

Decision Number: 10 (2024/25)

Portfolio Holder Executive Decision Statement

The Local Authority (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

Subject: Updated validation checklists and local consultation

Details of Decision taken

Agreed the adoption of the new validation checklists.

Reason for Decision

The Council's current validation checklists were last updated in March 2017. However, the Planning Practice Guidance requires them to be reviewed every two years and therefore they are overdue a review and update. Since the current checklists were adopted there have been changes to planning legislation, policy and guidance which further highlights the need for them to be updated.

The aim of the revised checklists is to aid the submission of planning applications. The main changes are:

- Clearer requirements with updated references to the latest legislation (including Biodiversity Net Gain) and guidance, with links for users to source additional information.
- An increase in the number of local requirements to provide sufficient information to make informed planning decisions.
- Revised formatting and layout, including updated layout and features to meet accessibility requirements.
- Revised wording ensuring clarity and reduce the ability for users to choose whether or not relevant documentation is required.

All Documents considered:


New Validation Checklists

Brief for revised validation checklist.

When completed a copy of this record must be sent to the Democratic Services Section by e-mail and a signed copy by internal mail

(For Democratic Services use)

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Details of any alternative options considered and rejected by the Member when making the Decision: Not applicable.	
Financial implications Not applicable.	
Legal Implications and Risk Assessment Statement Not applicable.	
Equality Impacts (Consideration of impacts under the Public Sector Equality Duty) The comments for this consultation response have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.	
Local Member (s), other Portfolio Holders and Chief Officer/Head of Service Consulted Cllr Thornton (Portfolio Holder) Richard Morris	
Details of any conflicts of interest a) declared by any executive member who is consulted by the Decision Taker Not applicable. b) and any details of dispensations granted by the Chief Executive in respect of any declared conflict Not applicable.	
Decision taken by:	Cllr Julia Thornton
Signed by Portfolio Holder	
Date of Decision	14 October 2024
Record made by:	Philip Magee
Date of record:	14 October 2024

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