



Validation checking service for the submission of planning applications

Guidance note

Updated January 2019
Planning and Sustainable Development

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The Planning and Sustainable Development Service provides an optional expedited validation checking service, on request, for the submission of planning applications which is chargeable and full details are shown below.

Why provide a validation checking service?

The council currently receives a high percentage of planning applications which do not meet the local and national validation checklist requirements when they are received. This causes delays to the customer and the planning service in processing planning applications. The benefits of providing a validation checking service include:

- reducing the number of invalid applications received
- providing help and assistance to our customers on the validation requirements
- speeding up the validation process

Do I have to use this service?

No. You can submit a planning application to your local planning office by post or in person free of charge and we will aim to validate your application within five working days. However, if your application is found to be invalid, we will write to you detailing why your application is invalid which will delay the planning application process.

What will be provided under the validation check?

An officer will:

- For applications which fall within Categories B and C (see category table below) meet with the customer, by appointment only, at either of the planning offices detailed below and check the application to ensure it meets the local and national validation requirements subject to the validation checking fee being paid.
- For applications which fall within Category A (see category table below) meet with the customer, by appointment only, at either of the planning offices detailed below and carry out an initial check of the information submitted. However due to the complex nature of applications in this category the application will be left with the officer to ensure it meets the local and national validation requirements subject to the validation checking fee being paid. A response will then be given to the customer within three working days.

- Provide a list of the information required in order for the application to meet the local and national validation requirements.
- Provide a re-check (one only) of the application for validation if further information is required after the initial check is carried out.
- Validate the application within two working days if the application meets all the validation requirements after the initial check or after the re-check.

What will it cost?

The validation checking service fee is in addition to the planning fee for processing the application. Please see our [Planning and Sustainable Development Service Fees and Charges Document](#) for details of both planning fees and validation checking service fees.

More information on fees can be found on our Planning Fees page: <https://www.cornwall.gov.uk/environment-and-planning/planning/planning-advice-and-guidance/planning-fees/>

The validation checking service categories are as follows:

Category A – Major development

- Residential development of 10 or more dwellings
- New floor space or change of use of 1,000 square metres or more or where the site area is one hectare or more
- Development subject to an Environmental Impact Assessment (EIA)
- Any number of wind turbines

Category B – Minor development

- Residential development of between 2-9 dwellings or where the site area is below 0.5 hectares
- New floor space or change of use of less than 1,000 square metres or where the site area is less than one hectare

Category C – Householder and other development

- Householder applications
- Telecommunications development
- Listed Building consent
- Advertisement consent
- Certificate of Lawfulness for existing development
- Proposals for a single dwelling
- Conservation Area consent
- Tree Preservation Order consent
- Trees in a Conservation Area consent

Category D - Exemptions

There will be no charge for the validation checking service if the following apply:

- Applicants and/or agents are submitting an application for the alteration or extension of a dwelling for the benefit of a registered disabled person.
- Applicants and/or agents have submitted a request for a Planning Performance Agreement (PPA). A validation check of the application will be included as part of the PPA process.
- Applicants and/or agents have submitted a pre-application enquiry relating to a listed building application. A validation check of the listed building application will be included as part of the pre-application advice.

Where will I go to use this service?

This service is available by appointment only at the locations listed below. Please contact planning to arrange an appointment.

Planning and Sustainable Development Service

Dolcoath Avenue
Camborne
TR14 8SX

Pydar House
Pydar Street
Truro
TR1 1XU

Chy Trevail
Bodmin
PL31 2FR

Email: planning@cornwall.gov.uk
Tel: 0300 1234 151

Terms and conditions

- VAT is chargeable at the standard rate in place at the time of the request for advice (currently 20%).
- Standard fees plus VAT must be paid to the officer dealing with your enquiry at the validation checking appointment session.

*** Accredited Agents Scheme**

If you are an agent an accredited agent scheme is now available for householder development applications. If an agent becomes an accredited agent their applications will be registered promptly with minimal validation checks involved. If you are interested in becoming an accredited agent further information can be found on our website at:

<http://www.cornwall.gov.uk/environment-and-planning/planning/accredited-agents-householder-fast-track-scheme/>

Please note

Any advice given by Council officers for enquiries on the validation of planning applications does not indicate a formal decision by the Council as local planning authority. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application following statutory public consultation, the issues raised and evaluation of all available information.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications.

Please let us know if you need any particular assistance from us, such as providing the guidance note in a different format or language.

Cornwall Council
Planning and Sustainable Development Service
Telephone: 0300 1234 151
Email: planning@cornwall.gov.uk