

**PLANNING PERFORMANCE  
AGREEMENT**

**EPSOM AND EWELL BOROUGH  
COUNCIL**

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**[INSERT SITE ADDRESS]**

## **PLANNING PERFORMANCE AGREEMENT**

**BETWEEN:**

**EPSOM AND EWELL BOROUGH COUNCIL**

**and**

**[INSERT APPLICANT NAME]**

### **1. Introduction**

- 1.1. This Planning Performance Agreement (PPA) is made between Epsom and Ewell Borough Council (“the council”) and **[INSERT APPLICANT NAME]** (“the Applicant”), [ which is part of the **[INSERT NAME OR DELETE]** group of companies] *delete as necessary*.
- 1.2. The PPA covers the process through to the determination of the application for planning permission for the proposed development of the site **[INSERT SITE ADDRESS]** (see attached site plan).
- 1.3. The PPA will provide a project management framework and timetable within which to progress the various stages of the scheme through to completion of the Section 106 Agreement and determination of the planning application.
- 1.4. The aim of the PPA is to improve the quality of the decision making process, as opposed to the speed of the decision. This is a collaborative process between the council and Applicant and to include appropriate stakeholders.
- 1.5. This agreement will apply from the **[insert date – the start date should be from inception i.e. initial discussions]** and shall remain in force until the end of **[INSERT DATE]** (or such extension of this term as is agreed) or the decision date (being the date a planning decision is issued by the council on the planning application) whichever is the earlier and upon the expiry of such period this PPA shall cease.
- 1.6. The development proposes **[INSERT PROPOSAL DESCRIPTION]**
- 1.7. It is anticipated that the planning application to which this PPA relates will be made in full.
- 1.8. This PPA has been drafted in light of guidance produced by ATLAS (June 2010).
- 1.9. The PPA and other documentation should state that the PPA is not prejudicing or pre-judging the outcome of the application, the council’s impartiality or its discretion as local planning authority.
- 1.10. The agreement can be terminated at any time by either party. Any fees incurred to that point would still be chargeable.

## **2. Status**

- 2.1 This PPA does not constitute a legally binding contract, nor is it intended in any way to prejudice or influence the determination of the planning application, the council's impartiality or its discretion as local planning authority in any way. Rather, it is a memorandum of understanding between the council and the applicant.
- 2.2 Its purpose is to encourage co-operation, trust and effective communication between the council and the Applicant. Its aim is to facilitate high quality development and ensure prompt, clear and robust decision making.

## **3. Scope**

- 3.1. The PPA seeks to:
  - 3.1.1. Establish a shared vision for the project.
  - 3.1.2. Appoint a Project Champion.
  - 3.1.3. Establish a PPA Project Team.
  - 3.1.4. Agree the key planning issues to be resolved and at what stage, including:
    - the identification of tasks and resources required to address key issues;
    - an agreement to identify and agree solutions to issues at each stage in the process where appropriate;
    - a commitment to sharing information;
    - the establishment of parameters for engagement with internal and external agencies and community groups; and
    - to work collaboratively and agree upon the heads of terms of any S.106 Agreement to be submitted with the planning application.
  - 3.1.5. Develop a Project Plan setting out whom, what, and when.
  - 3.1.6. Agree a regime for the decision making process.
  - 3.1.7. Agree a regime for the post committee process and the completion of any S106 Agreement.

## **4. Project Definition**

- 4.1. The Project is defined in two stages:
  - i) Pre-application discussions between the council and the applicant during the preparation of the planning application.

- ii) The determination of the planning application up to and including the issuing of the planning decision.
- 4.2. Stage 1 is anticipated to run from the date of this agreement to **XXX** when the applicant is targeting the submission of the application(s). Stage 2 is anticipated to run from the beginning of **[INSERT DATE]** to **[INSERT DATE]** when the council is targeting the determination of the applications, including the completion of the Section 106 Agreement (if required) if the applications are approved.

## 5. The Vision

- 5.1. To establish a framework for the determination of the application through collaborative working. To ensure that appropriate consultation with statutory bodies and the local community takes place and that the development delivers a high quality of design and public realm in accordance with national and local policy objectives.
- 5.2. *The agreed vision is to deliver **[XXX]** for Epsom and Ewell that is **[XXXX]** (e.g. a well-integrated scheme providing new residential accommodation to the borough) which achieves the highest standards of environmental and architectural design. The scheme should serve as an example that can be built upon in the development of proposals for further improvements in line with the council's priorities. (CAN DELETE OR SIMPLIFY)*

## 6. Key Development Objectives

### Overall Objective

- 6.1. To ensure that the pre-application period is utilised effectively and that all stakeholders are successfully engaged; that the planning application provides all the information that will be needed by the council to properly assess it and that officers are able to report the application the council's Planning Committee by the date agreed in the Project Plan.

### Specific Objectives

- 6.2. The following specific objectives have been identified:
  - A well-managed pre-application process, with a programme that responds to the complexity, scale and range of planning and environmental considerations associated with a unique major development project.
  - Effective pre-application discussions between the Applicant and the council to address the identified key planning issues in this PPA.
  - Effective engagement of all stakeholders during the pre and post-submission periods in order to build a sense of community ownership of the project.
  - Provision of an appropriately supported application(s) at the point of submission, including, if required, an Environmental Statement ("ES") which takes into account advice provided through the pre-application process.

- Ensuring that appropriate S106 obligations are negotiated that contribute commensurately towards affordable housing and any site specific infrastructure requirements as a direct result of the development proposal and that mitigate any impacts of the development proposals that there may be.

6.3 As a result of the objectives above, this PPA should allow officers of the council to make a recommendation to the Planning Committee within the time period agreed in the Project Plan.

## 7. Key Planning Issues

7.1. The following key planning issues are identified. All are interrelated and should not be considered in isolation:

- i. Regeneration - ensuring that the socio-economic as well as physical regeneration effects of the scheme are clearly defined and optimised.
- ii. Design Quality - ensuring that all aspects of design quality; public realm and architecture, to the impact of the proposed development on heritage site, listed buildings, conservation areas and important views reach the appropriate quality threshold, having regard to relevant planning policy and guidance as well as the potential benefits of the proposed scheme.
- iii. Housing - ensuring that any housing within the proposed development is of the appropriate standard, mix and tenure with reference to the Development Plan and the specific circumstances of this proposal.
- iv. Transport - ensuring that the proposed development is serviced in an acceptable manner and delivers appropriate transport infrastructure to optimise accessibility by a choice of transport modes.
- v. Sustainability - ensuring that proposed development is as sustainable as is economically and practically possible in all senses, from energy and resource efficiency to accessibility in line with national, strategic and local policy requirements and best practice. This may include implementing a Sustainable Urban Drainage Solution as appropriate, in line with the opportunities presented by the site, ensuring that long term management and maintenance measures are in place. To aim for the highest sustainable energy solutions and low carbon development as soon as is practicable.
- vi. S106/CIL - ensuring that the impact of the development on local infrastructure and services is fully mitigated and that the development contributes to the general improvement and regeneration of the area, and infrastructure to support growth.
- vii. Community Integration - ensuring that all uses within the proposed development are carefully assessed and are acceptable in terms of their impact on existing residents and communities in line with relevant planning policy and guidance. To ensure that community engagement is effective and meaningful, both the council and Applicant should start early, continue to communicate and ensure as many people as possible feel able to make a difference to their area. Identifying the preferred approach to community engagement (which may be based on the draft Statement of Community Interest; Your Involvement in Planning) ("SCI"), including the identification of the communities to involve, the process of engagement and approach to incorporating their views, feedback and evaluation methods.

- viii. Employment - ensuring that the proposed development delivers appropriate and sustainable employment uses in line with relevant planning policy and guidance as well as the potential regeneration benefits of the proposals.
- ix. Daylight / Sunlight – detailed analysis results of the levels of daylight and sunlight amenity within the residential properties which surround the site.
- x. Public Realm - ensuring that all aspects of design quality; public realm and architecture, to the impact of the proposed development on any heritage assets reach the appropriate quality threshold, having regard to relevant planning policy and guidance as well as the potential regeneration benefits of the proposals.

## 8. Project Champions

- 8.1. The Project Champions shall be [*NAME OF RELEVANT OFFICER*] on behalf of the council and **XXX** at **XXXX** on behalf of the applicant. Working together, their roles will include driving forward the project in line with the Project Plan and taking responsibility for decisions to be made on behalf of the relevant organisation.
- 8.2. The Project Sponsor will be Mark Berry on behalf of the council who will act as a ‘clearing house’ for any issue(s) that cannot be resolved by the Project Team.

## 9. Project Team

- 9.1. The PPA Project Team shall comprise appropriate representatives from both the council and the applicant. Membership of the team may vary depending on changing project requirements. The council Project Champion will attend meetings when necessary and when the Project Officer is not available. The core teams are as follows:

### Applicant Project Team:

Name	Company	Contact details
<i>Planning Agent (Project Manager)</i>	<i>Applicant co</i>	<i>Tel: E-mail:</i>
Architect	<i>Architect co</i>	<i>Tel: E-mail:</i>
Applicant		<i>Tel: E-mail:</i>
Land owner and Joint Applicant		<i>Tel: E-mail:</i>
		<i>Tel: E-mail:</i>

### Local Planning Authority Team (LPA):

Name	Position	Contact details
<i>Adele Castle – Project Champion</i>	<i>Planning Development Manager</i>	<i>Tel: 01372 732188</i> <i>E-mail: <a href="mailto:acastle@epsom-ewell.gov.uk">acastle@epsom-ewell.gov.uk</a></i>
<i>Project Officer</i>	<i>Case officer</i>	<i>Tel:</i> <i>E-mail</i>
<i>Delivery Lead Conservation/Heritage Officer/ Senior Policy Officer/ Tree Officer/ Environmental Health officer</i>		
<i>Mark Berry – Project Sponsor</i>	<i>Head of Place Development and Project Sponsor</i>	<i>Tel: 01372 732389</i> <i>E-mail: <a href="mailto:mberry@epsom-ewell.gov.uk">mberry@epsom-ewell.gov.uk</a></i>

- 9.2. Both the council and the applicant shall seek to field other appropriate officers/advisors as and when the topic of discussion warrants it (see Project Plan and Programme below). The council shall adopt a ‘development team’ approach to the proposals, ensuring that it takes a joined-up and co-ordinated approach to the advice it gives and decisions that it takes.
- 9.3. The Project Champion/Project Officer (identified above) shall be responsible for arranging Project Meetings and co-ordinating and monitoring actions.
- 9.4. The council and the applicant shall take it in turn to chair and minute the Project Meetings. Minutes will be circulated for comment within 5 working days of the meeting. The minutes shall include issues that have been agreed/resolved. Agreement of the minutes shall occur within 5 working days of receipt. Non response from either party within this timeframe shall deem the minutes agreed. Future topics to be agreed at the preceding meeting.
- 9.5. Both the council and the applicant agree to share key information relating to the project.
- 9.6. The council and the applicant shall inform the Project Champions of any necessary change in personnel/advisors as soon as reasonably practicable and, if possible, before such a change takes place.
- 9.7. Project Meetings shall take place at the times set out in **Appendix 2**. This appendix also seeks to identify topics for consideration at the meetings, although this will be subject to review.

## 10. Member Involvement

- 10.1. Members will be openly and appropriately engaged with the development of this project, whilst ensuring that their decision making function is not compromised.
- 10.2. Members will not be expected to express views about the overall planning merits of the case. The Applicant’s Project Team will not engage privately with Members without the prior knowledge of the council’s Project Manager. Any such engagement shall be in accordance with the Local Government Association’s Probity in Planning: The role of councillors and officers – revised



guidance note on good planning practice for councillors and officers dealing with planning matters 2009.

10.3 The council Project Team will be responsible for making sure that members are kept informed about the progress of this project in a timely and appropriate manner.

## **11. Community Engagement**

11.1. Taking account of guidance in the National Planning Policy Framework (NPPF), the applicant's Project Team will adopt the following principles in pre-application consultation over the proposals:

- Involve consultees at the earliest possible stage in planning process;
- Consult with people that live and work in the surrounding area;
- Consultation to include ward members;
- Consultation with other stakeholders where necessary;
- Use methods and techniques that encourage involvement by all sectors of the community;
- Keep the local community informed and updated with the latest information throughout the planning process.
- Carry out consultation from an early stage so that comments can influence the emerging proposals; and
- Provide timely and appropriate feedback to consultees.

## **12. Internal Consultation**

12.1. Where the applicant needs to make contact with officers of the council, whether on the council's Project Team or not, they shall do so by e-mail and copy in the council's Project Manager.

12.2. Where officers of the council need to make contact with any member of the applicant's Project Team, they shall do so by email and copy in the applicant's Project Manager.

## **13. Consultation with External Agencies**

13.1. Prior to the applicant's Project Team discussing the proposals with external organisations (e.g. Historic England), they shall inform the council's Project Manager. Where practicable, this will be at least 3 working days in advance of any meeting.

13.2. The applicant's and council's Project Teams shall invite each other to all external meetings they have wherever possible.

## **14. Application Documentation**

14.1. The parties to this Agreement agree that the applications shall be accompanied by a number of supporting documents details of which have been agreed with the council and are listed in **Appendix 1**.

## **15. The Applicant's Performance Standards**

15.1. The applicant agrees to use its reasonable endeavours to achieve the following performance standards at all times:

- i. The applicant Project Team shall present to council officers, for their comment, draft application material and supporting documents at least 10 working days before the target submission date.
- ii. To carry out such further public consultation as may be reasonably requested by the council as soon as reasonably practicable, having special regard to the council's draft SCI.
- iii. To consult with Historic England and any other consultee in respect of the applications where appropriate.
- iv. To wherever possible address any reasonable concerns raised by any consultee.
- v. To provide the council with such additional information as may be reasonably requested within 10 working days of such written request from the council (or such other time period as may be agreed) in order to enable the council to discharge its responsibilities.
- vi. To provide to the council at least 5 working days prior to any meeting all substantive and relevant documents which are relevant to that meeting and which relate to any relevant action points or agenda item identified.

## **16. Epsom and Ewell Borough Council's Performance Standards**

16.1. The council agrees to use its reasonable endeavours to achieve the following performance standards at all times:

- i. Respond substantively to all emails, letters and telephone calls within 5 working days of receipt. Where circumstances beyond the reasonable control of the council prevent compliance, the applicant shall be notified of such circumstances.
- ii. To provide the applicant within 5 working days of any meeting; the action points arising from that meeting.
- iii. To validate the applications promptly within two weeks of receipt of all the documents listed in Appendix 1 and commence consultation on the applications within one week of the validation of the applications.
- iv. To seek any further environmental information pursuant to Regulation 22 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 without delay and no later than 6 weeks following the validation of the applications;

- v. To provide an advance copy of the draft conditions and draft S106 heads of terms in reasonable time for the Applicant to review and comment on them in detail 7 working days prior to officers' report to committee being finalised;
- vi. To promptly instruct solicitors to deal with the S106 Agreement process following a request in writing by the applicants. To use best endeavours to complete the S106 agreement no later than 6 weeks of the Committee determination by the council.
- vii. Subject to the completion of a S106 Agreement, to issue the decisions on the application(s) no later than 1 week following receipt by the council of any direction made by the Secretary of State (if applicable), whichever is received the later. Where circumstances beyond the reasonable control of the council prevent compliance, the Applicants shall be notified by the council of such circumstances within 5 working days of the council being made aware of such circumstances.

## **17. Planning Obligations and Conditions**

- 17.1. The applicant shall have regard to the council's "Revised Developer Contributions Supplementary Planning Document – Planning Document September 2014" or subsequent up dated guidance and shall include details of the likely obligations to be provided with its pre-application consultation material.
- 17.2. The applicant shall include details of proposed Heads of Terms for planning obligations with the application documentation.
- 17.3. The applicant shall provide all necessary floor space figures in order to establish the level of CIL liability.
- 17.4. The council's solicitors will prepare the first draft of the S106 Agreement for review by the applicant.
- 17.5. The council shall consult with the applicant on the detailed wording of proposed planning conditions, giving them at least 7 working days to comment, before finalising these and setting them out clearly in the officer report to Committee.

## **18. Project Plan and Programme**

- 18.1. The council and the applicant shall use all reasonable endeavours to meet the targets set out in the Project Plan attached at **Appendix 2** or as amended.
- 18.2. The Project Plan shall be reviewed at the end of each Project Team meeting and agreed amendments to the plan shall be made by the applicant's Project Manager.

## **19. Resources**

- 19.1. The council has identified that it will need the resources outlined in **Appendix 3** during the pre-application stages of the project as well as the post submission work not covered by the application fee.

- 19.2. The application involves complex planning issues requiring an extensive commitment of resources from the council for consideration of these issues, which will be in excess of the relevant planning application fee.
- 19.3. Given the complexity of the issues to be considered and the desire of the applicant and the council to meet the agreed timeframes set out in the PPA it is considered by both parties that a contribution by the applicant towards the execution of the council's functions in the administration, consideration and determination stages of the planning application in addition to the relevant planning application fee, will be necessary.
- 19.4. The applicant will only be invoiced for time recorded. Where resources are less than outlined at Appendix 3, this will be reflected in all invoicing. Where resources are likely to exceed that identified, the applicant will be advised in advance and can agree an extension to those resources if required. If the estimate is exceeded and the parties are unable to agree an extension, the council may be unable to resource any additional officer time, and work on the PPA may cease.
- 19.5. The council will submit an invoice at the end of each quarter of the PPA for approval. The invoice shall be addressed to **{INSERT COMPANY NAME & ADDRESS OF INVOICE}**. A breakdown of the resources used during that quarter covering the reasonable and proper costs of the relevant resources will be provided upon request by the applicant.
- 19.6. An electronic copy invoice will be provided to the applicant's Project Manager.
- 19.7. **All invoices must be paid within 30 days.** Failure to pay within the correct timescale may mean delays to the programme (including technical briefings etc.) and/or a temporary suspension of work pending payment being received. The applicant will ensure that all payments quote the relevant invoice number as reference number in line with the guidance on the back of the council's invoice.
- 19.8. The applicant will provide the council with a purchase order number within 10 days of the signing of this agreement, where this is required for invoicing purposes.
- 19.9. In addition the Applicant agrees to pay the reasonable costs incurred by the council in line with the estimates provided in Appendix 3, unless agreed in advance, in respect of the following:
- Independent verification of the applicant's viability appraisal;
  - All legal costs associated with the preparation of the S106 agreement;
  - Independent verification of the applicant's environmental reports (including noise, air quality, contaminated land where appropriate);
  - The cost of other external consultants e.g. daylight/sunlight, viability assessment etc.
  - Any other topic areas to be agreed with the applicants.

**Epsom and Ewell Borough Council and the Applicant hereby agree to the content of this Planning Performance Agreement.**

**SIGNED:**

**Signature on behalf of the council:** .....

**Print name and position:** .....

**Date:** .....

**Signature on behalf of the Applicant:** .....

**Print name and position:** .....

**Date:** .....

## Appendix I

### Schedule of Application Documents to be submitted **(AMEND AS REQUIRED)**

The planning application will comprise XX hard copies of the following documents together with XX copies on disc. In addition XX copies of the planning drawings will be provided at size A3:

- Planning application forms;
- Certificate A;
- Agricultural Holding Certificate;
- Site Location Plan;
- Block Plan;
- Planning application drawings;
- Design and Access Statement (including landscape strategy);
- Planning Statement;
- Transport Assessment;
- Visual Impact and Townscape Assessment;
- Acoustic Assessment;
- Air Quality Assessment;
- Wind Study;
- Daylight and Sunlight Assessment;
- Flood Risk Assessment;
- Ecology Report;
- Archaeology Report;
- Sustainability Statement;
- Energy Statement;
- Office Market Report;
- Initial CIL liability assessment
- Viability Assessment ("Toolkit"); and
- Statement of Community Involvement.

The Listed Building Consent application will comprise the following (10 copies):

- Listed building consent application forms;
- Certificate B;
- Site Location Plan;
- Listed building consent application drawings (as per planning application); and
- Heritage Statement.

The Conservation Area Consent application will comprise the following (10 copies):

- Conservation area consent application forms;
- Certificate B;
- Site Location Plan;
- Conservation area consent application drawings (as per planning application); and
- Heritage Statement.

The following documents will also be submitted in support of all of the applications (10 paper copies and 5 copies on disc):

- Guide to Applications;
- Environmental Statement:
  - Volume 1 Main Report
  - Volume 2 Figures
  - Volume 3 Heritage, Townscape, and Visual Assessment (Including PPS5 Statement)

- *Volume 4 Technical Appendices (including Transport Assessment & Daylight, Sunlight, Overshadowing, Light Pollution and Solar Glare Assessment, Construction Method Statement*
- *Volume 5 Non-Technical Summary (NTS);*
- *Design and Access Statement, (including Landscape Design and Public Realm Strategy, Urban Design Analysis and Secure By Design Statement);*
- *Heritage Assessment;*
- *Planning Statement (including draft Heads of Terms or Planning Obligations);*
- *Community, Health and Education Statement;*
- *Affordable Housing Strategy;*
- *Flood Risk Assessment (potentially within ES);*
- *Retail & Leisure Assessment;*
- *Refuse Storage and collection Waste Management Strategy (potentially within DAS);*
- *Regeneration Strategy;*
- *Code of Construction Practice (potentially within DAS);*
- *Sustainability Statement;*
- *Energy Statement;*
- *Lighting scheme (potentially within DAS);*
- *Utilities Statement;*
- *Demolition Statement (possibly part of Construction Method Statement); and*
- *Statement of Community Involvement.*

## Appendix II: Project Plan

W/C	ACTION	COMMENTS
XX/XX/XXXX	Inception meeting.	Discussions reviewing potential benefits of PPA as a route to the scheme's development
XX/XX/XXXX	Parties sign PPA	After initial meetings - no further meetings/work on project can be carried out in the absence of signed agreement
XX/XX/XXXX	Start of fortnightly planning and topic meetings. Indicative list of meetings to include:  Approach to Consultation Approach to application Wider Regeneration initiatives Scope and content of applications Masterplan, including consideration of wider area Consultation approach and initial findings Housing Townscape assessment and views Refuse & recycling Daylight & Sunlight Transport Access Energy and Sustainability Public Realm Design	
XX/XX/XXXX	Applicant to submit 1st package of information on programme, planning strategy, consultation strategy and initial scheme concept plans for feedback from council	Council considers whether it needs to appoint technical consultant/s prior to submission of application
XX/XX/XXXX	Design meeting	
	Council confirms scope of pre-application consultant appointments	
XX/XX/XXXX	Council response to initial submission	
XX/XX/XXXX	Council appoints external consultants if necessary	
XX/XX/XXXX	Sustainability and renewable energy meeting	
XX/XX/XXXX	Community consultation open day and evening	
XX/XX/XXXX	Applicant submits informal scoping report to the council if required	
WC XX/XX/XXXX	Design workshop to show council emerging detailed designs and receive feedback. Scheme review with officers to finalise elevational treatments	
WC XX/XX/XXXX	S106 meeting to include viability, CIL liability, affordable housing and heads of terms, together with report back to officers on consultation	Schedule of meetings specific to the S106 to be agreed including decision as to whether the council deals with in house or via solicitors framework
XX/XX/XXXX	Supporting information review with officers (land uses, street scene, impact on adjoining occupiers, archaeology, acoustic, sustainability, trees, landscape, flood risk, daylight/sunlight)	
XX/XX/XXXX	Application reports review with officers and to agree S106 heads of terms	Pre-validation check of requirements
XX/XX/XXXX	Time permitting, council comments on draft application documentation, particularly legal requirements e.g. application forms etc. to agree description of development	
XX/XX/XXXX	Application validated with all formal consultations underway	

### Project Plan: Submission onwards

W/C	ACTION	COMMENTS
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	Submission of applications	
XX/XX/XXXX	Validation of applications by LPA, issue of letters of consultation, erection of site notices and placement of press advert	Stage 1
XX/XX/XXXX	Council instruct consultants to review applications	
	End of statutory consultation period – council provides initial feedback at meeting and subsequently in writing	Meeting to follow receipt of the statutory consultation period, receipt of the financial viability assessment appraisal.
XX/XX/XXXX	Applicant prepares responses/amendments as considered reasonable and necessary and, where appropriate, circulates those to the relevant parties	
XX/XX/XXXX	Re-consultation, re-advertisement and/or negotiation on any material amendments to the scheme as may be received	Should this be required
XX/XX/XXXX	End of further consultation period	
XX/XX/XXXX	LPA officers to make resolution to either support the scheme or recommend refusal – such resolution to be conveyed in writing to the Applicant	
XX/XX/XXXX	Final agreement of heads of terms of the s.106 agreement	Only applicable if the council's officers are minded to approve
XX/XX/XXXX	List of conditions to be prepared by the council and circulated for comment to applicant	Only applicable if the council officers are minded to approve
XX/XX/XXXX	Council officers finalise committee report	
XX/XX/XXXX	Pre-committee meeting if required	
XX/XX/XXXX	Target planning committee date	
XX/XX/XXXX	Fall back committee date	
XX/XX/XXXX	Execution of S.106 Legal Agreement	Only applicable if the council are minded to approve
XX/XX/XXXX	Issue of decision	

## Appendix III – The Council’s Resources

It is acknowledged that the proper and timely processing of this application and associated pre-application discussions will require significant extra resources. As such, the applicant agrees to meet the cost of officer time (being the project champion, case officer and other specialists and managers) [fees to be agreed] (+VAT) for any PPA in addition to the statutory fee payable in relation to any planning application.

This payment represents a contribution by the applicant towards the cost of the council’s resources in the processing of your pre-application enquiries and applications. This fee is payable in advance of the first scheduled meeting or the issuing of any advice from the Head of Place Development.

Officer	Total (£)
<b><u>Place Development:</u></b>	
Project Champion	
Project Officer	
Technical Support	
Conservation/heritage Officer	
Arboricultural Officer	
Policy Officer	
Sub Total	
<b><u>Other Officers</u></b>	
Strategic Housing Manager	
Legal	
Environmental Health Officer	
Sub Total	
<b>Grand Total (net)*</b>	

\* All Charges are subject to the addition of VAT

\*\* The cost of other external consultants, including legal, viability assessment, daylight/sunlight, sustainability, etc. will be repaid by the applicant as set out in paragraph 19.4. The cost of this work will be confirmed with the applicant during the course of the PPA.