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**Contact** Ollie Boulter  
**Date** July 2020

Dear all

### **Update to local requirements list for planning related applications**

As you know, when planning related applications are submitted there are national requirements regarding what information must be included. The Isle of Wight Council, as local planning authority (LPA), also has the ability to require certain information to be submitted and these are known as the 'local list'.

Government guidance sets out that a local list should be reviewed every two years. The council last reviewed its local list in early 2017. Therefore, we have undertaken consultation on proposals to review the local list and taken comments received into account.

The LPA has introduced a new software system to manage its planning applications and is moving to a paperless form of administration, in order to increase efficiency. To enable the new software system and paperless approach to work as effectively as possible, two minor changes to the local list requirements are required.

A scale bar will be included on **all** plans (replacing the requirement for the scale to be stated). This will allow the LPA to calibrate the scale of a plan and measure when viewing it electronically.

The LPA will also be requiring all plans submitted for householder applications to be no larger than A3, as this will enable them to view more plans electronically and therefore print less.

In addition, following consultation feedback, the LPA will also require all proposals for non-material minor amendments to planning permissions to include information setting out the proposed changes (such as a covering letter, email or annotations on the submitted plans). Often, minor amendments are not readily visible when comparing plans and it is considered that this information would remove confusion.

No other changes to the local list are proposed. The changes have been approved and therefore, will be adopted and will be applied from 1<sup>st</sup> August 2020. However, we do understand that some householder schemes will have been drafted for submission in advance of this date and therefore, we will continue to validate applications based on the current local list up until 1<sup>st</sup> September 2020, but will expect any non-material amendment applications to include a summary of changes from 1<sup>st</sup> August 2020.

Cont ...

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ollie Boulter', with a long horizontal line extending to the right.

**Ollie Boulter**  
**Strategic Manager for Planning and Infrastructure Delivery**

**This information is available in Braille, large print, tape and community languages from the above offices and Typetalk calls are welcome.**