

4 August 2023



To whom it may concern

Development & Regulation

Council Offices
Market Street, Newbury
Berkshire, RG14 5LD

Our Ref:

Your Ref:

Contact Centre: 01635 519111

Email: planapps@westberks.gov.uk

Dear Sir/Madam

Consultation on reviewed Validation Checklists and Local Lists of Requirements for submitting planning (and related) applications

As part of our commitment to service improvement, we have reviewed and overhauled our planning Validation Checklists and the lists of National and Local submission Requirements to produce the attached combined document. By clarifying the ask at validation stage, we are seeking to make the planning process more efficient by reducing the time spent by all concerned on seeking and providing further information in order that a determination may be reached.

We are currently consulting on this draft document with relevant targeted groups of Planning Service Users and Stakeholders until the 15th September 2023. We are seeking your views on this document, to gauge if we need to make any further amendments to these lists, before they are formally “adopted”.

A validation checklist details all the information that you are required to submit as part of your planning application. It is important that the correct information is submitted to enable the Council to validate and register your application and the planning case officer to consider your application and make an assessment and recommendation on whether or not the Council should grant planning permission.

There is a separate validation checklist for each application type, for example ‘Householder Planning Permission’, ‘Listed Building Consent’, ‘Full Planning Permission, etc. When submitting an application, you must refer to the appropriate validation checklist, which will assist you to submit the correct required information with your planning application.

When a planning application is received, the submitted information will be checked against the validation checklist to determine whether the application is valid. If there is incorrect or missing information, the application may be considered invalid. This means that the planning application may need to be resubmitted or additional information submitted before it is registered or amended before it can be assessed and decided.

For each item on the Local List of Requirements the following guidance is given:

- When the information, assessment or statement on a topic is required;
- Guidance on what the information submitted should cover; and
- The policy justification for requiring the information.

It is accepted that the combined document is comprehensive and appears complex. However, it contains live links both as part of the contents page and throughout the document to enable quick reference of external sources and ease of navigation to the pertinent sections. The intention is to digitalise the document once finalised, so that you only need to read those sections that are pertinent to your individual planning application.

It is important that you have clear information on planning application requirements so that you submit a valid application of the required / adequate / acceptable quality first time. We wish to reduce the incidence of invalid applications, or the occasions when officers seek amendments and/or additional information, along with requests for extensions of time.

As a local authority, we are required to review and consult on our validation checklists and local validation/submission requirements every two years. Our aim is to make our planning validation checklists easier to use, update and improve the content of our lists and reflect current planning policy and legislation.

Please return any comments on the attached combined document of validation checklists and national and local submission requirements to planapps@westberks.gov.uk **by 5pm on 15th September 2023.**

Please ensure the following information is included with your comments:

- Name and type of organisation or individual (developer / agent / resident / town/parish council etc);
- Email address of contact so we can acknowledge receipt;
- Page references where comments are made to specific sections of the text.

Yours faithfully

Katharine Makant
Service Lead – Planning and Economy
(Chief Planning Officer)