

Planning and Regeneration Service

Planning Agents Householder Accreditation Scheme 2021

(Householder and tree applications only)

Entry Requirements and terms and conditions

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.
- Details of the annual membership fee can be found at [Planning fees - Cornwall Council](#).

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 viewed on the Council website at [Make a planning application - Cornwall Council](#). Validation requirements are subject to change, so it is important to refer to the guide frequently. For further, more detailed guidance, please see the Householder Submissions Guide, also available on the website: [Make a planning application - Cornwall Council](#).
3. 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.
4. 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, here: [Trees - Cornwall Council](#).
 - 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.
5. The decision to remove accreditation shall be taken by the Head of Development Management or their nominated officer.
 6. 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.
 7. If an agent disagrees with the reason for removal of accreditation, they have the right to appeal electronically to Debbie Tresidder the Group Leader responsible for the scheme at debbie.tresidder@cornwall.gov.uk.
 8. 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.
 9. The identity shall only be use on stationery, promotional materials, merchandise, advertising and signage, or as otherwise permitted in writing by Cornwall Council.
 10. The accredited agent will not do anything to prejudice or 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 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