

Committee(s): Planning & Transportation Committee – For Decision	Date:12 th December 2023
Subject: Information Requirements for the Validation of Planning Applications	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1,2,4,5,11 & 12
Does this proposal require extra revenue and/or capital spending?	No
Report of: Planning & Development Director	
Report author: David Horkan – Assistant Director Planning Development	

Summary

The information required with planning applications is in two parts: a national list that applies in all cases and a local list produced by the Local Planning Authority. The content of the local list is at the discretion of the Local Planning Authority.

The City’s local list was published in February 2016 and is available on the Corporation’s website.

The local list is required to be reviewed and updated regularly. A number of areas of change in the information required to support planning applications has been identified. In addition the GLA has requested that all Local Planning Authorities include the new Planning Data Standard within their validation criteria and it is therefore proposed that this be added to the requirements for applications submitted to the City.

Recommendation

Members are asked to agree to consultation with the local community, including applicants and agents, on the local list of information required with planning and other applications as set out in Annexe A of this report and that if no significant comments are received that you authorise the Planning & Development Director to adopt the list.

Main Report

Background

1. Local Planning Authorities (LPAs) are required to publish information listing what information is required to accompany and validate planning applications. This also enables LPAs to decline to validate an application that is not accompanied by the relevant information.
2. The required information is in two parts; a national list that applies in all cases and a local list selected by the LPA. The content of the local list is at the discretion of the LPA.
3. The current version of the local list was published in February 2016 and is available on the Corporation's website. LPAs are required to review their local lists regularly against a range of principles and criteria and to identify policy drivers for requiring the information.
4. A report was presented to this Committee in December 2019 setting out an updated validation checklist with the intention of going out to consultation. However, due to the delays in the adoption of the London Plan until 2021 and the series of subsequent new and emerging policy guidance and planning advice notes since that time, the updated checklist was not finalised and it was considered appropriate to consult at a later time to consolidate all the relevant changes in planning policy and guidance. It should be noted that the proposed additional validation requirements have continued to be requested and have been submitted with new applications throughout this period.
5. Government guidance states that information requested with a particular planning application must be:
 - reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - about a matter which it is reasonable to think will be a material consideration in the determination of the application
6. Government guidance states that where a LPA considers changes are necessary, the proposal should be issued to the local community for consultation. If no changes are needed the list should be re-published.
7. A review of the information required by the City's local list has been carried out. Many of the existing categories have just been updated to reflect new policy and guidance but there are also sixteen areas of additional information that is needed to assist consideration of various types of applications. These are:
 - Circular Economy Statement – to demonstrate that the proposal is sustainable in respect of its use and re-use/recycling of materials.

- Community Infrastructure Levy Form – To identify where a proposal results in an uplift in floorspace and is CIL liable
 - Cultural Plan – To demonstrate how the scheme will contribute to enhancing the City's cultural offer.
 - Digital 3D model – to enable the City to import a 3D model of a proposed development to assess the impact of a scheme in its context.
 - Draft construction logistics and environmental management plan – To demonstrate how the construction impacts will be minimised and mitigated.
 - Fire Safety Statement – To demonstrate that fire safety is integral to the design of a building.
 - Fire Statement Gateway One - To demonstrate that fire safety is integral to the design of a building for relevant sites in accordance with the Government guidance on Fire Statements.
 - Health Impact Assessments – To demonstrate how potential health risks are mitigated.
 - Lighting Strategy and Concept – To address the potential impacts of internal and external lighting.
 - Microclimate modelling – To be carried out in accordance with the City's Wind Microclimate Guidelines (August 2019) and Thermal Comfort Guidelines (December 2020).
 - Risk Assessment for high level external terraces – To provide details of safety measures in the design of terraces.
 - Security and Structural Safety Statement – To demonstrate that safety and security measures have been integrated into the proposal.
 - Statement of Community Involvement (updated) – To ensure community engagement & consultation is undertaken to include a requirement for applicants to explore opportunities to use a form of digital platform engagement to ensure all elements of a community are consulted on proposal at the pre-application stage.
 - Urban Greening Factor – To demonstrate that the urban greening element of a scheme meets the policy requirements.
 - Ventilation/extraction Statement – To provide details of means of extraction/ventilation, particularly in food premises.
 - Whole Lifecycle Carbon Assessment – To provide the WLC options and assessment.
8. Although the local list appears to be extensive it is applied in a proportionate way. Different types and sizes of application require different levels of information and supporting documentation. It is not possible to define, in general guidance, precisely what will be required when there is a wide diversity of types of proposal and circumstances. Information is only requested when it is needed to explain a proposal to enable an application to

be properly considered and public consultation to be carried out. Experience shows that a considerable amount of officer and applicant time is saved when the required information accompanies the application, and this can lead to quicker, fully considered decisions.

London Development Database

9. The Mayor of London has introduced a new Planning Data Standard which contains the additional data that is required to be submitted as part of any planning application in the GLA area within the application form. This information is required to enable a London wide planning register for the monitoring of development taking place and enable efficient spatial planning to take place.

10. The Planning Data Standard and updated application form is currently in operation and it is therefore proposed to include it within the validation criteria. The information requested largely focuses on residential development and comprises a series of questions about the proposed development.

11. The City is also working on the digital capture of data submitted with planning applications in respect of sustainability information e.g. urban greening factor, biodiversity net gain etc. A form is being developed which will form part of the forthcoming consultation process to enable the efficient submission and monitoring of sustainability data.

Next Steps

12. Subject to Member's approval it is intended to undertake a 6 week consultation period during January/February.

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ANNEXE A – Proposed Local List Requirements (Tracked change version)

ANNEXE B – Proposed Local List Requirements (Clean version)