLICY\INDIV\PCW\Committee Reports\Validation of Planning Applications.doc
 Date: 30 January 2008
 Background Papers:

Does this report raise any legal, financial, sustainability, equality, Crime and Disorder or Human Rights issues and, if so, have they been considered?	Issues	
	Legal	Yes
	Financial	Yes
	Sustainability	No
	Equality	Yes
	Crime and Disorder	No
	Human Rights	Yes