

## Chichester District Council

PLANNING COMMITTEE

06 September 2023

### The Local List – Information required to support a valid planning application

#### 1. Contacts

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#### 2. Recommendation:

- 2.1 **i) That the Draft Local List (set out in Appendix 1 to this report) be agreed for consultation as a document to be used in validating planning applications, and**
- ii) Officers have delegated authority to make minor alterations prior to consultation.**

#### 3. Background

- 3.1. The Local List sets out Chichester District Council's (CDC) policy on the information which must be provided in support of all planning application types within Chichester District, outside of the South Downs National Park (SDNP), for the Council to determine their validity. The South Downs National Park Authority (SDNPA) has separate Local Requirements to CDC which are applicable within the SDNP. The CDC Local List includes the mandatory national requirements as specified within the Town and Country (Development Management Procedure) Order (DMPO) and additional information reasonably necessary to enable the Council to determine the application.
- 3.2 The National Planning Policy Framework (NPPF) at paragraph 44 states that "Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question." The need for an up to date local list of validation requirements is reiterated in the National Planning Practice Guidance (NPPG) which states that "A local list should be reviewed at least every 2 years" (Paragraph: 043 Reference ID: 14-043-20140306). The importance of consultation is also recognised within the NPPG, which states "Where a local planning authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation." (Paragraph: 044 Reference ID: 14-044-20140306).

3.3 The existing list was reviewed in the summer of 2022, however due to evolving considerations around matters such as nutrient neutrality, water neutrality and biodiversity net gain (BNG) it was necessary to accommodate further amendments within the list.

3.4 The documents required for a range of applications may now include:

- Affordable Housing Statement
- Air Quality Assessment
- Biodiversity and Ecological Assessments (including Nutrient Neutrality Statements, Water Neutrality Statements and Bat Surveys)
- Biodiversity Net Gain matrix
- Community Infrastructure Levy and S106 Planning Obligations
- Flood Risk Assessment
- Flood Risk Sequential and Exception Tests
- Drainage Assessments
- Heritage Statement
- Interim policy statement justification
- Land Contamination Assessment
- Lighting Assessment
- Noise Assessment
- Odour Assessment
- Plans, Drawings and Photos
- Retail Sequential Test and Impact Assessment
- Structural Survey
- Sustainable Construction and Design Statement
- Transport Assessment, Statements and Road Safety Audits
- Travel Plan
- Parking Assessment
- Tree Survey and Method Statement
- Ventilation/Extraction Statement
- Water Neutrality Statement

#### **4. Outcomes to be achieved**

4.1. Agreement and adoption of this document will:

- Provide improved information for developers and applicants involved in the submission of planning applications,
- Speed up the validation process,
- Assist planning and other services officers, consultees and interested parties in assessing planning applications by ensuring all the relevant issues are adequately addressed within the submitted application, and
- Speed up decision making for applications affected by HRA issues - water neutrality, nitrate neutrality or impact on bats protected by a Special Area of Conservation (SAC),

## 5. Proposal

- 5.1 The proposal is that the document is agreed for consultation. Once it has been through consultation it will be brought back to the Planning Committee for approval, so that it has weight in the planning process and can be used to inform the Council's requirements for the validation of planning applications.

## 6. Alternatives considered

- 6.1 That the current list is not updated. This will result in the Council not being able to identify and require the additional supporting information required to determine an application at the validation stage, leading to delays in the consideration and determination of applications.

## 7. Resources and Legal Implications

- 7.1 There are no significant resource implications arising from the approval of this document as a document for the purpose of validating planning applications.

## 8. Consultation

- 8.1 To date the document has not been subject to consultation. A 4-week public consultation period is proposed, and this will include consultation with all statutory and non-statutory consultees, parish councils, ward members and planning agents who regularly submit planning applications to CDC. In addition, a press statement will be released and publicised on social media to make residents and members of the public aware of the document.

## 9. Community Impact and Corporate Risks

- 9.1 The impact on the local community is expected to be positive as the document will ensure that customers are clear on the information required alongside and application and delays during the validation process whilst further information is sought will be reduced.
- 9.2 There are no corporate risks. Regarding other implications as detailed below; the local validation list includes specific requirements relating to design, and securing high quality design can assist with minimising crime and disorder. In addition, the local validation list includes specific requirements relating to sustainable development and therefore the proposal would impact positively on securing measures to prevent or mitigate climate change.

## 10. Other Implications

<b>Are there any implications for the following?</b> If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
<b>Crime and Disorder</b> The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to	✓	

prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		
<b>Climate Change</b> Are there any implications for the mitigation of or adaptation to climate change? If in doubt, seek advice from the Environmental Strategy Unit (ESU).	✓	
<b>Human Rights and Equality Impact</b> This document expands on the requirements of the National Planning Policy Framework and the National Planning Practice Guidance.		✓
<b>Safeguarding</b> The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk?		✓

## 11. Appendix

- 11.1 Appendix 1 – The Draft Local List 2023 – Information required to support a valid planning application.

## 12. Background Papers

- 12.1 None