

Planning agent – Accreditation Scheme

Code of Practice

The primary objective of the Agent Accreditation Scheme is to develop positive working relations between the council and planning agents, and to promote the submission of high quality planning applications that can be registered on receipt. This will mean that applications submitted by agents in the Scheme can be registered in 24 hours which will be a big step in improving decision times.

This scheme is currently only available for householder applications.

Listed below are the criteria for becoming a member of the accreditation scheme, the commitment and level of service that the accredited agents would expect to receive from us and the code of practice for all accredited agents.

Bath and North East Somerset Council will:

- Admit agents to the scheme when they have submitted three consecutive applications that are made valid from submission.
- Register and validate applications within 24 hours of receipt (when applications are submitted online).
- Keep the agent informed of progress of the application through email or telephone.
- Contact the agent following the expiration of the relevant consultation period advising them of the likely outcome of the application.
- Allow the agent to advertise themselves as an accredited agent.
- Provide a list of accredited agents on the council website.
- Monitor all Householder applications submitted by accredited agents to ensure that the quality level is maintained and reserve the right to withdraw agents from the scheme who do not abide by this code of practice, including those who submit two applications within a six month period where errors are found.
- Commit to update the agent accredited checklist when required.

Accredited agents will:

- Submit correctly completed Householder applications including:
 - An accredited agent checklist, and if needed an explanatory letter citing why information of the checklist is not provided.
 - Application forms fully completed.
 - Completion of the correct ownership certificate.
 - Payment of the correct fee.

- An up to date site location plan at a scale of 1:1250, with the site outlined in red and at least one road name marked on.
- Other plans as needed, which should be of good quality, accurately drawn to a measured scale (which should be noted on the plan including page size for printing) and clearly annotated.
- Any other information that is required, such as a Design and Access Statement for development within Conservation Areas and the World Heritage Site. Only publish the agent accredited status in the way that is agreed with the Council.
- Not to share the scheme logo with other agents that are not part of the scheme.

I/we..... (name of planning agent) apply to join the Accredited Agent Scheme and agree to abide by the code of practice terms above.

Signed:

Date: