

Agents newsletter

Issue 4

DECEMBER 2009

Accredited Agents Pilot

On 1 September 2009 The Planning Portal launched two regional pilots of an Agent Accreditation Scheme, one in the South of England and one in the North. These pilots will be running until further notice and are part of Communities and Local Government's response to the Killian Pretty review. Bradford Planning Service is pleased to be taking part in the Northern pilot.

Facilitated by the Planning Portal, these pilots rely on participating agents including a Notification or Certification with their applications.

The aim of the pilot is to acknowledge those who consistently submit high quality applications and to increase the quality of information Local Planning Authorities receive across the board.

In March 2010 an evaluation of the schemes will be undertaken to ascertain potential options for introducing a collaborative scheme that could be adopted by any Local Planning Authority. Feedback from all participating Council's, planning agents and professionals will be captured to influence these options.

If you have any questions about the scheme please contact Adam Telford at The Planning Portal: adam.telford@planningportal.gov.uk
0117 372 8403

Duty Planning Service

On 1 October 2009 the Planning Service introduced a duty officer service at The Planning Enquiry Centre, Jacobs Well to offer informal planning advice.

The duty officer is available between 10.00 am and 4.00 pm; Monday to Friday.

There is no appointment system and so therefore the officer will see you as soon as they are available. Each customer will be allocated a maximum of 15 minutes for their enquiry.

This service will be extended to include Keighley Town Hall from 12 January 2009.

In Keighley the duty officer will be available between 10.00 am and 4.00 pm on Tuesdays.

There will be an appointment system for this service. Please contact us on 01274 434605 or call into Keighley Customer Advice Centre to make an appointment.

The duty officer will provide informal advice on:

- Planning policy relating to householder development
- Planning policy relating to small scale residential and commercial developments
- Alterations to commercial premises
- Listed Buildings & Conservation/Heritage Issues
- Permitted development rights
- Changes of use
- General information & advice on Council policy & processes
- Referral to other specialist Council Services

The duty officer will not provide advice on:

- Major Pre Application Enquiries
- Site specific enquiries relating to current applications & appeals
- Requests relating to current application
- Enquiries relating to current enforcement Investigations
- Assistance with the completion of forms & validation enquiries
- Requests for Non Material amendments
- Requests for written pre application advice
- Views on the acceptability of proposals
- Requests for a definitive answer as to whether planning permission is required

It would be helpful if you could bring the following information with you when visiting the Duty Officer:

- A plan or drawing of the property or site in question
- Information or sales leaflets showing ideas on what you are proposing to do
- Photographs of the property or site and the surrounding area

Please note that the advice given is an informal officer opinion based on the information supplied to the Council and is without prejudice to the formal consideration of any enquiry or application subsequently submitted.
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Customer Satisfaction Questionnaire

Improving the customer experience is a key service objective. To be able to do this we need to identify and then meet our customer requirements.

Key elements of our customer service strategy are the quarterly Agents and Developers Forum and this newsletter but we would also like to obtain a more general customer insight. We are therefore going to undertake a baseline customer satisfaction survey to find out what applicants and agents think about the service we currently provide. This survey will take the form of an online questionnaire, to which you will be sent a link, and will be conducted during January 2010.

Credit Card Payments

Did you know that you can now pay for planning and building regulations applications and other related transactions by credit or debit card.

Payments can be made online via the Planning Portal, by telephone to Planning Enquiries on 01274 434605 and face to face at the Planning Enquiry Centre, Keighley, Shipley and Ilkley Town Halls. You can also use this service to pay any outstanding fees. There is no administration charge for this service.

Our Performance

Between July 2009 and September 2009 we have dealt with:

- 73.5% of major applications within 13 weeks
- 83.3% minor applications within 8 weeks, and
- 94.6% of other applications, including householder applications within 8 weeks

Planning Agents Focus Group

The Council's Contact Centre is looking for Agents to join its Planning Agents Focus Group. If you are interested in participating in this group please contact Peter Bridgman at peter.bridgman@bradford.gov.uk or Lynne Heffernan at lynne.heffernan@bradford.gov.uk by 31 December 2009.

The Planning Enquiry Centre welcomes you

On 1 April 2009 the planning reception at Jacob's Well became the "Planning Service Enquiry Centre". This name change is to make it clear that this is more than just a meeting and greeting facility and better reflect the level of service provided. It also aims to positively promote the planning service as a whole.

Teresa Naylor, Enquiry Centre Team Leader and her team are working hard

to ensure that the Enquiry Centre encompasses all aspects of the Planning Service. Look out for the new Planning Events Board which provides details of forthcoming events including guided walks and LDF consultations. There are also changing display boards featuring key projects.

If you have any suggestions about how the service can be further improved please send them to Teresa Naylor at planning.enquiries@bradford.gov.uk



Agents Awareness Week

For the promotion of on line submissions we are having a 'Agents Awareness Week'. For one week only, from the 1st to the 5th February 2010. Staff will be available at Jacob's Well Planning Reception, between 09.00hrs - 12noon and 14.00hrs - 16.00hrs to show Agents and Developers how to submit applications on line.

Streamlining information requirements for planning applications

It is proposed to introduce a new criteria based national policy requirement for the preparation of local lists to ensure that LPA's only ask for information that is relevant, necessary, proportionate and justified by national or local policy. There are also proposals to simplify the requirements for Design and Access Statements (DAS) and reducing the number of small scale applications that require a DAS.

Streamlining Planning Policy Statements

Plans have been announced to streamline planning policy statements (PPS's), to make them clearer, shorter and more user-friendly for local planning authorities and developers. In line with Killian Pretty's recommendation a wide-ranging review will be undertaken, which will change 13 of the 26 PPS's by the end of the year. Once this has been completed, 21 PPS's will remain, including the new statement on development management.

Taking forward the Government's response to Killian Pretty Review

In June consultation was undertaken on proposals to allow a more flexible approach to the implementation of planning permissions. This was to address the Killian Pretty recommendation for a more proportionate approach to minor material changes in development after planning permission has been granted. In response to this the following legislation changes were introduced on 1 October 2009.

1. Extension of lifetime of existing planning permissions

New powers have been introduced to allow the time limit for an existing planning permission, conservation area consent or listed building consent to be extended. Only one extension of time will be allowed.

This change only applies to permissions granted on or before 1st October 2009, which are live at the date of the application and where development has not yet begun.

A specific application form is available for this type of application. There is no requirement to provide plans and drawings and a design and access statement for these applications.

The fees will be £500 for major developments, £50 for householder developments and £170 for other sizes of development. However, Parliamentary approval is needed, before the new charges can be introduced. Until then the fee will be the same as if it were a wholly new application.

This is a temporary measure which will apply to all permissions that are still live at the time the new legislation came into force: the measure will therefore in most cases be in operation for up to three years (depending on the length of time which each individual permission has left to run).

The Local Planning Authority has the discretion to refuse the extension of time and to require a new application instead.

2. Minor material amendments to planning permissions through the use of s.73 of the Town and Country Planning Act 1990

A legislation change has been introduced which modifies the consultation requirements for applications made to vary conditions attached to a previous permission under Section 73 of the Town and Country Planning Act 1990.

In addition the requirement to provide information sufficient to identify the previous permission no longer applies to these applications.

Previously, when a developer wanted to make a small, but material, change to a scheme that already had planning permission, it was often necessary to submit a further full planning application, which can lead to considerable delay, cost and uncertainty for the applicant and additional work for the Local Planning Authority. The government is therefore now encouraging the use of this existing element of legislation which gives applicants the opportunity to change the terms of one condition attached to a planning permission, rather than the permission as a whole.

3. Non-material amendments to planning permissions (NMA's)

It is now possible to apply to make a non-material amendment to an existing planning permission under s.96A of the Town and Country Planning Act 1990 (introduced by s.190 of the Planning Act 2008). However, this provision does not apply to Conservation Area and Listed Building Consents.

Applicants must apply on a standard application form which will require land ownership and agricultural holding certificates to be completed. Initially there is no fee for these applications.

The Council must give notice of its decision on a request for a non material amendment within 28 days.

Reducing the need for full planning applications

The government has put forward detailed proposals to allow more freedom for small scale non domestic development in the Consultation paper: improving permitted development.

This includes proposals to allow more minor extensions and alterations to shops, offices, industry and institutions (schools, universities, colleges and hospitals) without the need for planning permission.

It also includes proposals for an intermediate approach where permission is deemed granted if the Local Planning Authority does not object within 28 days. This new approach would be used for shop fronts and ATM machines.

This consultation ran until 23 October 2009.

Consultation is to be undertaken shortly on changes to permitted development rights for hardstandings associated with many non residential uses.

The government is also considering allowing more renewables installations without the need for a full planning application.

Making the Planning System more efficient and effective

In response to the Killian Pretty recommendation the government will be publishing a draft policy statement on Development Management.

The government has also undertaken consultation on 2 aspects of development management; Streamlining information requirements and seeking views on whether to change the publicity arrangements for applications. These consultations ran until 23 October 2009.

Introduction of Charges for Major Pre Application Enquiries

The Major Development Team was established in May 2009 to provide a co-ordinated response to major development proposals. It allows developers and agents to meet the planning case officer to discuss issues prior to submission of a formal application.

This service has the following benefits:

- Early indication if a proposal is likely to be acceptable.
- Identification of the issues that need to be addressed prior to the submission of a formal application.
- Advice on the national and local validation requirements.
- Reduce the amount of negotiations and amendments required at the formal application stage.
- To provide an appropriate degree of certainty of the likelihood of a positive decision being made within the 13 week target.
- Early identification of any Section 106 requirements/ contributions.

On 12 October the Planning Service introduced the following charges for this service:

Category 'A' Proposals Large Scale Complex Development

- 25 or more residential units
- Any development of 2000 sq metres or more of floorspace
- Any new quarry or landfill
- Any extension to an existing quarry or landfill where extraction or deposit exceeds 30,000 tpa, or 5ha
- Any waste management facility processing over 50,000 tpa
- Any hazardous waste management facility processing over 5,000 tpa

Initial Meeting = £900.00 + VAT
Follow up meeting = £450.00 + VAT

Category 'B' Proposals Other Major Development

- Provision of 10-24 residential units
- Any development of 1000 sq metres - 2000 sq metres of floorspace
- Development involving a site of 0.5ha and over
- All other quarry or landfill proposals
- Any waste management facility processing between 5,000 and 50,000 tpa

Initial Meeting = £500.00 + VAT
Follow up meeting = £250.00 + VAT

Category 'C' Proposals Other Non Major Complex Development

- Development requiring an Environmental Impact Assessment
- Planning proposals which are associated with complex heritage, listed building or conservation issues.

Initial Meeting = £300.00 + VAT
Follow up meeting = £150.00 + VAT

What you will receive from us

We will:

- Provide confirmation within 5 working days whether the service is right for you.
- Provide details of any further information you may need to supply.
- Contact you within 10 working days to arrange a date for the Pre Application Meeting.
- Conduct a meeting with you and all relevant to advise you on your case.
- Provide written confirmation within 10 working days of the meeting of the advice and views given, including information required to make a valid application.
- Advice on any section 106 agreement requirements.



The "Major Pre Application Advice" Leaflet and application form have been updated to take account of the new fees. The revised versions can be downloaded at www.bradford.gov.uk/preapps.

Please note that the standard fee must be paid prior to the first meeting.

Cheques should be made payable to "Bradford Council". Payment can also be made by credit/debit card at the Planning Enquiry Centre, Shipley, Keighley and Ilkley Town Halls or by telephoning the Planning Service on 01274 434605.

Plan-it Bradford Newsletter

The eighth edition of our quarterly newsletter 'Plan-it Bradford' is now available to view at: <http://www.bradford.gov.uk/LDFnewsletter>.

The newsletter is designed to keep you updated on the progress of the Local Development Framework (LDF) and to let make you aware of any current or forthcoming consultations.

Agents and Developers Forum

Friday 26 February 2010

12.00 to 4pm
Lockwood Room
Design Exchange
Little Germany

Lunch will be provided

TO BOOK YOUR PLACE

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or e-mail:

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