

Planning and Regeneration Service

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:

- Before an agent can be officially considered for 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. The document should be emailed to planning@cornwall.gov.uk. Accreditation is awarded by company, and will include every individual agent within that company.
- An annual membership fee of £200 should be submitted with the Terms and Conditions. Joining the scheme on or after 1st July will attract a reduced fee of £100.
- During the consideration phase, applications will be validated in the normal way. Once three consecutive successfully valid applications have been submitted (with plans and information that adhere to the national requirements of the validation checklist, the agent will be granted full accreditation.
- If, during the accreditation process, an application does not meet the national validation requirements, the agent will be informed and the necessary information requested. The application will then be processed in the normal way, but will not count towards the agent's accreditation. The accreditation process will then be re-started from the next submitted application.

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) on A4 or A3 sized PDF documents, using appropriate scale bars.
2. Each application 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 the Planning Portal concurrently with the application, the agent must provide details of the payment, including date, method, payer name and any other information required to identify the payment (or there may be delays in processing otherwise valid applications).
4. If errors or omissions are found in an application, the agent will be contacted and the application will count against their accreditation as an invalid submission.
5. Removal of accreditation will occur if:
 - The accredited agent submits three invalid applications within any six month period (in this event the agent will be automatically removed from the scheme and it will not be possible to refund the membership fee paid);
 - The accredited agent ceases operating;
 - The accredited agent is deemed to have brought the scheme into disrepute
 - Applications for works to trees submitted by accredited agents must 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>).
 - Agents who withdraw or are removed from the scheme can re-apply one year after being de-listed. The full qualification procedure will need to be undertaken again.
6. The decision to remove accreditation shall be taken by the Head of Development Management or their nominated officer.
7. If accreditation is to be removed, the agent will be informed in writing. The correspondence shall clearly state the reasons for removal of accreditation and the date from which removal will take effect. Once

- accreditation has been removed, the Accredited Agent identity must not be used by the agent on any stationery, merchandise or publicity material.
8. If an agent disagrees with the reason for removal of accreditation, they have the right to appeal electronically to Angie Sanders, the Group Leader responsible for the scheme at angie.sanders@cornwall.gov.uk.
 9. The accredited agent may, if they wish, use the accredited agent identity for business use, solely for the purpose of displaying recognition as an accredited agent. The use of the identity shall only exist while the agent remains accredited under the rules of the scheme.
 10. The identity shall only be use 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 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 acknowledgement, you agree to abide by the terms and conditions set out above for as long as you are recognised as an accredited agent under the Cornwall Council Accredited Agent Scheme.

Signed Company

Date