

Planning Agents Fast-track Accreditation Scheme

Entry requirements and terms and conditions

Definition – all planning applications received from an accredited agent will be fast-tracked through validation and registration with only minimal checks being carried out and a list of accredited agents will be displayed on the council’s website.

Agents wishing to join the scheme must first undergo the following accreditation process:

1. Sign and return this form registering their interest in becoming accredited.
2. Submit three consecutive planning applications with plans and information that adhere to the requirements of the validation checklist.
3. Submit the relevant validation checklist with each planning application detailing how the required information has been provided.

Each of the three planning applications will be validated in the normal way. If all three conform to the validation requirements then the agent will be given accreditation status under the accredited agent scheme and be informed in writing of this achievement.

On submitting the registration form the agent will be agreeing to the terms and conditions set out below.

Errors found during the accreditation process

If, during the accreditation process, a planning application does not meet the validation requirements the agent will be informed of this fact and the necessary information sought. The planning application will then be processed in the normal way without counting as an accreditation attempt and the accreditation process will start again from the next planning application submitted.

Successful accreditation

Having successfully undergone the accreditation process, any subsequent applications will be fast tracked onto the Council’s planning application system with minimal registration checks.

Terms and conditions

1. Each planning application that is submitted must accord with the relevant validation checklist and all documentation must be prepared in accordance with the stipulated criteria.
2. The relevant validation checklist to be completed detailing how the required information has been provided.
3. If errors are found in a planning application following registration, the agent will be contacted and the application will count as a failure.
4. Removal of accreditation shall occur if:
 - On any second occasion within any 6 month period the planning application submitted under the terms of the scheme is found to have errors in it in relation to the validation requirements;
 - the accredited agent ceases to trade or operate; or
 - The accredited agent is deemed to have brought the accredited agent scheme into disrepute.
5. The decision to remove accreditation shall be taken by the Head of Planning and Regeneration or their nominated officer.
6. If accreditation is to be removed, the agent will be informed in writing. The correspondence shall clearly indicate why accreditation has been removed and the date from which this takes effect. Once accreditation has been removed the accredited agent identity must not be used on any stationery, merchandise or publicity material.
- 7. Right of appeal**
 - If an agent disagrees with the reason for removal of accreditation, they have the right of appeal to the Head of Planning and Regeneration or their nominated officer. All appeals to be submitted in e-mail to development.control@charnwood.gov.uk
- 8. Accredited agent identity**
 - The accredited agent may, if he or she wishes, use the accredited agent identity for use in their business solely for the purpose of displaying recognition as an accredited agent. The use of the identity shall only remain for so long as the agent remains accredited under the rules of the scheme.
9. The identity shall only be used:
 - on stationery, promotional materials, merchandise, advertising and signage;
 - or as otherwise permitted in writing by Charnwood Borough Council.
10. The accredited agent will not do anything to prejudice or to endanger the value or validity of the accredited agent identity.
11. The identity must only be used by the accredited agent and shall not be used by any affiliated companies or organisations.

By signing this acknowledgment, you agree to abide by the terms and conditions set out above for so long as you are recognised as an accredited agent under the Charnwood Borough Council Accredited Agent Scheme.

Signed

Company

Date

