

Chichester District Council

PLANNING COMMITTEE

21 June 2017

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

1. Contacts

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2. Recommendation:

- 2.1 That the Local List (set out in Appendix 1 to this report) be adopted as a document in validating planning applications from 1 July 2017.**

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 193 states that "Local Planning Authorities should publish a list of their information requirements, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis". The list should only request information that is relevant, necessary and material to the type of application to which it relates. The Local List of requirements can only be relied upon to validate an application where it has been formally adopted and published on its website less than 2 years prior to the submission of an application (The National Planning Practice Guidance paragraph 039 Reference ID: 14-039-20140306).
- 3.3 The Council's current Local List was last reviewed in 2012, and therefore it is no longer possible to rely on the list for the validation of applications. The revised List has been amended to make it clearer when information is required for a particular type of application and bring it up to date with the Council's current policies including the Chichester Local Plan 2014-2029, the Community Infrastructure Levy and the Surface Water and Drainage Supplementary Planning Document. For example;

- i) The thresholds have been amended for the submission of information to reflect changes in policy, i.e. the thresholds for affordable housing is now reflected in the requirement for an Affordable housing statement,
- ii) The level of detail and the information required has been clarified within The Local List i.e. the technical requirements for matters such as Transport Assessments and Statements, Noise Reports and Land Contamination,
- iii) The information included within the list has been expanded to suit a wider range of application types, particular constraints or new policies i.e. the requirement for a Road Safety Audit and Designers Response which may be required for major applications, and information regarding the mitigation of the impact upon the Special Protection Areas within the District in line with current policy.

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

- Affordable Housing Statement
- Air Quality Assessment
- Biodiversity Survey and Assessment
- Community Infrastructure Levy & S106 Planning Obligations
- Flood Risk Assessment
- Flood Risk Sequential and Exception Tests
- Drainage Assessments
- Heritage Statement
- Land Contamination Assessment
- Lighting Assessment
- Noise Assessment
- Odour Assessment
- Plans & Drawings
- Structural Survey
- Retail Sequential Test & Impact Assessment
- Transport Assessment, Statements & Road Safety Audits
- Travel Plan
- Parking Assessment
- Tree Survey & Method Statement
- Ventilation/Extraction 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.

5. Proposal

5.1 The proposal is that the document is adopted 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 The document has been subject to consultation between officers in Planning Services, Statutory and non-statutory consultees (including officers within other Services at CDC) and registered agents who regularly submit planning applications for a period of 3 weeks.

8.2 Responses have been received from four consultees;
a) WSCC as the Lead Local Flood Authority in respect of the requirements for Flood Risk Assessments, Drainage Assessments and the Sequential Test requirements.
b) CDC Environmental Health in respect of the requirements for Air Quality Assessments, and
c) CDC Environmental Health in respect of the requirements for Noise Assessments
d) Historic England in respect of the requirements for Heritage Statements

8.3 The document attached at Appendix 1 has been updated to reflect the amendments suggested by these consultees.

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 an application and delays during the validation process whilst further information is sought will be reduced.

9.2 There are no corporate risks.

10. Other Implications

Are there any implications for the following? 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
Crime and Disorder 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?		✓
Climate Change Are there any implications for the mitigation of or adaptation to climate change? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		✓
Human Rights and Equality Impact This Supplementary Planning Document expands on the requirements of the National Planning Policy Framework and the National Planning Practice Guidance.		✓
Safeguarding 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 Local List – Information required to support a valid planning application.

12. Background Papers

- 12.1 None