



## Consultation Document

# Local Requirements for the Validation of Planning Applications

**March 2008**



# The standard planning application form – consultation and questionnaire

## 1. Introduction

The government is introducing a new standard planning application form. It is a statutory requirement and must be adopted by all local planning authorities, whereas in the past each local authority was free to use its own application form. The new standard application form (or single application form) is also sometimes referred to as '1App'.

To support the use of the new form, there will be revised information that applicants will be required to submit for the assessment of their planning applications. Some information on a 'national list' will be mandatory for all local authorities and will form the 'core' requirements that every applicant will have to submit. Local planning authorities can also adopt a 'local list' of supporting data which they will require to validate an application – this will vary from council to council.

The government has suggested that councils should consult on and adopt such local lists of additional information. **Barnet's proposed local requirements list has been published in a separate draft guidance document**, in parallel with this consultation exercise (it is available on the council's website at [www.barnet.gov.uk/planning-consultations](http://www.barnet.gov.uk/planning-consultations)). The two documents have been published separately because the guidance is quite lengthy – 38 pages long – but they should be read in conjunction.

This consultation document, and the guidance document published in tandem with it, provide information about the standard planning application form as it will work in Barnet, although some of the data required by the national list are also addressed. The form itself can be downloaded from the council's website at <http://www.barnet.gov.uk/planning/planning-residential.htm>. More comprehensive information on the single planning application, including guidance on how to complete it, can be found on the website of the Planning Portal at the following link:

<http://www.planningportal.gov.uk/england/government/en/1115314697037.html>

The standard application form is not, in fact, one single document but is instead composed of over two dozen sub-forms which are closely related but vary slightly depending on the type of planning consent that is being sought. Barnet's local requirements cover 11 types of planning applications and consents:

1. Full and outline planning permissions
2. Householder applications
3. Conservation area consent (only), listed building consent (only) and listed building consent with advertisement consent applications
4. Certificates of Lawful use or development

5. Applications for advertisement consent
6. Removal or variation of a condition following grant of planning permission
7. Approval of details reserved by condition
8. Prior notification for telecommunication development
9. Prior notification for demolition
10. Prior notification for agricultural development
11. Application for tree works

The purpose of this document is to gather the views of stakeholders about Barnet's local list of planning application requirements. The national requirements have been stipulated by the government and are not subject to this consultation exercise.

A planning application necessarily deals with complex issues. It is likely that views about the data Barnet will require under its local requirements will mainly come from large property developers, architects, agents and other professional. But the council wants to hear from everyone who is interested in this subject including residents, home owners, builders and small developers. We want to reach as many prospective customers of the planning service as possible.

Chapter 2 gives details of the process that the council will follow in undertaking this consultation.

### **How to respond to this consultation**

Chapter 3 is a questionnaire which can be printed off and completed by customers and provides a convenient way for the public to respond to the consultation exercise. It can be returned to the council as a hard copy at the address below. **The consultation runs for 21 days from Wednesday 12 March to 5.00pm on Tuesday 1 April 2008.** The questionnaire may also be completed online using the following link:

However, it is not essential to use the questionnaire. You may also telephone, email, post or hand deliver any comments, **no later than 5.00pm on Tuesday 1 April 2008**, to:

Mrs Rimoni Chriqui  
Planning, Housing and Regeneration Directorate  
Building 4  
North London Business Park  
Oakleigh Road South  
London N11 1NP

Email: [planning.vetting@barnet.gov.uk](mailto:planning.vetting@barnet.gov.uk)

Telephone: 020 8359 4622

## **2. Barnet's consultation process on the local requirements**

In undertaking this consultation, the Planning Service aims to actively target professional developers, property agents, architects and planning agents for their opinions. We also want to provide the opportunity to comment for the general public, which submits the large majority of minor and domestic planning applications.

We shall follow the consultation processes set out in our adopted policy documents, the *Code of Practice on Planning Applications* (<http://www.barnet.gov.uk/consultation-publicity-planning-nov06.pdf>) and the *Statement of Community Involvement* (<http://www.barnet.gov.uk/statement-community-involvement.htm>).

The Planning Service's practice for publicity and consultation on planning was agreed by the Planning and Environment Overview and Scrutiny Committee on 11 March 2003, and is based on Articles 10 and 11 of the Town and Country Planning (General Development Procedure) Order 1995,<sup>1</sup> which specifies a minimum statutory consultation period of 21 days.

The following techniques will be used to publicise the consultation on the standard application form:

- A letter drop will be made to every individual, property professional and organisation that has submitted an application to the council during the last year and whose name is in the Planning Service's database, publicising this consultation exercise. The consultation document and associated guidance will be placed on the council's website ([www.barnet.gov.uk/planning-consultations](http://www.barnet.gov.uk/planning-consultations)).
- Copies of the documents will be available in the reception of the Planning Service at North London Business Park, at Hendon Town Hall and at all libraries in the borough.
- Advertisements about the consultation will be placed in all the local newspapers in the borough: the Barnet Times, the Edgware Times, the Hendon Times and the Barnet Press.
- Depending on the demand for places, a number of small 'surgeries' describing the changes to the planning application system will be held by staff at the Planning Service office. They will take place on several weekday afternoons between 2.00pm and 5.00pm – anyone wishing to attend one of these should contact Rimoni Chriqui on 020 8359 4622 or via [planning.vetting@barnet.gov.uk](mailto:planning.vetting@barnet.gov.uk).
- Alternatively, anyone wishing to informally discuss the local list and the draft guidance to the single application form may telephone the council directly (please call Rimoni Chriqui on 020 8359 4622).

After 6 April 2008, once Barnet's local requirements have been finalised and the standard application form is being used nationally on a compulsory basis, the council will further publicise the requirements to developers, agents and architects at our next Agents Consultative Group. This is a forum where property professionals and the Planning Service meet three times each year, and which is used by the Planning Service to provide information about, and canvass opinion on, changes in the planning system.

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<sup>1</sup> HMSO, General Development Procedure Order 1995, Section 3B-3035.

### **3. Questionnaire on Barnet's local requirements**

Barnet Council welcomes comments on the list of local requirements for the validation of planning applications, as described in the draft guidance document issued in parallel with this consultation ([www.barnet.gov.uk/planning-consultations](http://www.barnet.gov.uk/planning-consultations)).

Before the formal adoption of the local list by the council, we shall consider all comments received. It would assist the council if you would use this form to respond to the consultation. Simply print out the questionnaire, complete it by hand and return it by hand or post to:

Mrs Rimonit Chriqui  
Planning, Housing and Regeneration Directorate  
Building 4  
North London Business Park  
Oakleigh Road South  
London N11 1NP

Email: [planning.vetting@barnet.gov.uk](mailto:planning.vetting@barnet.gov.uk)  
Telephone: 020 8359 4622

However, it is not essential to use the questionnaire. You may also telephone, email, post or hand deliver any comments. **Whichever method you choose to send us your views, please ensure they reach us no later than 5.00pm on Tuesday 1 April 2008.**

The information you provide will be used fairly and lawfully and the council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.

**Please indicate in what capacity you are responding to this consultation:**

- Private individual or resident:
- Developer, agent or other property professional:
- Community group or other organisation:

**Your details (as applicable):**

Name:  
Company:  
Telephone:  
Address 1:  
Address 2:  
Postcode:

**Your agent's details (as applicable):**

Name:  
Company:  
Telephone:  
Address 1:  
Address 2:  
Postcode:

Email address:

Email address:

**1. Local requirements for full and outline planning permission applications**

See page 3 of the accompanying guidance document covering:

- Application for full planning permission
- Application for outline planning permission with some matters reserved
- Application for outline planning permission with all matters reserved
- Application for approval of reserved matters following outline approval
- Application for planning permission and conservation area consent for demolition
- Application for planning permission and listed building consent
- Application for planning permission and consent to display an advertisement(s)

Q: Do you agree with Barnet's local requirements for applications for full and outline planning permission?

Yes No Don't Know 

If you have any comments, please enter them in the space below:

**2. Local requirements for householder applications**

See page 13 of the accompanying guidance document covering:

- Householder application for planning permission for works or extension to a dwelling
- Householder application for planning permission for works or extension to a dwelling and conservation area consent
- Householder application for planning permission or works or extension to a dwelling and listed building consent for alterations, extension or demolition of a listed building

Q: Do you agree with Barnet's local requirements for householder applications?

Yes No Don't Know 

If you have any comments, please enter them in the space below:

**3. Local requirements for conservation area consent, listed building consent and listed building consent with advertisement consent**

See page 19 of the accompanying guidance document covering:

- Application for conservation area consent for demolition in a conservation area
- Application for listed building consent for alterations, extension or demolition of a listed building
- Application for listed building consent for alterations, extension or demolition of a listed building and advertisement consent

Q: Do you agree with Barnet's local requirements for conservation area and listed building consents?

Yes  No  Don't Know

If you have any comments, please enter them in the space below:

#### 4. Local requirements for certificates of lawful use or lawful development

See page 24 of the accompanying guidance document covering:

- Application for Lawful Development Certificate for an existing use of operation or activity including those in breach of planning condition
- Application for Lawful Development Certificate for a proposed use or development

Q: Do you agree with Barnet's local requirements for obtaining certificates of lawful use?

Yes  No  Don't Know

If you have any comments, please enter them in the space below:

#### 5. Local requirements for applications for advertisement consent

See page 26 of the accompanying guidance document covering:

- Application for consent to display an advertisement(s)

Q: Do you agree with Barnet's local requirements for advertisement consents?

Yes  No  Don't Know

If you have any comments, please enter them in the space below:

**6. Local requirements for removal/variation of a condition from a planning permission**

See page 28 of the accompanying guidance document covering:

- Applications for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

Q: Do you agree with Barnet's local requirements for variations in planning conditions?

Yes

No

Don't Know

If you have any comments, please enter them in the space below:

**7. Local requirements for approval of details reserved by condition**

See page 30 of the accompanying guidance document covering:

- Applications for the approval of details reserved by planning conditions

Q: Do you agree with Barnet's local requirements for dealing with reserved matters?

Yes

No

Don't Know

If you have any comments, please enter them in the space below:

**8. Local requirements for prior notification of telecommunications development**

See page 31 of the accompanying guidance document covering:

- Application for prior notification of proposed development in respect of permitted development by telecommunications code systems operators

Q: Do you agree with Barnet's requirements for prior notification of telecommunications development?

Yes

No

Don't Know

If you have any comments, please enter them in the space below:

**9. Local requirements for prior notification of demolition**

See page 33 of the accompanying guidance document covering:

- Application for prior notification of proposed demolition

Q: Do you agree with Barnet's local requirements for prior notification of demolition?

Yes

No

Don't Know

If you have any comments, please enter them in the space below:

**10. Local requirements for prior notification of agricultural development**

See page 35 of the accompanying guidance document covering:

- Application for prior notification of proposed agricultural or forestry development - Proposed building
- Application for prior notification of proposed agricultural or forestry development - Proposed road
- Application for prior notification of proposed agricultural or forestry development - Proposed excavation / deposit of waste material from the farm
- Application for prior notification of proposed agricultural or forestry development - Proposed fish tank

Q: Do you agree with Barnet's local requirements for prior notification of agricultural development?

Yes

No

Don't Know

If you have any comments, please enter them in the space below:

**11. Local requirements for tree applications**

See page 37 of the accompanying guidance document covering:

- Application for tree works: works to trees subject to a Tree Preservation Order (TPO) and/or notification of proposed works to trees in a conservation area

Q: Do you agree with Barnet's local requirements for treeworks applications?

Yes

No

Don't Know

If you have any comments, please enter them in the space below:

### What Happens Next?

All comments received on the draft local requirements will be considered by the council in the preparation of the final version of Barnet's local list. A final version of the guidance document will be produced. These requirements will then become mandatory for those submitting planning applications to the council from 6 April 2008. The guidance document will be placed on the council website [www.barnet.gov.uk/planning](http://www.barnet.gov.uk/planning), will be available in the Planning Service reception and in the borough's libraries, and will be circulated to all prospective planning applicants.

### Equality Monitoring Questions

The following questions are equality monitoring questions. It is council policy that all surveys/consultations include these questions. Barnet Council aims to consult with its diverse communities to ensure all residents are represented. We monitor the delivery of our services to ensure that it is representative and that all our service users are treated fairly. In addition, we are legally committed to promoting race equality under the Race Relations (Amendment) Act 2000 and disability equality the Disability Discrimination Act 2005, which applies to everything the Council does. The information you give on this questionnaire will remain strictly confidential, in accordance with the Data Protection Act 1998.

#### About you:

In which age group do you fall (tick one box only)?

- |          |                            |       |                            |
|----------|----------------------------|-------|----------------------------|
| Under 18 | <input type="checkbox"/> 1 | 45-54 | <input type="checkbox"/> 5 |
| 18-24    | <input type="checkbox"/> 2 | 55-64 | <input type="checkbox"/> 6 |
| 25-34    | <input type="checkbox"/> 3 | 65-74 | <input type="checkbox"/> 7 |
| 35-44    | <input type="checkbox"/> 4 | 75+   | <input type="checkbox"/> 8 |

#### Disability:

The Disability Discrimination Act 1995 defines a disability as "A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities." In this definition, long-term is taken to mean more than 12 months and would cover long-term illness such as cancer and HIV or mental health problems.

Do you consider that you have a disability under the Disability Discrimination Act definition (tick one box only)?

Yes  1      No  2

If you have answered 'yes', please select the definition/s from the list below that best describes your

disability/disabilities:

- Hearing (such as deaf, partially deaf or hard of hearing)  1
- Vision (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/contact lenses)  2
- Speech (such as impairments that can cause communication problems)  3
- Mobility (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis)  4
- Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy)  5
- Reduced physical capacity (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes)  6
- Severe disfigurement  7
- Learning difficulties (such as dyslexia)  8
- Mental Illness (substantial and lasting more than a year, e.g. severe depression or psychoses)  9
- Other disability, please specify .....  10

**Gender (tick one box only):**

- Female  1  
Male  2

**Ethnicity (tick one box only):**

White	Mixed	Black or Black British	Asian or Asian British	Other
British <input type="checkbox"/> 1	White & Black Caribbean <input type="checkbox"/> 6	Caribbean <input type="checkbox"/> 10	Indian <input type="checkbox"/> 13	Chinese <input type="checkbox"/> 17
Irish <input type="checkbox"/> 2	White & Black African <input type="checkbox"/> 7	African <input type="checkbox"/> 11	Pakistani <input type="checkbox"/> 14	
Turkish/ Turkish Cypriot <input type="checkbox"/> 3	White & Asian <input type="checkbox"/> 8		Bangladeshi <input type="checkbox"/> 15	
Greek/ Greek Cypriot <input type="checkbox"/> 4				
Other <input type="checkbox"/> 5	Other <input type="checkbox"/> 9	Other <input type="checkbox"/> 12	Other <input type="checkbox"/> 16	Other ethnic group <input type="checkbox"/> 18

If you selected any of the 'other' categories, please tell us how you would further describe yourself:

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