

Brief for revised validation checklist

Background:

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.

When a planning application is submitted it is a necessary to provide supporting information. This information will depend on the type, location and complexity of a proposal, the checklists are important for explaining what information is necessary. 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.

Aims and objectives

10 revised validation checklists have been created for the most frequently received application types for example Householder, Full Planning, Outline, and Lawful Development Applications.

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.

Consultation feedback

A public consultation, including with the 21 most frequently used planning consultancies and 8 tree consultancies, was undertaken from the 26th July to 9th September 2024.

Some feedback was received from the validation officers at the Council in addition to a response from Sevenoaks Town Council. No planning consultants responded to the consultation.

Summary and next steps

Development Management now seeks confirmation from the portfolio holder whether the validation checklists can be publicly adopted on/around the 4th November.