

TREVOR ROBERTS ASSOCIATES / ROTHER DISTRICT COUNCIL

SUPPORTING THE PROCESSING OF PLANNING APPLICATIONS: FROM RECEIPT TO APPEAL

Programme

9.15am Arrival for a prompt start at 9.30am

9.30am *Introductions and setting the context*

- Legislative frameworks for “validating” of planning applications
- Government policy and guidance frameworks

Short group discussion: your concerns about any aspects of supporting the processing applications (can be incorporated into the day)

National requirements - Town and Country Planning (Development Management Procedure) Order 2015 (as amended):

- full (including householder, s73, s73A) applications
- outline applications and what needs to be submitted
- reserved matters applications
- when Design and Access Statements (DAS) are needed
- range of post decision planning applications

National requirements - Prior approval notifications

- overview of the procedure derived from the Permitted Development Order
- validation to decision: unique Householder PAN
- Change of Use PAN - validation and support required for processing them
- any concerns in relation to other Classes
- decision notice

Fees for applications – some problematic areas 2012 Fee Regulations including:

- “exemptions” and “exceptions”
- the key regulations
- fee categories and points to note when calculating fees/need for an audit trail
- your fee concerns

10.45am **Break**

11.00am *Planning applications: local validation requirements*

- Article 12 Development Management Procedure Order (DMPO)
- Government policy and guidance

Asking for more information and dealing with “incomplete”, “invalid” and ‘non-validated’ planning applications

- What are the distinctions?
- How much time should you spend on these applications?
- Are your requests for more local information ‘reasonable’ and fully explained?
- How long should you give for the submission of ‘missing’ information?
- Non-validated applications

Cont’d...

Going “public” with planning applications (1)

- describing the development
- When is the application acknowledged?
- What is the Planning Register?
- How has the Register to be kept/Is *Public Access* on the website the Register?
- content of Part 1 of the Planning Register

12.30pm Lunch

1.15pm Going public (2) - *Statutory consultations, publicity and notifications*

- Who decides?
- statutory consultations and statutory publicity
- Who are “neighbours”?
- Statement of Community Involvement (SCI)

Producing and recording the decision

- formatting decision notices
- who has to be notified
- Part 2 of the Register
- dealing with requests for copies of plans etc/to see application files
- Data Protection Act/Environmental Information Regulations/Access to Information legislation

Introduction to planning appeals (s78)

- appeal rights and time limits: planning applications and prior notifications
- principles of appeals and the methods of processing an appeal
- roles of the Inspector and purpose of the “costs” regime
- role of the Courts

2.45pm Tea

3.00pm *Initial administrative processes for planning appeals*

- receipt of the appeal
- completing the questionnaire/documents required/timescale
- receiving the “Start Letter”
- timeliness in e-communications
- how PINS determination the method of dealing with the appeal
- appeal questionnaire and the importance of meeting deadlines

Expedited and written representation planning appeals

- type of applications that are “fast-tracked”
- appeal processes for the LPA and their timescales

Hearings and Inquiries

- processes and their timescales
- organising/preparing/supporting these processes, including the Pre-Inquiry Meeting (PIM)
- Inspector’s requirements

4.15pm **End of workshop.**