



REQUEST 19421

Under the Freedom of Information Act 2000, please provide:

1. A copy of the standard template(s) your authority uses to notify applicants that a planning application has been declared invalid; and
2. The five most common reasons for invalidation (for example, the most frequently recorded reasons), in whatever format this is held.

I am not requesting any live case correspondence or any personal data, only the standard template format(s) used by the authority. If multiple templates exist (for example, householder vs full applications, or different application types), please provide each version.

RESPONSE

1. Please find attached the letter template used by the Council when notifying applicants that a planning application has been declared invalid.
2. Invalidation reasons are generated on a case-by-case basis within the Council's back-office system, using bespoke text rather than predefined or standardised paragraphs. As this information is not held in a structured or reportable format, the Council is unable to produce a quantified list of the five most frequently occurring invalidation reasons.



**Please ask for
Direct line
Date**

Dear Sirs

**Town and Country Planning Act 1990
Town and Country Planning (Development Management Procedure)
(England) Order 2015
Application Number :
Location :
Proposal :**

An initial examination of your submission has shown that it is not a valid planning application until the following requirements/details have been included.

- **Insert Text**

We will require all the information specified above to be submitted no later than 14 days from the date of this letter. We will check the application again once. If all the required information has been submitted the application will be deemed valid. If all the requested information has not been provided to the required standard within the specified time period, the application will be treated as withdrawn, the file destroyed, and your application fee minus an administration fee will be returned. No reminders will be sent. Details of the administration fee can be found on our website using the following link:

[Apply for planning permission \(wigan.gov.uk\)](http://wigan.gov.uk)

Please see the Council's planning validation check list for all validation requirements:

<https://www.wigan.gov.uk/Resident/Planning-and-Building-Control/Planning/About-the-application-process.aspx>

If your application is to retain development that has already been carried out, this matter will be referred to the Planning Enforcement Section for further investigation and where necessary Enforcement proceedings.

Please email or post any required details and quote the reference number (A//*****/**) in any further correspondence in the matter.**

Payment

You can pay for all your Planning and Building Control Fees on the Council's website at the following link:

<https://www.wigan.gov.uk/Pay-for-it/PayCouncilBill.aspx>

Yours faithfully

A handwritten signature in black ink that reads "David Foster". The signature is written in a cursive style with a large initial 'D'.

Assistant Director Planning and Regeneration