



SCHEDULE OF SERVICES – LOT C8 PLANNING CONSULTANT

Specific Requirements

The project specific services required, which are in addition to the overarching ICN Framework terms and general terms as stated, include: -

To co-ordinate the submission of the planning application and discharge of planning conditions process;

Have an extensive understanding of residential planning applications of varying scale and complexity including the requirements of Registered Providers in new homes. As well as having a strong local knowledge of planning committees, lead members and strong contacts within the LPA; and

Have understanding and knowledge of the planning policy and system. Additional knowledge of Greater Manchester, South Yorkshire, Lancashire, and other areas of the North West and North East would be a distinct advantage (lot depending).

ICN is committed to Equal Opportunities, and you will be expected to uphold the spirit of this commitment in all your dealings on behalf of each ICN member.

The appointed practice shall demonstrate reasonable skill and care as is expected of a person deemed competent to undertake the role.

Full Planning Application

| | Description of Services |
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| 1. | Initial Project Design Meeting(s) with the client and other relevant parties to discuss the scheme proposals and provide advice and guidance on strategy, scope, and design. |
| 2. | An independent Site Visit to understand the context and advise of any additional constraints or opportunities which have yet to be discussed. |
| 3. | To review the Validation Requirements for full application for the Local Authority and provide guidance on supporting documents required for the planning permission. |
| 4. | Preparation for and attendance at meetings with the relevant planning authority to discuss the application (includes formal pre-application meetings and/or other informal meetings). To include contact and negotiation outside of formal meetings. |
| 5. | Review and comment on proposed layouts and supporting technical documents. |
| 6. | Prepare for and attend pre-planning application meetings with the Local Planning Authority. Review all consultation and pre-application feedback and ensure changes are incorporated into the scheme as agreed with the Project Team. |
| 7. | Preparation of a Planning Statement and Affordable Housing Statement to support the planning application. As and when required liaison with the Clients Viability Assessor who is to be appointed by the Client. |
| 8. | Input into the Design and Access Statement, in conjunction with the Architect. |
| 9. | Attendance at Project Design Meetings anticipated being one a month for the lead up to planning. |
| 10. | Prepare for and attend in person Public Consultation event(s). |
| 11. | Preparation and Submission of the Planning Application through the Planning Portal including forms and notices. Ensure prompt validation of the Planning Application. |
| 12. | Management of the Planning Application including liaison and negotiation where required with planning officer, responses to any comments from consultees/members of the public and supporting discussions regarding S106, CIL, Unilateral Undertaking or any other matter arising as part of the application. Maintain contact with the planning officer through the application. |
| 13. | Review of Planning Conditions prior to the determination of the application and discuss with the client and any other relevant consultants and/or contractors to agree the client's position. Negotiate required amendments with the LPA. |
| 14. | Attendance at Planning Committee and to speak if required. Ensure prompt issue of decision notice following committee approval. |
| 15. | Preparation of a conditions tracker and ongoing management of pre-start conditions. |
| 16. | Work with the client and the client's contractor in the submission and discharge of all necessary Discharge of Conditions Applications for all pre-start conditions and other relevant conditions to be discharged prior to start on site. Ensure prompt discharge. |

Outline Planning Application

| | Description of Services |
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| 1. | Initial Project Design Meeting(s) with the client and other relevant parties to discuss the scheme proposals and provide advice and guidance on strategy, scope and design. |
| 2. | An independent Site Visit to understand the context and advise of any additional constraints or opportunities which have yet to be discussed. |
| 3. | To review the Validation Requirements for outline application for the Local Authority and provide guidance on supporting documents required for the planning permission. |
| 4. | Preparation for and attendance at meetings with the relevant planning authority to discuss |

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| | the application (includes formal pre-application meetings and/or other informal meetings). To include contact and negotiation outside of formal meetings. |
| 5. | Review and comment on proposed layout and supporting technical documents. |
| 6. | Prepare for and attend pre-planning application meetings with the Local Planning Authority. Review all consultation and pre-application feedback and ensure changes are incorporated into the scheme as agreed with the Project Team. |
| 7. | Preparation of a Planning Statement and Affordable Housing Statement to support the planning application. As and when required liaison with the Clients Viability Assessor who is to be appointed by the Client. |
| 8. | Input into the Design and Access Statement in conjunction with the Architect. |
| 9. | Attendance at Project Design Meetings anticipated being one a month for the lead up to planning. |
| 10. | Prepare for and attend in person Public Consultation event(s). |
| 11. | Preparation and Submission of the Planning Application through the Planning Portal including the forms and notices. Ensure prompt validation of the Planning Application. |
| 12. | Management of the Planning Application including liaison and negotiation where required with planning officer, responses to any comments from consultees/members of the public and supporting discussions regarding S106, CIL, Unilateral Undertaking or any other matter arising as part of the application. |
| 13. | Review of Planning Conditions prior to the determination of the application and discussions with the client and any other relevant consultants and/or contractors in order to agree or debate the conditions with the relevant planning authority. |
| 14. | Attendance and where necessary speak at Planning Committee. Ensure prompt issue of decision notice following committee approval. |

Reserved Matters Planning Application

| | Description of Services |
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| 1. | Initial Project Team Meeting(s) with the client and other relevant parties to discuss the scheme proposals and provide advice and guidance on strategy, scope and design. |
| 2. | An independent Site Visit to understand the context and advise of any additional constraints or opportunities which have yet to be discussed. |
| 3. | To review the matters for which permission is to be applied and provide guidance on necessary supporting documents. |
| 4. | Preparation for and attendance at meetings with the relevant planning authority to discuss the application (includes formal pre-application meetings and/or other informal meetings). To include contact and negotiation outside of formal meetings. |
| 5. | Review and comment on proposed layout and supporting technical documents. |
| 6. | Prepare for and attend pre-planning application meetings with the Local Planning Authority. Review all consultation and pre-application feedback and ensure changes are incorporated into the scheme as agreed with the Project Team. |
| 7. | Review and comment on any plans/statements/supporting information relating to the matters for which approval is sought. |
| 8. | Preparation of a supporting statement(s) to support the planning application where necessary. |
| 9. | Attendance at Project Design Meetings anticipated being one a month for the lead up to planning. |
| 10. | Prepare for and attend Public Consultation event(s). |
| 11. | Preparation and Submission of the Planning Application through the Planning Portal including the forms and notices. Ensure prompt validation of the Planning Application. |

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| 12. | Management of the Planning Application including liaison and negotiation where required with planning officer, responses to any comments from consultees/members of the public and supporting discussions regarding S106, CIL, Unilateral Undertaking or any other matter arising as part of the application. |
| 13. | Attendance and where necessary speak at Planning Committee. Ensure prompt issue of decision notice. |
| 14. | Preparation of conditions tracker and ongoing management of pre starts conditions. |
| 15. | Work with the client's contractor in the submission and discharge of all necessary Discharge of Conditions Applications for all pre-start conditions. Ensure prompt discharge. |

The client will be responsible for

- Pre-Application Fees
- Planning Application Fess
- Environmental Impact Assessment fees
- Any viability assessment fees
- All survey fees

Fees for appeal to be negotiated as and when required based on specific requirements.

This appointment is being executed as a deed. Documentation and guidance relating to matters arising from the Building Contract may be sought for the full term of the deed.