



PROPOSED NEW FOREST DISTRICT COUNCIL REVISED 1APP (PLANNING APPLICATION) LOCAL REQUIREMENTS

1. INTRODUCTION

- 1.1 DCLG “Guidance on Information Requirements and Validation” 2010 advises that local planning authorities should prepare a “local list” (validation checklist) which sets out the information that is required to be submitted with planning applications for different types of development and for other types of applications in order for those applications to be deemed valid.
- 1.2 The Government requires all Local Authorities to review their own Local 1APP planning information requirements (Local Requirements) every two years, with the first review to be completed in July 2013. This was undertaken and a series of requirements were set by this Council, requiring applicants to submit specific information in terms of drawings and supporting documents beyond the basic National Requirements.
- 1.3 This report seeks Members’ agreement on further proposed Local Requirements requiring additional information in terms of floor areas and existing and proposed uses to tie in with the implementation of Council’s adopted Community Infrastructure Levy (CIL) Charging Schedule. The proposed additional requirements will be the subject of consultation with regular agents, consultees and the Town/Parish Councils, with the matter referred back to Committee in December for a final decision taking into account any comments received.
- 1.4 A copy of the proposed covering letter giving details of the consultation is attached as Appendix 1 to this report and the Additional Information form is attached as Appendix 2.

2. THE COMMUNITY INFRASTRUCTURE LEVY

- 2.1 CIL was created under the terms of the Planning Act 2008, and establishes a new system for collecting developer contributions towards essential infrastructure.
- 2.2 At its meeting 14 April 2014, Full Council formally adopted the New Forest District Council Community Infrastructure Levy Charging Schedule. The Council will start charging CIL from 6 April 2015.
- 2.3 To support the implementation of CIL, the following small, but important, changes to the validation checklist are required. These involve the provision by the applicants of floorspace information in terms of both existing and proposed to allow the CIL liability, which is calculated on the gross internal floor space of new development, to be calculated.

3. IMPLICATIONS

- 3.1 The changes to the 1APP planning information requirements are minor in that they require an additional form (attached at Appendix 2) to be completed by applicants so the council can establish whether there will be a potential CIL liability.

- 3.2 The changes will have minimal resource implications for the applicants and the Council and the time taken to validate applications and appropriate guidance will be issued to developers and made available on the web as soon as possible to ensure they are clear on the new system and what information is required from them.
- 3.3 Major applications received from the 12 January 2015 and minor applications received from the 9 February 2015 will need to provide the new information set out in the revised 1APP checklist. This will enable CIL to be calculated as appropriate for applications to be approved from 6 April 2015.

4. ENVIRONMENTAL, CRIME AND DISORDER, EQUALITY AND DIVERSITY IMPLICATIONS

- 4.1 The proposed revised 1APP requirements and the manner in which they are used would ensure that sufficient information is to hand at the start of an application's process. The information will be used to inform all interested parties, and to be taken on board when the decision is reached. Any comments on these aspects that come out of the consultation exercise will be taken on board before the final list is agreed.

5. CONCLUSION

- 5.1 In accordance with current Government advice and, subject to the agreement of the Planning Development Control Committee, the list will be published on the web site for eight weeks beginning on 9 October 2014, with the key stakeholders as identified in para 1.3 above contacted by e mail and asked to comment. The letter to go out is attached at Appendix 1. Any comments received will be collated and reported to this Committee on 10 December, together with a copy of the final proposed 1APP, Local Requirements, amended to take account of the comments received.

6. RECOMMENDATION

- 6.1 That the proposal to require the information contained in the CIL additional Information to form part of the 1APP Local Requirements, as set out in Appendix 2 to this report, be published for consultation with regular planning agents, internal and external consultees and Town/Parish Councils, with a view to considering comments received prior to the adoption of the final revised List.

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Background Papers:

Guidance on information requirements and validation DCLG March 2010 Development Management Policy Annex DCLG March 2010
Current NFDC Local List of 1APP requirements.(2008)

Proposed Letter to regular agents, consultees and Town/Parish Councils.

Dear

New Forest District Council is consulting on further revisions to its Local Planning Application Requirements. These requirements define the supporting documents and drawings required when a planning application is made in addition to the mandatory National Requirements such as forms, fee, Design and Access Statement (when required) and the service of notice to landowners and other affected individuals. The consultation will cover regular agents, internal and external consultees and Town and Parish Councils. It starts on and any comments need to be submitted to by 17:00 hours on.....

The proposed changes all relate to information that will soon be required in order meet the requirements of the Community Infrastructure Levy (CIL), which was introduced through the Planning Act 2008. It introduces a number of statutory procedures for those Charging and Collecting Authorities implementing it. New Forest District Council adopted a Community Infrastructure Levy Charging Schedule on 14 April 2014 with an implementation date of 6 April 2015. The levy requires a contribution to be paid which is calculated based on the new floorspace of a development.

It is proposed that applicants will be required to answer additional questions to enable authorities to calculate levy liability for a development. It should be completed for all applications, which include householder applications, Section 73 applications and reserved matters etc. In accordance with the CIL Regulations (2010) (as amended), the Council would require applicants to provide the following information when completing the CIL Additional Information Requirement form:

Gross Internal Floorspace of all buildings on the site prior to development (if any); and Gross Internal Floorspace of buildings to be demolished (if any); and Proposed Gross Internal Floorspace of all buildings which will occupy the site once the development has been completed. If the development will contain a number of residential units, we will also require a breakdown of sizes in GIA of each individual unit. Details about the use of any buildings which are to be demolished.

Where the Council does not have sufficient information, or information of sufficient quality, we may deem the gross internal area of the building to be zero, in accordance with the CIL Regulation (2010) (as amended).

This consultation proposes that the CIL Additional Information Requirement form would be part of the application validation checklist requirements. The National Planning Portal has published **guidance** to assist applicants in completing the CIL Additional Questions Form the completion of which would satisfy the above requirements.

This consultation comprises the report to the Planning Development Control Committee and the CIL Additional Information Requirement form. Please make sure I receive your comments on both the overall principles of the approach and the details of the requirements and how it is proposed the information would be provided by on the

Any comments should be sent to _____@nfdc.gov.uk and I would ask you to include full contact details including the name of the organisation or firm you are responding on behalf of.

Please contact me if I can assist any further.

Yours sincerely

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Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application Additional Information Requirement form

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information. **Please read the associated Guidance Notes before you complete the form. Notes on the questions are provided at http://www.planningportal.gov.uk/uploads/1app/cil_guidance.pdf**

1. Application Details

Applicant or Agent Name:

Planning Portal Reference
(if applicable):

Local authority planning application number
(if allocated):

Site Address:

Description of development:

Does the application relate to minor material changes to an existing planning permission (is it a Section 73 application)?

Yes

Please enter the application number:

No

If yes, please go to **Question 3**. If no, please continue to **Question 2**.

2. Liability for CIL

Does your development include:

a) New build floorspace (including extensions and replacement) of 100 sq ms or above?

Yes No

b) Proposals for one or more new dwellings either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?

Yes No

c) None of the above

Yes No

If you answered yes to either a), or b) please go to **Question 4**.

If you answered yes to c), please go to **8. Declaration** at the end of the form.

3. Applications for Minor Material Changes to an Existing Planning Permission

a) Does this application involve a change in the amount or use of new build floorspace, where the total floorspace, including that previously granted planning permission, is over 100 sq m?

Yes No

b) Does this application involve a change in the amount of floorspace where one or more new dwellings are proposed, either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?

Yes No

If you answered yes to either a), or b) please go to **Question 4**.

If you answered no to both a) and b), please go to **8. Declaration** at the end of the form.

4. Exemption or Relief

a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

Yes No

b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

Yes No

If you answered yes to a) or b), please also complete CIL Form 2 – '**Claiming Exemption or Relief**' available from www.planningportal.gov.uk/cil. You will also need to complete this form if you think you are eligible for discretionary charitable relief offered by the relevant local authority, please check their website for details.

c) Do you wish to claim a self build exemption for a whole new home?

Yes No

If you have answered yes to c) please also complete a CIL Form SB1-1 - '**Self Build Exemption Claim Form: Part 1**' available from www.planningportal.gov.uk/cil.

d) Do you wish to claim a self build exemption for a residential annex or extension?

Yes No

If you have answered yes to d) please also complete CIL Form '**Self Build Annex or Extension Claim Form**' available from www.planningportal.gov.uk/cil.

5. Reserved Matters Applications

Does this application relate to details or reserved matters pursuant to an application that was granted planning permission prior to the introduction of the CIL charge in the relevant local authority area?

Yes Please enter the application number:

No

If you answered yes, please go to **8. Declaration** at the end of the form.

If you answered no, please continue to complete the form.

6. Proposed New Floorspace

a) Does your application involve new **residential floorspace** (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

N.B. conversion of a single dwelling house into two or more separate dwellings (without extending them) is NOT liable for CIL. If this is the sole purpose of your development proposal, answer 'no' to Question 2b and go straight to the declaration at Question 8.

Yes No

If yes, please complete the table in section 6c) below, providing the requested information, including the floorspace relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does your application involve new **non-residential floorspace**?

Yes No

If yes, please complete the table in section 6c) below, using the information provided for Question 18 on your planning application form.

c) Proposed floorspace:

Development type	(i) Existing gross internal floorspace (square metres)	(ii) Gross internal floorspace to be lost by change of use or demolition (square metres)	(iii) Total gross internal floorspace proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal floorspace following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)				
Social Housing, including shared ownership housing (if known)				
Total residential floorspace				
Total non-residential floorspace				
Total floorspace				

7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings:

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal floorspace that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the table in question 7c).

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sq ms) to be retained.	Proposed use of retained floorspace.	Gross internal area (sq ms) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 of the 36 previous months (excluding temporary permissions)?		When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
2					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
3					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
4					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
Total floorspace							

7. Existing Buildings continued

c) Does your proposal include the retention, demolition or partial demolition of any whole buildings **into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period**? If yes, please complete the following table:

	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sq ms) to be retained	Proposed use of retained floorspace	Gross internal area (sq ms) to be demolished
1				
2				
3				
4				
Total floorspace into which people do not normally go, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission				

d) If your development involves the conversion of an existing building, will you be creating a new mezzanine floor within the existing building?

Yes No

e) If Yes, how much of the gross internal floorspace proposed will be created by the mezzanine floor (sq ms)?

Use	Mezzanine floorspace (sq ms)

8. Declaration

I/we confirm that the details given are correct.

Name:

Date (DD/MM/YYYY). Date cannot be pre-application:

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

For local authority use only

App. No: