

Equality Impact Assessment Form

Responsibility and Ownership

Name of policy, practice, service or function: Local Validation Checklist (Local List) – Planning Applications

Responsible department: Development Management

Service area: Planning Services

Lead Officer: Chris Whitmore, Development Management and Land Charges Manager

Date of assessment:

Other members of assessment team

Name	Position	Area of expertise
None.		

Assessment Background

Scope

1	<p>What are the main aims/objectives or purpose of the policy, strategy, practice, service or function?</p>	<p>The Local Validation Checklist sets the local information requirements for the validation and registration of planning applications. These checklists ensure that the Council's Development Management section has the right level of information submitted with planning applications at the start of the process to determine them in a timely manner and to reduce the likelihood of planning applications being refused on lack of information grounds.</p> <p>The document helps to achieve the corporate plan objective of delivering excellent services.</p>
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2	Are there any external factors we need to consider such as new legislation or legislation changes?	The National Planning Policy Framework (NPPF) advises that LPAs should publish a local list of their information requirements and keep them updated at least every 2 years. The statutory tests for local lists are set out in section 62 (4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.
3	Who is responsible for implementing the policy, strategy, practice, service or function?	The Development Management team.
4	Who is affected by the policy, strategy, practice, service or function? E.g. businesses, customers, voluntary sector?	The primary group that these changes affect, are those engaged in the planning system; specifically, applicants submitting proposals for development but more widely, those individuals and communities affected by development. Therefore, the extensive nature of this group inevitably includes people with protected characteristics. The validation checklist requires specific information to be submitted by applicants in order that officers may fully understand proposals and their impacts. Therefore, the validation checklist itself is unlikely to have a direct impact on those with protected characteristics and is directly related to ensuring that adopted policies, already subject to EqlA, are able to be complied with successfully.
5	What outcomes are we looking to achieve, why and for whom?	<p>Ensuring that planning applications are supported by enough information is crucial to ensure effective service delivery. It also provides certainty for applicants, the Local Planning Authority, consultees and other interested parties and speeds up the decision-making process.</p> <p>Local validation checklists for planning applications are aimed at improving the quality of planning submissions, the Council's ability to successfully understand the impacts of development and</p>

		<p>therefore officer's ability to determine whether proposals are acceptable or not. The provision of full information related to a range of policy matters helps the council determine whether harmful impacts could arise and whether those harmful impacts may affect individuals with protected characteristics. For example, the submission of a design statement can assist the Council to understand if and how a new space has been designed to be inclusive. The approach will help secure better and fuller information to enable the council to avoid:</p> <ul style="list-style-type: none"> • unlawful discrimination, harassment, and victimisation • undermining equality of opportunity between people who share a protected characteristic and those who do not • undermining good relations between people who share a protected characteristic and those who do not
6	What existing information do you have on the impact of the policy, strategy, practice, service or function? E.g. consultation or satisfaction results?	Most local planning authorities have a local list of validation requirements.
7	How is existing information about the policy, practice, service or function publicised?	<p>6-week consultation period (10/01/2025 – 21/02/2025) Targeted correspondence was sent to the 111 planning agents who either regularly submit planning applications to the District Council or who have expressed an interest in being notified of new policy documents within its planning area. Consultees on planning applications, staff within the planning team at Bolsover District Council, elected ward members and parish / town councils were also notified of the consultation and directed to the consultation draft of the Local Validation Checklist. A copy of the document was also made available for review and comment at the customer contact centres within the district and local libraries and a dedicated webpage created to advertise the consultation exercise.</p> <p>Dedicated page to be created on the planning pages of the Council's website following adoption.</p>

Identifying Potential Equality Impacts

Consider any impacts on each of the protected characteristics set out below. Be mindful that some impacts may affect more than one characteristic e.g. disability/age. Indicate where the policy, practice, service or function could have a positive/negative impact for different groups and your reasons. Specify which data sources have informed your assessment. **The Council has an Equality Plan which provides a profile for the district which may be helpful.**

Race

8	Identify any impacts of the policy or procedure on people who may be affected because of their race/ethnicity		
	White	English / Welsh / Scottish / Northern Irish / British / Irish / Any other White background	None anticipated the Council has access to telephone interpretation and translation services where necessary.
	Asian/Asian British	Indian	There may be a potential language barrier if English is not the first language, however an interpreter can be commissioned. The document can be printed in a different language when requested; also the Council's website has the Google translate function.
Pakistani			
Bangladeshi			
Chinese			
Any other Asian background			
	Black	African	There may be a potential language barrier if English is not the first language, however an interpreter can be commissioned. The document can be printed in a different language when requested; also the Council's website has the Google translate function.
Caribbean			
Any other Black / African / Caribbean / Black British background			
	Any other ethnicity	Arab	There may be a potential language barrier if English is not the first language, however an interpreter can be commissioned. The document can be printed in a different language when requested; also the Council's website has the Google translate function.
Any other ethnic group			

Sex/Gender

9	Identify any impacts of the policy, practice, service/function on people who may be affected because of their gender	
	Female	None anticipated.
	Male	None anticipated.
	Transgender	None anticipated.

Age

10	Identify any impacts of the policy, practice, service/function on people who may be affected because of their age	
	0-18 years	None anticipated.
	19-64 years	None anticipated.
	65 years and over	None anticipated.

Disability

11	Identify any impacts of the policy, practice, service/function on people who may be affected because of their disability/long-term ill health	
	Physical/mobility impairment	None anticipated.
	Sensory: hearing/visual or speech	No anticipated negative impacts. This could be an issue but alternative formats of the document can be made available if necessary. British Sign Language (BSL) interpreters can be accessed where required.
	Mental health	None anticipated.
	Learning disabilities	No anticipated negative impacts. This may be an issue if the document cannot be read or understood in this current format but alternative formats could be provided.
	Non-visible conditions, e.g. epilepsy/diabetes	None anticipated.

Religion or Belief

12	Identify any impacts of the policy, practice, service or function on people who may be affected because of their religion or belief, including non-belief	
	None anticipated.	

Sexual Orientation

13	Identify any impacts of the policy, practice, service or function on people who may be affected because of their sexual orientation	
	Heterosexual	None anticipated.
	Lesbian	None anticipated.
	Gay	None anticipated.

13	Identify any impacts of the policy, practice, service or function on people who may be affected because of their sexual orientation	
	Bisexual	None anticipated.

Other categories

14	Identify any impacts of the policy, practice, service or function on people who may be affected because of other factors	
	Rural / urban	None anticipated.
	Carers	None anticipated
	Travellers	None anticipated.
	Other	None anticipated.

Document the assessment evidence (where information is held)

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information / Comments
Customer feedback and complaints	N/A			
Consultation and community involvement	The document has been subject to consultation between 10 th January and 21 st February 2025 was undertaken. Targeted correspondence was sent to the 111 planning agents who either regularly submit		No objections received to the introduction of the document. Good engagement from consultees to introduce information requirements to help them make	

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	<p>planning applications to the District Council or who have expressed an interest in being notified of new policy documents within its planning area. Consultees on planning applications, staff within the planning team at Bolsover District Council, elected ward members and parish / town councils were also notified of the consultation and directed to the consultation draft of the Local Validation Checklist. A copy of the document was also made available for review and comment at the Customer Contact Centres within the district and local libraries and a dedicated webpage created to advertise the consultation exercise.</p>		<p>informed comments on a development proposal.</p>	

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information / Comments
Performance information	Average time taken to process a planning application based on the different application types.	Uniform data based.	Provides a benchmark to assess the success of the new document.	
Take up and usage data	n/a			
Comparative information or data where no local information available (benchmarking)	n/a – development constraints vary district/borough to district/borough			
Census, regional or national statistics	n/a			
Access audits or other disability assessments	n/a			
Workforce profile	n/a			
Where service delivered under procurement arrangements	n/a			

Findings: Are any groups affected? If so, how?

Key points	Any groups affected?	Positive Impact/Negative Impact/No impact/Negative impact mitigated?
<p>The document will provide clarity on the information needed to accompany planning applications to ensure that all issues to be assessed (as dictated by local and national policy) can be properly understood and addressed. This will directly impact on consultees, those that are affected by development proposals and applications / agents who submit applications to the District Council in terms of providing certainty on the level of information that is required, thereby increasing the likelihood of a successful application and the speed of decision making.</p>	<p>All groups</p>	<p>Positive</p>

Recommendations and Decisions

Action by:

<p>Amending the policy, strategy, practice, service or function</p>	<p>n/a</p>
<p>Find alternative means for achieving objectives</p>	<p>n/a</p>
<p>Develop equality objectives and targets for inclusion in the service plan</p>	<p>n/a</p>
<p>Initiate further research</p>	<p>n/a</p>

Undertaking actions identified in the EIA	n/a
Any other method (please state)	n/a

Equality Impact Assessment Improvement Plan Summary

Please list all actions, recommendations and/or decisions you plan to take as a result of the equality impact assessment:

Action Required	Responsible Officer	Target Date	Resources	Progress	Actual Outcome
None.					

Please send your completed assessment form to Kellie Bradford email: kellie.bradford@bolsover.gov.uk

Approval Process

Job role	Date	Comments
Improvement Officer Comments		
Information, Engagement & Performance Manager Comments (EIA Reviewer)		
Senior Manager (EIA Sign-off) Job title:		