

Guidance for processing applications when using older versions of our 1App data standard

The Planning Portal maintains a 1App data standard (also referred to as a 'schema') that allows for all the information entered into its online planning application system to be downloaded and processed by Local Planning Authority IT systems when applications are submitted.

All responses to questions on the application form are available to be passed directly into back-office systems along with information on the supporting documents provided. Ensuring full and proper use of this information should allow for greater automation efficiencies and reduce any manual re-keying of data.

Why/how might this guidance need to be used?

When changes are made to the online planning application system that add to or improve the information being collected (e.g. when a new application type is added or legislative change needs to be accounted for), the 1App data standard is updated in parallel to ensure this information can be passed to Local Planning Authorities correctly.

Therefore, to be able to utilise all the current information and application types, Local Planning Authority IT systems also need to be kept up to date to request and process data from the Planning Portal using the latest version of the 1App data standard.

We will continue to support several older versions and always try to maximise backwards compatibility of any changes we make. However, if the Local Planning Authority IT system does not support the latest version, it may:

- Not retrieve/process some types of applications or information at all.
- Generate some records that are incomplete and/or inaccurate.

Where applications are not retrieved/processed, these will need to be downloaded manually.

For information within applications, manual reconciliation effort will be required. We recommend that this is achieved by cross-referencing against the PDF application form provided with each submission.

Details of the application types that will need to be downloaded manually and specific guidance on the information that may require manual reconciliation is listed below.

Latest version of the data standard – v2.0

Introduced in 2019 and launched in May 2020, this version contains significant updates and improvements to contain data for:

- 16 'Prior Approval' application types.
- A set of updates to existing form questions based on changes to national legislation and/or specifications published by the Ministry of Housing, Communities and Local Government.
- Information required by the Greater London Authority for applications submitted to the 33 London LPAs under their jurisdiction.

When in discussion with your existing supplier, or any tenders for a new IT supplier in the future, you should ensure that they are committed to supporting the latest version of the 1App data standard (schema). This will ensure that you are able to work with the full range of information from all the application types we provide.

In order to benefit from the additional and updated information in the latest version of the 1App data standard, your '1App connector' (the software that requests and retrieves applications from the Planning Portal; and transfers the information into your systems) will need to be able to ask for and process the latest version correctly.

We recommend contacting your IT supplier as soon as possible to understand when they will be ready for your system to utilise the latest version of the 1App data standard and allow you to realise the full benefits it offers.

This will remove the need to manually check for any information and ensure all information is retrieved correctly including the Prior Approval application types.

More generally, it is always recommended that IT systems are regularly reviewed to maintain understanding of how applications are processed. This will help to identify any issues and allow these to be resolved or worked around.

Manual download of applications

IT systems not using the latest version (v2.0) will not retrieve the following Prior Approval application types. These applications will need to be manually downloaded. [View separate guidance on manual download of applications.](#)

Short Name	Full Name	ID	GPDO 2015 (as amended) Schedule; Part; Class
Prior Approval: Larger Home Extension	Application to determine if prior approval is required for a proposed: Larger Home Extension	40	2;1;A
Prior Approval: Change of use - retail to restaurant/café	Application to determine if prior approval is required for a proposed: Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops or Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and for building or other operations for the provision of facilities for ventilation, extraction and the storage of rubbish	41	2;3;C
Prior Approval: Change of use - retail/takeaway to dwellinghouses	Application to determine if prior approval is required for a proposed: Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Laundrettes (Sui Generis Uses); or a Mixed Use combining use as a Dwellinghouse (Class C3) with a Shop (Class A1) or Financial and Professional Service (Class A2), Betting Office, Pay Day Loan Shop or Laundrette (Sui Generis Uses); to Dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion	42	2;3;M
Prior Approval: Change of use - retail to assembly/leisure	Application to determine if prior approval is required for a proposed: Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices or Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure (Class D2)	43	2;3;J
Prior Approval: Change of use - agriculture to dwellinghouses	Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to Dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion	44	2;3;Q
Prior Approval: Change of use - agriculture to flexible commercial use	Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to a flexible use within Shops (Class A1), Financial and Professional Services (Class A2), Restaurants and Cafes (Class A3), Business (Class B1), Storage or Distribution (Class B8), Hotels (Class C1) or Assembly and Leisure (Class D2)	45	2;3;R

Prior Approval: Change of use - agriculture to school/nursery	Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to State-Funded School or Registered Nursery	46	2;3;S
Prior Approval: Change of use - business/hotels/etc to school/nursery	Application to determine if prior approval is required for a proposed: Change of Use from Business (Class B1), Hotels (Class C1), Residential Institutions (Class C2/C2A) or Assembly and Leisure (Class D2) to State-Funded School or Registered Nursery	47	2;3;T
Prior Approval: Change of use - offices to dwellinghouses	Application to determine if prior approval is required for a proposed: Change of Use from Offices (Class B1(a)) to Dwellinghouses (Class C3)	48	2;3;O
Prior Approval: Change of use - light industrial to dwellinghouses	Application to determine if prior approval is required for a proposed: Change of Use from Light Industrial (Class B1(c)) to Dwellinghouses (Class C3)	49	2;3;PA
Prior Approval: Change of use - amusements/casinos to dwellinghouses	Application to determine if prior approval is required for a proposed: Change of Use from Amusement Arcades/Centres or Casinos (Sui Generis Uses) to Dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion	50	2;3;N
Prior Approval: Collection facility for a shop	Application to determine if prior approval is required for a proposed: Collection Facility within the Curtilage of a Shop	51	2;7;C
Prior Approval: Roof mounted solar PV on non-domestic building	Application to determine if prior approval is required for a proposed: Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings	52	2;14;J
Prior Approval: Temporary school on previously vacant commercial land	Application to determine if prior approval is required for a proposed: Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years	53	2;4;CA
Prior Approval: Temporary use for commercial film-making	Application to determine if prior approval is required for a proposed: Temporary Use of Buildings or Land for the purpose of Commercial Film-Making and provision of Temporary Structures, Works, Plant or Machinery required in connection with that use	54	2;4;E
Prior Approval: Change of use - retail/takeaway to offices	Application to determine if prior approval is required for a proposed: Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Laundrettes (Sui Generis Uses) to Offices (Class B1(a))	55	2;3;JA

Manual reconciliation of application information

IT systems not using the latest version (v2.0) will not retrieve/process application data for the areas detailed below.

The specific form questions and relevant application types listed below will need to be manually reconciled against the information provided in the PDF of the application form.

The PDF application form contains a complete record of the information as entered by the user when using the Planning Portal, so when comparing it to the records generated in the IT system it can generally be assumed that:

- Any information not in the IT system (unless intentionally omitted) has not been retrieved/processed; **and**
- Any difference in the IT system (unless intentionally altered) could be incorrect.

Where information is found to be missing/inaccurate it should be entered/updated based on the PDF application form

Please note: Each submitted application will contain both a full and redacted version of the PDF application form. It is the full un-redacted version that should be used for reconciliation of information.

Local Authorities in Greater London will be provided with separate guidance on the manual reconciliation of application information specific to London.

Use Classes

The lists of use classes have been updated in the following questions/application types. Where these are not in older versions of the data standard, the information will not be retrieved/processed.

LDC Proposed Use - Grounds for application

C2A and C4 use classes will need checking.

Use Classes (*continued*)

Non-residential floorspace (All types of development)

- Full planning
- Full planning & Conservation area
- Full planning & Listed building
- Full planning & Advertisement
- Outline planning - Some matters reserved
- Outline planning - All matters reserved

C2A and C4 use classes and the total values will need checking.

Additional information for A1 use class on 'Net tradable area' will need checking.

Hours of opening

- Full planning
- Full planning & Conservation area
- Full planning & Listed building
- Full planning & Advertisement
- Outline planning - Some matters reserved
- Outline planning - All matters reserved

C2A use class will need checking.

Residential Unit specifications and numbers

The housing categories and dwelling types have been updated to meet current Government specifications. If using an older version of the data standard, it is advisable to review all individual and total residential unit information in the following questions/application types:

Residential/Dwelling units

- Full planning
- Full planning & Conservation area
- Full planning & Listed building
- Full planning & Advertisement
- Outline planning - Some matters reserved
- Outline planning - All matters reserved

LDC Existing Use - Information in support of a Lawful Development Certificate

Hazardous Substances

The hazardous substances question has been updated in the following application types to provide a single list of substances and amounts in line with current Government specifications. This may need checking if IT systems are configured to use the three separate outdated categories of substances (A. Toxic substances; B. Highly reactive/explosive substances; C. Flammable substances) that have been replaced.

- Full planning
- Full planning & Conservation area
- Full planning & Listed building
- Full planning & Advertisement
- Outline planning - Some matters reserved

Certificate B – Use by sole owners/tenants of agricultural holdings

Where they are unable to complete Certificate A, applicants can now confirm they are the sole owner/tenant in Certificate B to bypass the need to supply details of additional owners/tenants.

This may need checking in the following application types if it appears that Certificate B has been completed, but no additional owners/tenants have been specified.

- Householder planning
- Householder planning & demolition in a conservation area
- Householder planning & listed building consent
- Full planning
- Outline planning: Some matters reserved
- Outline planning: All matters reserved
- Full planning & demolition in a conservation area
- Full planning & listed building consent
- Full planning & display of advertisements
- Demolition in a conservation area
- Removal/Variation of a condition