

Planning and Sustainable Development

**Planning Agents Householder
Fast-track Accreditation Scheme**
(householder and tree applications only)



Entry requirements and terms and conditions

Definition – all applications received from an accredited agent will be fast-tracked through validation and registration with only minimal checks being carried out.

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

- During the pending phase, applications will be validated in the normal way. Once three consecutive applications are submitted with plans and information that adhere to the requirements of the validation checklist, the agent will be considered for full accreditation.
- Before an agent can be officially welcomed into the scheme and granted use of the Householder Accredited Agent Scheme identity (see page 2), a signed and dated copy of these Terms and Conditions must be returned to the team to be held on file. Scanned documents can be sent to planninghouseholder@cornwall.gov.uk.
- By exception, for those who submit fewer than 5 householder applications per year, alternative arrangements at the discretion of the Head of Development Management may be considered.

Errors found during the accreditation process

If, during the accreditation process, an application does not meet the validation requirements, the agent will be informed and the necessary information sought. The 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 application submitted.

Successful accreditation

Having successfully undergone the accreditation process, any subsequent applications will be registered onto the Council's planning application system with minimal checks.

Terms and conditions

- 1 All applications must be submitted electronically via the Planning Portal (www.planningportal.co.uk) or iApply (www.iapply.co.uk) on A4 or A3 size .pdf documents and using the appropriate scale bars.
- 2 Each application that is submitted must accord with the validation checklist and all documentation must be prepared in accordance with the stipulated criteria. The validation checklist can be obtained from the Council website. For further, more detailed guidance, please see the Householder Submissions Guide, also available on the website.
- 3 Where payment is not submitted via Planning Portal concurrently with the application, the agent must provide details of the payment including date, method, payer name, and any other information as required to identify the payment (or there may be delays in processing

otherwise valid applications).

4 If errors are found in an application following registration, the agent will be contacted and the application will count as a failure.

Removal of Accreditation

5 Removal of accreditation shall occur if:

- On any fourth occasion within any 6 month period the application submitted under the terms of the scheme is found to have any errors which require the submission of revised forms or plans in relation to the validation requirements. This will not apply where the fee for the Validation Checking Service has been paid.
- the accredited agent ceases to trade or operate; or
- The accredited agent is deemed to have brought the accredited agent scheme into disrepute.

6 The criteria will be the failure to meet the requirements of the National Validation List and any errors which require the re-submission of a plan / form / report.

7 Tree Preservation Order applications submitted by Accredited Agents will need to be in accordance with the Council's Tree works application submission Guide 2017.
<https://www.cornwall.gov.uk/media/34785857/tree-works-application-submission-guide-2017-v2.pdf>

8 Agents will be removed from list if they submit 4 invalid applications in any 6 month period. On submission of the 3rd invalid application the Agent will be contacted and given a choice:

- Continue to submit applications as an Accredited Agent and if a 4th is submitted within 6 months of the first invalid application then the agent will be automatically removed from the list.
- Pay for the Council's existing checking service which currently has a fee of £26 until the date of the first of the three invalid applications is older than 6 months.
- Voluntarily withdraw from scheme.

Applicants who voluntarily withdraw or are removed from the scheme can re-apply after 1 year from delisting.

9 The decision to remove accreditation shall be taken by the Assistant Head of Planning and Regeneration or their nominated officer.

10 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.

Right of appeal

8 If an agent disagrees with the reason for removal of accreditation, they have the right to appeal electronically to Jeremy Content, the Principal Development Officer

responsible for the Householder Team (jeremy.content@cornwall.gov.uk).

Accredited agent identity

9 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 subsist for so long as the agent remains accredited under the rules of the scheme.

10 The identity shall only be used:

- on stationery, promotional materials, merchandise, advertising and signage; or
- as otherwise permitted in writing by Cornwall Council.

11 The accredited agent will not do anything to prejudice or to endanger the value or validity of the accredited agent identity.

12 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 Cornwall Council Accredited Agent Scheme.

Signed Company

Date