



## Planning Application Validation Checklist

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Applying for planning permission can be a daunting process. It is important to provide the right information when submitting your application. It will help you get the best results, in the quickest possible timeframe.

Validation is the process undertaken by the Authority to check that new planning applications are complete and include all relevant supporting information. Validation checks whether applications have been correctly made. At this point we do not judge whether proposals are acceptable in planning terms.

This guide explains the two tiers of information required to make a successful application - firstly, national, mandatory, requirements applicable to **all applications** and secondly, localised information related to **individual types of development**.

The purpose of this guide is to make sure we have all the information we need to;

- Ensure your application is accepted first time
- Speed up the registration process
- Reach good planning decisions in a timely manner
- Provide certainty as to the information required for specific applications
- Help you get your project from an idea to realisation in the quickest possible time
- Be as efficient as possible in dealing with your request

The Government sets the regulations which control the planning process. You can find further information at [Making an application - GOV.UK](https://www.gov.uk) ([www.gov.uk](https://www.gov.uk))

Before you submit your application, you may wish to obtain pre-application guidance through our planning advice service ([Planning advice | Dartmoor](#)). This may save time and effort, shaping your proposals to ensure you have the best chance of receiving permission.

The Dartmoor Local Plan ([Local Plan | Dartmoor](#)) contains the planning policies and background information we use to determine your application.

## **Submitting an application**

All applications should be made online via the [Planning Portal](#) and the relevant planning fee ([A Guide to the Fees for Planning Applications in England \(planningportal.co.uk\)](#)) must be paid before your application is submitted. We do not accept applications by post, email or in person unless there are extenuating circumstances.

Please ensure all drawings and documents are referenced with their full, clear and detailed title and drawing number. Attachments should be limited in size to no greater than 10GB. All documents will be loaded to the public access area of our planning website once the validation process is complete.

If you need to include information considered to be 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR), for example, personal, financial or health information, it should be submitted in a separate document, so it can be marked as confidential. The definition of 'personal data' and 'sensitive personal data' can be found on the Information Commissioner's website (ICO) [GDPR](#).

Payments should be made online through the Planning Portal. We do not accept cheques or cash.

You will receive an acknowledgment from the Planning Portal that your application has been successfully submitted to the Authority and we will seek confirm whether the application is valid within 15 working days.

## **Validating a planning application**

There are two distinct parts to the process of validating an application;

- (i) National/Mandatory requirements for **all** applications (required by The Town and Country Planning (Development Management Procedure) (England) Order 2018 (DMPO))
- (ii) Local requirements specific to Dartmoor (often referred to as the '**Local List**') - dependant on development type/site constraints

To help you navigate the process we have also provided a specific checklist for each application type.

The glossary provides additional information to explain what we mean where there are specific requirements.

It may be helpful to refer to this document and fill in the checklist relevant to the development type to help us validate your application and start the process.

We will retain the right to decline to validate your application if the information is incomplete. It is your responsibility to ensure that all relevant documentation has been provided.

## **What happens if my application is found to be invalid?**

We will respond by email and indicate why the application has been found to be invalid. If we request further information we will hold your application for a maximum of 15 working days. If the relevant information is not received within this timeframe, we will be unable to validate your application. We will close the file, return any fees paid and take no further action on the application. If you wish to continue with your proposal you will need to resubmit a new application with all the correct documentation/information as we will not hold any records from a previous, invalid application.

## **Validation disputes**

If you disagree with our reasons for invalidating an application, you may send a notice to us (under Section 12 of the Development Management Procedure Order 2015 ([The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukoi/2015/1201)) setting out your reasons for refusing to supply the requested information. You must have submitted all the other information needed to validate the application together with the appropriate fee. We will then reconsider the matter and either agree to validate the application or issue a Non-Validation Notice which you can appeal under Section 78 of the Town and Country Planning Act 1990.

## **Diversity**

We promote inclusion for all sectors of the community. Application documents, along with any representations received from the public, will be checked for any inappropriate statements. Comments regarding disability, race or ethnicity, religion or belief, sexual orientation or gender reassignment or that are defamatory, prejudiced or otherwise likely to cause offence will be removed. All applications and supporting documentation will be published on the website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the General Data Protection Regulations (GDPR). Any personal information provided will be used by us solely for the purpose of processing your application.