

**For: PLANNING AND REGULATION COMMITTEE – 19 October 2015**

**By: DEPUTY DIRECTOR (STRATEGY & INFRASTRUCTURE PLANNING)**

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| Update to Local List of Information Requirements for Validation of Planning and Related Applications |
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**Division Affected:** All

**Contact Officer:** Mary Thompson      **Tel:** Oxford 815901

**Recommendation:** It is recommended that the revised Local List of Information Requirements for the Validation of Planning and Related Applications be subject to a consultation period of three weeks.

### **Introduction**

1. It is a statutory requirement that the Local List of Information Requirements for the Validation of Planning and Related Applications (the Local List) is updated at least every two years. If it has not been revised within two years, then it cannot be used for the purposes of validating planning applications.
2. Planning and Regulation Committee resolved to adopt the current Local List on 13 January 2014 and it was published on the website on 27 January 2014. Therefore, it is due for updating by January 2016.
3. The list has been reviewed. There have been no significant changes to the drivers for individual items on the list, therefore no changes are necessary to the items on the list. The only proposed modifications are minor changes and updates to the supporting text.

### **Proposed Modifications**

4. The proposed revised Local List is provided at Annex 1.
5. Proposed changes to the supporting text would include changes to the Biodiversity and Geodiversity Assessment Section:

- Reference to the 'Biodiversity & Planning in Oxfordshire' guide (published July 2014)
  - Reference to the British Standard BS42020 (Biodiversity – Code of Practice for Planning & Development (2013))
6. There would also be a change to the checklist in Part 3 to state that an Air Quality Impact Assessment would be needed if a development proposed a significant increase in traffic. This will ensure that Part 3 is consistent with the text.
  7. There would also be minor changes to remove or update broken weblinks, remove and update references to policy or guidance which has been superseded and correct typos. Many of these changes relate to the introduction of the national Planning Practice Guidance (NPPG) in March 2014 and the associated cancellation of previous guidance at that time.

### **Consultation**

8. The NPPG advises that when reviewing its Local List, local planning authorities should consult on any proposed changes. Where no changes are necessary, an announcement to this effect should be placed on the website and the previous Local List should be republished.
9. It is proposed that there should be a 21 day consultation on the decision to republish the existing local list with no significant changes to information requirements and on the proposed minor changes to the text. This consultation would include local Parish Councils and Parish Meetings, people who are consulted on planning applications and applicants and agents. This would allow an opportunity for anyone who felt that there should be any changes to the Local List to propose those changes for consideration.

### **Conclusions**

10. It is not anticipated that any major changes will come out of the proposed consultation on the review of the Local List, as there have been no significant changes in policy since the document was last revised in January 2014. If this is the case then it is suggested that any minor changes could be agreed with the Chairman and Deputy Chairman of the committee. However, should any significant changes arise out of the consultation, the matter should be reported back to Planning and Regulation committee.

**Recommendation**

**11. It is RECOMMENDED that:**

- (a) the draft revised Local List of Information Requirements as set out at Annex 1 to this report be subject to a three week period of public consultation;**
- (b) if after that period and following further consultation with the Chairman and Deputy Chairman of the Planning & Regulation Committee, it was considered that no significant changes were required to the draft revised Local List of Information Requirements then the Deputy Director for Environment & Economy (Strategy and Infrastructure Planning) be authorised to adopt and publish that list,**
- (c) if however after that period and following further consultation with the Chairman and Deputy Chairman of the Planning & Regulation Committee, it was considered that significant changes were required to the draft revised Local List of Information Requirements, the matter be reported back to the Planning and Regulation Committee for further consideration.**

BEV HINDLE

Deputy Director (Strategy & Infrastructure Planning)

October 2015