



Committee	Strategic Planning Committee
Date	08/04/2024
Subject	Adoption of a new Local Validation List
Cabinet Member	Councillor Kay Yule Cabinet Member with responsibility for Planning and Coastal Management
Report Author(s)	Katherine Scott Principal Planner (Development Management, Technical Lead) katherine.scott@eastsoffolk.gov.uk
Head of Service	Philip Ridley Head of Planning and Coastal Management philip.ridley@eastsoffolk.gov.uk
Director	Nick Khan Strategic Director nick.khan@eastsoffolk.gov.uk

Key Decision?	No
Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
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Purpose/Summary

To consider the proposal to adopt the Local Validation List 2024, (superseding the existing Local Validation List 2020), and to adopt the associated Local Validation Guidance and Index.

Recommendation(s)

That Strategic Planning Committee:

1. Approve that the ESC Local Validation List 2020 be superseded by the adoption of the Local Validation List 2024.
2. Authorise the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, to make any presentational or typographical amendments (including the insertion of the interconnecting hyperlinks) to the Local Validation List, the Local Validation Guidance and the associated Index prior to them being published as adopted documents.
3. Agree that the adoption date of the Local Validation List, associated Local Validation Guidance and associated Index be Wednesday 1 May 2024, to allow time without prejudging the committee's decision to format (including the insertion of the interconnecting hyperlinks) and publish the documents in their electronic interlinked online format.
4. Authorise the Head of Planning and Coastal Management to update any hyperlinks that break within the Local Validation List, Local Validation Guidance and associated Index, i.e. to replace the web addresses sitting behind the links to external websites and/or the ESC website, if/when the web addresses for those pages are changed.

Strategic plan

How does this proposal support Our Direction 2028?

Environmental Impact

The Local Validation List will enable the Local Planning Authority to insist upon relevant information to be submitted upfront, so it can form part of the considerations of environmental impacts in the determination of applications. This includes drawings/plans and assessments etc related to a variety of environmental matters including biodiversity, heritage/historic environment, coastal erosion vulnerability, use of renewable energy, and options for walking and cycling.

Sustainable Housing

The Local Validation List will require the submission of Housing Statements, Custom and Self Build Delivery Statements, and Dwelling Sizes and Tenure Plans/Schedules, where appropriate on applications for new housing. These will provide the required details of the types, sizes and tenures of proposed dwellings within schemes, enabling these to be considered against planning policy in the determination of applications.

Many of the documents required for validation that relate to the environment, visual amenity, encouraging sustainable transport and provision of greenspace will also enable the

	<p>consideration of whether the housing schemes enhance wellbeing and protect the environment.</p>
<p>Tackling Inequalities</p>	<p>The Planning System (i.e. applications and local planning policies) seek to support communities and the provision of facilities, which can be beneficial including community buildings, open space, and facilities for physical and mental health wellbeing.</p> <p>Whilst the Local Validation List, guidance and index, have been drafted with the intention that they will be used online, so that all the interlinking hyperlinks will function, enabling easier navigation for users through the large volume of information, both the List and Guidance are set out in a format that would enable the printing of the relevant pages for those without internet access (e.g. each document type in the list and each development type within the guidance, start on a fresh page so just the relevant pages from a section could be printed if needed).</p>
<p>Thriving Economy</p>	<p>The Local Validation List and supporting guidance will ensure that only appropriate and necessary information is required to be submitted for applications proposing new uses that would provide employment.</p> <p>The Local Validation List will also require appropriate and necessary information, including in many cases marketing and justification, for schemes which are proposing the opposite in that they are seeking changes of use that would result in a loss of employment floorspace.</p> <p>This will enable such planning applications have sufficient information submitted to enable their determination with regard to the Local Plans, which include policies that seek to support the local economy.</p>
<p>Our Foundations / governance of the organisation</p>	<p>The Planning Service and the determination of planning and planning related applications is a statutory function of the Council. It also provides a vital mechanism through which improvements to the district can be secured for the benefit of residents, businesses and visitors.</p>

Justification for recommendations

1. Background

- 1.1. The Town & Country Planning (Development Management Procedure) Order 2015 (as amended) sets out the national information requirements for planning applications, often referred to as the 'National List', and it includes basic essentials for all planning applications such as specific Plans and Drawings, and specific requirements based upon application types.
- 1.2. All planning applications must be accompanied by the information set out in the National List. In addition to the 'National List', the Local Planning Authority can adopt a 'Local List', in accordance with Paragraph 44 of the National Planning Policy Framework (NPPF).
- 1.3. Paragraph 44 of the NPPF states:

“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 2 years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.”
- 1.4. The current Local Validation List was published in 2020, and as required by the NPPF has been reviewed, resulting in the drafting of a new Validation list, which is now the subject of this report.
- 1.5. The 'Local Validation List' has to meet five key principles, which are Necessity, Precision, Proportionality, Fitness for Purpose and Assistance, as detailed in the table at the top of the following page from [“Guidance on Information requirements and validation”](#).

Table A: Principles and criteria for local list preparation

Principle	Key considerations
Necessity	All local list requirements should be based on statutory requirements ¹⁰ , national, regional or adopted local policy, or on published guidance which explains how adopted policy should be implemented
Precision	It should be clear what types of development require the provision of particular supporting information. Where appropriate, the LPA should also identify specific areas where the information requirement arises.
Proportionality	The information required is likely to be dependent on the nature and scale of the proposal and the sensitivity of its location. Where possible, the LPA should identify size thresholds below which certain information is not required or where only limited information is required.
Fitness for purpose	It should be clear what information is required to satisfy the requirement – with a strong emphasis on a proportionate approach and succinct documents.
Assistance	For each element of the list it should be clear where further information or answers to queries can be obtained.

- 1.6. Although this guidance dates from 2010 and predates the NPPF and a number of other national policy changes have taken place since then, it is the most up to date guidance officers can find on this process, and therefore it is that which has been followed.
- 1.7. Whilst as is to be expected the ‘Local Validation List’ and ‘Local Validation Guidance’, can set additional requirements than the ‘National List’, they have to fulfil these principles in doing so, and therefore for example cannot ask for a particular document because ‘it would be nice to have’, there has to be a necessity for requiring its submission, which is generally based upon national or local planning policy or statutory requirements.
- 1.8. Therefore the ‘Local Validation List’ and ‘Local Validation Guidance’ have been drafted to meet these principles, and as part of this they are shaped by the requirements of adopted Local Planning Policies within the Waveney and Suffolk Coastal Local Plans.

2. Introduction

- 2.1. The current Local Validation List was published in 2020, and therefore as detailed above it was required to be reviewed. The reviewing process was commenced in 2022 and has resulted in a new Local Validation List which includes significant additions and revisions upon the 2020 version, to reflect the changes to the NPPF, national regulations, guidance and the adoption/making of a number of Neighbourhood Plans.
- 2.2. In undertaking this review and drafting the new Local Validation List, significant thought has been given to the fact that it is vital that applications are submitted with all the necessary information from the outset, to enable full consideration and determination of applications within appropriate timescales. There can be significant delays to the process if additional information has to be requested, submitted and consulted upon during the application process.

- 2.3. Once an application is validated, the clock starts ticking on the 8 and 13 week targets set by Government, and cannot be paused to await missing information, documents or plans. This means that the Government targets can be very difficult to meet if the application is not submitted with all the required details from the outset. Given the current government direction on decision targets and the potential to restrict the use of Extensions of Time, it is all the more important that applications are submitted in a complete and well informed manner.
- 2.4. Therefore, in order to seek to ensure applications are submitted with all the necessary information, documents and plans, to enable assessment under all relevant planning policies and material planning considerations, a new Local Validation List has been drafted.
- 2.5. The draft Local Validation List was the subject of an 8-week consultation process (Friday 8 December 2023 to Friday 2 February 2024). Those consulted included Statutory Consultees, Non-Statutory Consultees who regularly comment on applications, Town and Parish Councils of the East Suffolk District, East Suffolk Council Councillors (i.e. Ward Members) and individuals/companies who act as agents on applications (e.g. architects, planners etc) and are signed up to our 'Developers Forum' sessions mailing list. Full copies of the comments received are included in **Appendix A** to this report.
- 2.6. Following the consultation period, the comments received have been considered, and where appropriate revisions have been made to the Local Validation List and associated guidance. A summary of the changes made in response to the consultation comments are included alongside the consultation responses in **Appendix A** to this report, and explained in further detail below.
- 2.7. In addition to the changes referred to in **Appendix A** and in the paragraphs below, notes to applicants/agents regarding the accuracy of plans has been added to each section of the Local Validation List relating to plans/drawings. The other changes made relate to topographical error corrections, and formatting including renumbering paragraph numbers, inserting hyperlinks to existing webpages, and adding colour coded highlighting to indicate where hyperlinks are to be added between the Local Validation List, and the guidance documents. An index of hyperlinks has also been created to assist with navigation.
- 2.8. All of the comments received have been reviewed and any recommended changes carefully considered. However, not all of the suggestions have been made to the Local Validation List. There are various reasons as to why the suggested changes have not been included, but they include a requirement to base the submission requirements on planning policy and material planning considerations, and the need to be consistent in terms of requirements made for each application/proposal type (i.e. not making exceptions for certain sites as suggested by one of the respondents).
- 2.9. Whilst many of the comments submitted raise valid points which have resulted in changes to the Local Validation list (set out in **Appendix A**), it should also be noted that it appears that some of those commenting on the document didn't not necessarily understand the purpose of a Local Validation List, despite efforts from officers to make

this clear in both the consultation notifications that were sent out and on the webpage hosting the draft document and online consultation system.

- 2.10. From the nature and content of some comments it appears that a number of the respondents to the consultation incorrectly thought it was a Planning Policy document that would be used to assess and determine planning applications, rather than a document through which applications will be 'validated', i.e. a list of documents and drawings which are required for the application process to commence.
- 2.11. As a result of this apparent misunderstanding, a number of the comments suggested changes that would be applicable if this was a Planning Policy document, such as wanting the document to include requirements on schemes in terms of the way they are designed in their context, the level of consideration given to particular matters or respondents not liking the style of homes that have been built etc. However, such matters are not applicable to a Local Validation List, as this list is setting out what details, documents and/or drawings are required to be submitted as part of applications and what those documents or drawings need to contain. It would therefore not be appropriate to make some of the suggested changes.
- 2.12. In order to make the Local Validation List more user friendly and easier to understand for all users (i.e. applicants, agents, planning support officers, development management officers, consultees etc) a Local Validation Guidance document has also been drafted, and this will be combined with the Local Validation List and an index, into an interactive online format of interconnected pdf documents in many ways akin to a multi-page website. The coloured highlighting in the draft Local Validation List in **Appendix B**, the draft Local Validation Guidance in **Appendices C to R** and the draft Local Validation Index in **Appendix S** show the location of the proposed hyperlinks which will link the documents together and enable users to navigate between related information.
- 2.13. This was always the intention of officers, as stated in the last paragraph of the explanation text on the consultation webpage, and in the report to Strategic Planning Committee in July 2023, but it is positive to note that the comments received include recommendations to make the list more user friendly with interpretation based upon application type.
- 2.14. The comments include a suggestion of a spreadsheet/grid approach. This was previously considered by officers, but discounted because it would have to be a very large and complex grid/table, which would be unlikely to fit on a single screen or sheet, because of the significant number of application and proposal types that can be submitted, and the significant number of other factors that can influence what is required such as on site features and designations. Therefore, a more interactive website style approach with the guidance integrated with the list will be provided on the ESC website.
- 2.15. Local Validation Guidance to accompany a Local Validation List is not required under any legislation and is to be provided as a means to improve the accessibility of the Local Validation list, by translating the Local Validation List into guidance setting out which documents, information and drawings need to be submitted for each type of application and/or proposal type. This guidance will go beyond the scope of just planning applications to include assistance with other types of planning related applications.

- 2.16. There are also national requirements for other types of planning related applications, which are defined in other regulations. For example, the requirements for Prior Notification Applications are set out in the Town and Country General Permitted Development Order 2015 (as amended).
- 2.17. Whilst the Local Planning Authority cannot require more than the national requirements for such applications, it can provide guidance to highlight and explain the national requirements to customers and provide advice on additional information which may be useful/assist with their application. Therefore, guidance on what is required and/or recommended to be submitted for such applications is also going to be published as part of the new interactive online Local Validation List with associated guidance system.

3. Proposal

- 3.1. Following the consultation process, the comments received have been considered, and the Local Validation List has been adapted where appropriate (**Appendix A**). It is proposed to adopt the amended Local Validation List and associated guidance, and publish them in an online interactive format that enables users to view guidance lists on which documents/plans etc are required for different application and proposal types.
- 3.2. The adoption of the Local Validation List, and associated guidance will enable the Local Planning Authority to ensure that the quality of information submitted for applications is improved.
- 3.3. There will always be instances where additional information has to be requested and submitted during the course of an application because some issues are not immediately apparent to officers at submission/validation stage or that come to light during the consultation and consideration stages of the application process. For example, there may be a need for revised plans to omit a proposed window in order to overcome an issue of overlooking to a neighbouring property. Another potential instance where additional documentation may need to be submitted during the course of an application would be if there a feature on site, such as a pond that the applicant/agent has failed to include on their plans but the case officer finds during their site visit, which could trigger the need for ecological assessment.
- 3.4. However, the adoption of this Local Validation List will improve the ability for the Planning Support Team to hold off validating an application until missing documents and plans are submitted. Once the Local Validation List is adopted, they should not be validating any application which is clearly lacking in the necessary documentation or where the submitted plans do not meet the requirements set out in the list (e.g. when they are not drawn to scale).
- 3.5. The associated guidance and its presentation in a more interactive online format, should also make it easier for all (i.e. agents/applicants, Planning Support Officers and Development Management Case Officers etc) to understand the minimum requirements for the various types of application and development proposal.

- 3.6. By selecting the application type and then the type of proposed use or works, users will be presented with a specific list of documents and plans required, that contains hyperlinks to the relevant sections of the Local Validation List relating to each of those documents and plans. The specific list will also set out additional documents that will be required based upon the existing features of the site and any designations, such as if the building is Listed. It will also include suggestions of other documents which would not be required for validation, but applicants/agents may wish to submit in support of their proposals, to avoid the potential need for additional information to be submitted later in the process and/or the need for subsequent Discharge of Condition applications.
- 3.7. The combination of the new List with the guidance, should mean that the quality of validation checking is improved. Development Management Officers are aware that at present a number of applications are being validated when they are lacking either in terms of not having all the necessary documentation, or because the documentation/plans are not appropriate (e.g. an assessment or plans missing, or the plans submitted not being drawn to scale). This means that applications are being validated when they shouldn't be.
- 3.8. As a result for applications incorrectly made valid, the planning case officers are having to use their time in order to seek to resolve the issues with the documentation during the statutory application timeframe process. Not only are applicants/agents often resistant to supplying additional information once application has been made 'valid', it can also have significant implications for the overall timescale for the determination of the application because there is often a time delay for the submission of the missing or revised documentation, and in most cases a fresh consultation process then has to be undertaken, so in many cases at least 3-4 weeks is added to the process that has to be undertaken. This can make it very difficult to meet the 8 and 13 week targets for determination set by government.
- 3.9. The adoption of the Local Validation List and Guidance may initially result in an increase in the number of applications being 'invalid upon receipt', but within a short time agents and applicants should recognise that they need to use the online Local Validation List and Guidance to check that they are submitting all the necessary documentation and that it meets the required criteria.
- 3.10. This in turn should result in a significant improvement in the quality of submissions, in terms of the necessary documents and plans being submitted upfront on the majority of applications (i.e. resulting in less applications 'invalid upon receipt').
- 3.11. Any improvement in the quality of documentation submitted and reduction in the number of applications being incorrectly validated, will reduce the back and forth which often currently occurs between case officers and agents/applicants to obtain the information that is required to enable applications to be determined. This in turn should make it easier for applications to be considered and determined within government target dates.
- 3.12. It should also improve the quality and accuracy of documents that are approved when consent is granted, which in some cases will aid with planning enforcement investigations, and potential enforcement action. It is important that clear and accurate

plans are approved, so that if a report of a potential breach is subsequently made to the Planning Enforcement Team, they can see clearly if there is a breach or not. As a result cases where there is clearly no breach can be closed quickly, and those where there is a clear breach, can be investigated further, and in situations where formal action is required, it can be pursued.

4. Financial Implications

- 4.1. The requirements for certain plans, assessments and other documents to be submitted with applications, could potentially increase the costs of compiling the information required and submitting an application. However, the information required by the Local Validation List, and Local Validation Guidance, are what is necessary to ensure that the Local Planning Authority has sufficient information in order to be able to understand the physical works and uses proposed, and assess the potential material planning benefits.
- 4.2. Sufficient information also has to be granted to ensure that if/when consent is granted, it is clear what has been consented, and therefore whether or not the consent is subsequently complied with. If approved details are vague, unclear or absent it can result in delays in the investigation and consideration of potential breaches of planning control and the closure of such cases and/or prevent the Local Planning Authority from taking enforcement action.
- 4.3. Therefore, although there are potential financial implications for applicants, the requirements set out in the validation documents are necessary.
- 4.4. The expected improvement in the quality of documentation being accepted to validate application, should reduce the potential need for additional information to be requested during the application process, which in turn should make it easier for applications to be determined within the 8 and 13 week target times, or within short extensions of time. This will reduce the risk of applications remaining undetermined at 16 or 25 weeks and becoming eligible for a refund of the application fee.

5. Legal Implications

- 5.1. When the Local Planning Authority holds an application at registration stage and declares it an invalid submission, applicants/agents can appeal that decision. Whilst such appeals are rare, in order to be able to defend its position the Local Planning Authority must base its decision on either the National Validation List or an up to date Local Validation List.
- 5.2. The adoption of the Local Validation List will mean that the Local Planning Authority has a more robust standing when refusing to validate a planning application without additional documentation or revised drawings that meet the criteria set out in the list.
- 5.3. This will mean that any appeals against a decision to hold an application as invalid, will likely be more defensible.
- 5.4. It will also assist with the Local Planning Authority defending appeals against their decision to refuse applications if an application is incorrectly validated, and the

applicant/agent refuses to supply the necessary documents or plans to enable the necessary assessment of the scheme and/or a lack of clarity as to what has been sought consent for.

- 5.5. It will also assist in providing the team with a stronger position in some planning enforcement cases and resulting appeals. In order to take and sustain formal enforcement action, there has to be a clear breach of planning control (as well as the usual justifications to pursue action). By improving the quality of submitted applications, this should improve the quality of plans etc referred to in planning approvals, which in turn should make any potential breaches of this nature much clearer. This should reduce the potential for disagreements at appeals as to what has been consented and whether the constructed development accords with the consent.

6. Risk Implications

- 6.1. If the Local Validation Document is not adopted, the Local Planning Authority would be open to challenge when applications are not considered valid at registration stage. As a result, appeals against decisions to hold an application as invalid, would be potentially more likely to be successful.
- 6.2. By adopting the Local Validation List, the risk of challenge when applications are not considered valid at registration stage would be substantially reduced.
- 6.3. The adoption of the associated Local Validation Guidance would also assist and reduce the risk of potential disagreements between the Local Planning Authority and agents/applicants on how the Local Validation List should be interpreted.

7. Options

- 7.1. There are two key options, either adopt the Local Validation List and Local Validation Guidance or do not adopt them. The adoption of the documents would have all the benefits outlined in this report. A decision not to adopt would result in significant risk as outlined above.

8. Recommendations

- 8.1. That the ESC Local Validation List 2020 be superseded by the adoption of the Local Validation List 2024.
- 8.2. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments (including the insertion of the interconnecting hyperlinks) to the Local Validation List, the Local Validation Guidance and the associated Index prior to them being published as adopted documents.
- 8.3. That it be agreed that the adoption date of the Local Validation List, associated Local Validation Guidance and associated Index be Wednesday 1 May 2024, to allow time without prejudging the committee's decision to format (including the insertion of the

interconnecting hyperlinks) and publish the documents in their electronic interlinked online format.

- 8.4. That the Head of Planning and Coastal Management, be authorised to update any hyperlinks within the Local Validation List, Local Validation Guidance and associated Index, with the required replacement web addresses to external websites and/or the ESC website if/when the web addresses for those pages are changed.

9. Reasons for Recommendations

- 9.1. The adoption of the Local Validation List, and the associated validation guidance will have a number of benefits.
- 9.2. Once these documents are adopted, it will be clearer and easier for applicants and agents to understand what is expected and required to be submitted with their applications.
- 9.3. By making it clearer what is required, this should improve the quality of the information submitted with the applications, meaning that less applications are incomplete when submitted.
- 9.4. It will also make it clearer and easier for those within the Planning Support Team to check if all the requirement documents/plans etc have been submitted, and therefore whether the application should be validated or whether additional information needs to be requested. This should mean that less applications are incorrectly validated.
- 9.5. The adoption of this Local Validation List will also mean that the team are in a stronger position to refuse to validate applications when information is missing.
- 9.6. By seeking to ensure that applications are submitted with all the necessary information from the outset and only validated once the required information has been received, it should mean that when we consult on applications, all the necessary information has been received and is published, so those commenting on the applications, are able to view all the necessary information, and submit comments on that basis.
- 9.7. There will also be a reduction in the need for Development Management Planning Officers to request additional information during the course of the application process (although this will always exist to some extent because unexpected issues will still come to light during the consultation process etc).
- 9.8. By reducing the need for additional information to be sought during the application process (i.e. once the clock has started), this should make it easier for the team to determine a higher proportion of applications within the Government targets, and reduce the need for extensions of time, because the potential for the delays that are created by waiting for the submission of the required documents/plans and the reconsultation process, should be reduced.

- 9.9. This will not only be beneficial in terms of the team's ability to meet the Government set targets, but also mean that applicants and agents have a more realistic idea of timescales for their applications to be determined.
- 9.10. This should also have benefits after consents are granted, because if the plans etc initially submitted include all the necessary information/are complete, this will reduce the potential for information to be missing on consents and/or contradictions between submitted/approved plans, both of which can reduce or prevent enforcement action from being taken, as it can be very difficult to prove a breach of planning control if the approved plans are not accurate.

10. Conclusions/Next Steps

- 10.1. As outlined above the adoption of Local Validation List, associated Guidance and index should have significant benefits and therefore they should be adopted.
- 10.2. It will take some time to set up all the interlinks between the Local Validation List, each section of the Guidance and the Index. Therefore, it is proposed that the formal adoption date is delayed until 1 May 2024, so that officers can insert those links, adjust the formatting and upload the documents to the ESC website.
- 10.3. Prior to that date a note will be added to the [How to submit a planning application » East Suffolk Council](#) page of the website, to advise potential applicants and agents that the new Local Validation List and associated Guidance is on its way and all applications submitted from 1 May 2024 onwards will need to be compliant.

Areas of consideration comments

Section 151 Officer comments:

There are no financial implications arising from this report.

Monitoring Officer comments:

The Legal implications are fully set out in the report. No additional comments.

Equality, Diversity and Inclusion/EQIA:

Although the Local Validation List and Guidance are being produced to be published online, and they will function best when used online, they will remain in a format that could theoretically be downloaded and/or printed in sections or single pages for those who don't have internet access.

Safeguarding:

No Impacts

Crime and Disorder:

The Local Validation List includes a requirement for the submission of a 'Crime Prevention Statement' with certain applications, and encourages such matters to be considered in the design of development proposals.

Corporate Services implications:

(i.e., Legal, Finance, Procurement, Human Resources, Digital, Customer Services, Asset Management)

As Legal Services are the determination team for Certificate of Lawfulness, the adoption of this list and guidance should provide them benefits. The guidance should improve the information they review in the determination of such applications.

The Legal Services Team are also involved in legal agreements. The documents proposed to be submitted includes information on the submission of Heads of Terms for such agreements, along with guidance on various matters that can be covered by legal agreements such as housing mix.

The documents are proposed to be published online in an interactive format. Discussions have already taken place with the Digital Team to facilitate this.

These documents should assist customers in helping themselves with regards to the submission of planning and planning related applications, which whilst not a significant impact upon the Customer Services Team, will enable members of that team to direct customers with such queries to the online resource that will be these documents.

When submitting planning or planning related applications, the Asset Management Team will need to comply with the requirements of the Local Validation List, just like any other applicant.

Residents and Businesses consultation/consideration:

As set out in the main body of the report, an eight-week consultation process was undertaken with various parties (both internal and external), and their comments have been reviewed and informed subsequent changes to the Local Validation List.

Appendices:

Appendix A	Responses to the consultation on the Local Validation List, and officer response with a summary of any changes made to the 'List'
Appendix B	Draft Version of "Local Validation List 2024"
Appendix C	Draft version of "Local Validation Guidance – Chapter 1: Householder Planning Applications for extensions and/or alterations to dwellings and outbuildings, other works within their curtilage, and means of enclosure"
Appendix D	Draft version of "Local Validation Guidance – Chapter 2: Householder Prior Notification Applications"
Appendix E	Draft version of "Local Validation Guidance – Chapter 3: Planning Applications for solar power, air source heat pumps, biomass boilers and other renewables"
Appendix F	Draft version of "Local Validation Guidance – Chapter 4: Applications for Listed Building Consent"
Appendix G	Draft version of "Local Validation Guidance – Chapter 5: Planning Applications for changes of use of land and/or buildings"
Appendix H	Draft version of "Local Validation Guidance – Chapter 6: Planning Applications for new dwellings and/or residential care facilities"
Appendix I	Draft version of "Local Validation Guidance – Chapter 7: Planning Applications for commercial, agricultural, holiday accommodation, community and other non-residential land and buildings, including new buildings, conversions to/from such uses, extensions and alterations to existing units."
Appendix J	Draft version of "Local Validation Guidance – Chapter 8: Applications for Advertisement Consent"
Appendix K	Draft version of "Local Validation Guidance – Chapter 9: Applications seeking 'Prior Notification approval for agricultural works and buildings"
Appendix L	Draft version of "Local Validation Guidance – Chapter 10: Applications seeking 'Prior Notification' approval (including those for changes of use, with & without physical works)"
Appendix M	Draft version of "Local Validation Guidance – Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed)"
Appendix N	Draft version of "Local Validation Guidance – Chapter 12: Applications seeking Variation or Removal of Conditions"
Appendix O	Draft version of "Local Validation Guidance – Chapter 13: Non-Material Amendment Applications"
Appendix P	Draft version of "Local Validation Guidance – Chapter 14: Applications for the discharge of conditions (also known as approval of matters reserved by condition) or those seeking confirmation of compliance with conditions"
Appendix Q	Draft version of "Local Validation Guidance – Chapter 15: Applications made under Regulation 77 of the Habitats Regulations (Appropriate Assessment requirements in relation to permitted development)"
Appendix R	Draft version of "Local Validation Guidance – Chapter 16: Tree Works Applications (i.e. works to trees covered by Tree Preservation Orders or those in Conservation Areas)"
Appendix S	Draft version of the "Index to Local Validation List and Guidance and links to other useful associated online information"

Background reference papers:

Date	Type	Available From
March 2010	“Guidance on information requirements and validation”, produced by Department of Communities and Local Government	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7727/1505220.pdf
October 2020	East Suffolk Local Validation Requirements October 2020 Version 1	How to submit a planning application » East Suffolk Council
3 July 2023	Report to Strategic Planning Committee – “Update on the Local Validation List” and associated Appendix	https://eastsuffolk.cmis.uk.com/eastsuffolk/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/809/Committee/8/Default.aspx
8 December 2023	Draft/Consultation Version of the Local Validation List	https://eastsuffolk.inconsultation.uk/localvalidationlist/