

Annex 1

Planning Performance Agreement Protocol

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1. Introduction and Context

- 1.1 A planning performance agreement (PPA) is a project management tool which the local planning authorities and applicants can use to agree timescales, actions and resources for handling particular applications. It should cover the pre-application and application stages but may also extend through to the post-application stage, such as the discharge of planning conditions.
- 1.2 They can be particularly useful in setting out an efficient and transparent process for determining large and/or complex planning applications. They encourage joint working between the applicant and local planning authority and can also help to bring together other parties such as statutory consultees. A PPA is agreed voluntarily between the applicant and the local planning authority prior to the application being submitted and can be a useful focus of pre-application discussions about the issues that will need to be addressed.
- 1.3 They allow for both the developer and the local planning authority to agree a project plan and programme which will include the appropriate resources necessary to determine the planning application or pre-application master planning within a defined timetable.

2. Aims and Scope

- 2.1 Tonbridge and Malling BC want to ensure that planning applications are dealt with in a timely and effective way. We recognise that the successful delivery of development of all scales requires good communications with developers, the community and other agencies. This can reduce delays, conflicting advice and increase certainty for all involved in the planning process. We will work in partnership with the development industry and communities enabling us to work more efficiently and transparently to achieve this and the use of PPAs is an important tool in facilitating such practices.

3. Benefits

- 3.1 There are many benefits and advantages of a PPA between the Council and a developer, including:
 - Better overall management of advice and post application stages.
 - Identification of key issues at an early stage.
 - More realistic and predictable timetables.
 - Greater accountability and transparency.
 - Improved partnership working.

3.2 It should be noted that the PPA agreement and the process of PPAs is in no way prejudicing or pre-judging the outcome of the application or the Council's impartiality or its discretion as local planning authority.

4. Types of development

4.1 PPAs can be used for any application, although whether an agreement is justified will depend on the size and complexity of the proposal. However, developments that are likely to qualify for this approach would generally fall within the category of large-scale major applications or significant developments, which are unique, complex schemes. This is further detailed in the Fee Schedule.

4.2 Not all developments that fall within these criteria are necessarily suitable for planning performance agreements. Equally, other developments may also be suitable for the PPA approach such as:

- Individual developments and development programmes of major strategic importance to Tonbridge and Malling in terms of housing delivery, job creation or investment.
- Individual developments which may raise significant issues needing environmental assessment, where particularly challenging constraints are present or where matters relating to conservation of the built environment and/or urban design or heritage apply, for example.
- Developments which are a corporate priority which may have a wider Council involvement.
- Developments eligible for limited public funding.
- Individual development parcels of larger strategic sites to ensure consistency and timely delivery of the wider scheme and any associated infrastructure.

4.3 Officers will advise developers at the Inception Meeting if a scheme is considered appropriate for progression via a PPA. In the event that this opportunity is not taken up (i.e. an application is subsequently submitted without engagement through the Inception Meeting process and a subsequent PPA is not activated), it will be handled as a routine application within the existing workload of the team, without dedicated resource or priority, regardless of its particular nature.

5. Community Engagement

5.1 As part of its ongoing pledge to community engagement and consultation the Council is committed to consulting local residents and businesses to inform it's decisions so they have a meaningful opportunity to influence the development of Tonbridge and Malling. The type of consultation that is

appropriate before applications are made will vary depending upon the scheme and will be agreed via the PPA but could include public exhibitions and meetings, surveys of opinion and consultation with other key local groups. The Council will expect the developer to carry out the consultation but can provide advice on the most appropriate methods for doing so and the groups they may wish to consult.

6. Member Involvement

- 6.1 Councillors should be involved so they can gain an understanding of the project and other relevant issues. The Council consider that this engagement is important, this is reflected in the inclusion of remote member briefings(s) within the fee schedule. Any such involvement will always be led by the Council. They may ask questions and raise issues but will not be expected to offer personal opinions on a scheme. All Councillors will need to adhere to the Code of Conduct for Members in this respect and cannot predetermine their view on a scheme that will subsequently be the subject of a planning application.
- 6.2 Applicants should not engage privately with councillors. There will be occasions when briefings may be held with relevant councillors particularly those whose electoral ward the PPA scheme is situated. This will be agreed on a case by case basis between the two project teams.

7. TMBC responsibilities and commitments

- 7.1 TMBC will identify a lead case officer who will manage the process and take on the responsibility of project delivery. This will be a council officer with experience relevant to the nature and scale of development proposed. The Council, via the lead case officer will:
- Act as the primary point of contact with the developer's project team and where necessary arrange meetings between the project teams in a timely manner.
 - Progress the project through all key stages in accordance with the agreed project plan through ongoing review and communication.
 - Ensure delivery of tasks within the agreed timetable through regular review of the programme, provision of feedback on key stages where necessary and identification of early key issues.
 - Coordinate the Council's project team.
 - Manage all public consultation including the coordination of all external statutory or specialist advisers and liaise with all necessary stakeholders.
- 7.2 All case officers will work on behalf of TMBC in the wider public interest to ensure delivery of the optimum scheme that meets the Council's strategic objectives and accordance with all relevant planning policy. Officers in meeting

their responsibilities will express their own professional judgment that will form the basis for the negotiations with the developer. Such judgements will not, however, bind the Council to a final recommendation nor will they override the requirements for a planning application to be determined without prejudice and within the statutory requirements.

8. Developer responsibilities and commitments

8.1 TMBC will expect the developer to approach any project in a collaborative manner and work cooperatively with the Council at all stages. The developer will be expected to use best endeavours to meet the agreed programme and to provide any information requested in a timely manner. They will also be expected to appoint the appropriate professional consultants with sufficient experience to reflect the complexity of any given project.

8.2 In particular, the developer will:

- Engage in meaningful pre-application discussions, with adequate time allowed for the preparation of essential information and assessment of proposals and as part of this progress with master planning work as necessary.
- Agree to a project plan, including the key stages and milestones, which take into account the need for discussion and review to take place.
- Pay the required fees.
- Submit a complete planning application with all of the requested supporting information as agreed with the Council, including a draft legal agreement where appropriate.
- Respond within the agreed timescales to requests for further information and/or revisions.
- Attend project meetings with relevant persons.
- Keep the Council informed of progress at all key stages of the project.
- Undertake public consultation prior to submission where agreed.

9. Funding

9.1 TMBC expects the developer entering into a PPA with the Borough Council to pay the agreed PPA fee before the PPA is activated. The PPA schedule of charges will be published on the Council's website and will be periodically reviewed.

Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent
ME19 4LZ

Planning Performance Agreement

DATE

SITE ADDRESS

PLANNING REFERENCE

Between:

Tonbridge and Malling Borough Council
and

AGENT/APPLICANT

Planning Performance Agreements

Excerpt from the National Planning Practice Guidance, paragraph 016 Reference ID: 20-16-20150326 (revised 26 March 2015):

A planning performance agreement is a project management tool which the local planning authorities and applicants can use to agree timescales, actions and resources for handling particular applications. It should cover the pre-application and application stages but may also extend through to the post-application stage.

Planning performance agreements can be particularly useful in setting out an efficient and transparent process for determining large and/or complex planning applications. They encourage joint working between the applicant and local planning authority and can also help to bring together other parties such as statutory consultees.

A planning performance agreement is agreed voluntarily between the applicant and the local planning authority prior to the application being submitted and can be a useful focus of pre-application discussions about the issues that will need to be addressed.

Paragraph 018: Reference ID: 20-018-20150326

A planning performance agreement can extend to matters beyond the formal application process – such as programming the negotiation of any section 106 agreement and related non-planning consents. For very large or complex schemes the agreement may also provide a basis for any voluntary contributions which the applicant has offered to pay to assist with abnormal costs of processing the application. The parties will want to ensure that such payments do not exceed the cost of the additional work involved, are not seen to have any implications for the decision on the application, and do not deflect resources from processing other cases; any additional resource provided in this way needs to be used for additional capacity that is genuinely required to ensure a timely and effective service.

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1. Introduction and Purpose

- 1.1 Tonbridge and Malling Borough Council is the local planning authority for development within the area in which the development site is located.
- 1.2 The applicant has submitted an Inception Meeting request to scope a PPA and seek advice regarding the DESCRIPTION OF PROPOSAL.
- 1.3 This Planning Performance Agreement is an agreement between TMBC and the Applicant to provide a project management framework for handling both the pre-application advice and the forthcoming planning application from receipt of a valid submission through to the determination stage. This framework seeks to appropriately resource these discussions and should improve and speed up the pre-application advice process by committing both parties to an agreed timetable containing “milestones” (as scoped at the Inception Meeting) that make clear what level of resources and actions are required, ensuring all key planning issues are properly considered through Topic Meetings and, wherever possible, resolved.
- 1.4 This agreement does not give a guarantee of planning permission. It relates to the process of considering development proposals and not the decision itself.
- 1.5 This agreement is made pursuant to Section 111 of the Local Government Act 1972 Section 93 of the Local Government Act 2003 and Section 1 of the Localism Act 2011.

1.6 Definitions

- 1.6.1 Terms in this agreement shall have the meanings assigned below unless the context requires otherwise:

Party	Details
Applicant	
Applicant's Team	Those personnel employed or appointed by the Applicant in connection with the Project set out at Table 1 of Appendix 2
Application Documents	The documents set out at Part 2 of Appendix 3 of this agreement

Planning Counsel	Any of the following Barristers:
Pre Application Documents	The documents set out at Part 1 of Appendix 3 of this agreement
Project	DESCRIPTION
Site	SITE ADDRESS
Third Party Challenge	Any legal challenge against a decision made by TMBC in connection with the Project, including any appeal in the higher courts.
TMBC	Tonbridge and Malling Borough Council
TMBC's Team	Those TMBC personnel involved in the Project as set out at Table 2 of Appendix 2

2. General Principles

2.1 The objective of this Planning Performance Agreement is one of co-operation and consistency throughout the negotiation and discussion relating to the pre-application and application processes to provide a degree of certainty for the intended outcomes and to improve the quality of the Project and of the planning decision.

2.2 TMBC and the Applicant agree to be governed at all times by the following principles:

Principle 1: To work together in good faith, and to respect each other's interests and confidentiality.

Principle 2: To commit and provide promptly information to support and manage the development management process, in accordance with the Performance Standards contained in paragraph 4.4 of this agreement.

Principle 3: To be transparent and consistent at all times between all parties so that outcomes are anticipated, defined and understood.

Principle 4: To help to facilitate (where appropriate) effective involvement and consultation with the surrounding community, statutory and other stakeholders, and any individual or group with a legitimate interest.

Principle 5: To reach agreement milestones which will remain fixed unless agreed by all parties otherwise.

Principle 6: To identify and involve specialist consultees and advisors including authority officers/managers where appropriate.

Principle 7: All parties will seek to use the pre-application period to address matters that would otherwise arise via planning conditions, and significantly reduce the level of potential conditions, particularly in respect to those preventing commencement of works. However, nothing in this Principle shall fetter the TMBC's power as local planning authority to impose such conditions on any grant of planning permission in connection with the Project as it considers appropriate in its absolute discretion.

3. Form and Content of the Pre-Application Submission

3.1 The pre-application discussions relate to the Project's need for TYPE planning permission.

3.2 The greater the level of information provided by the applicant at the pre-application stage, the better and more detailed the response. With this in mind, key documents (relating to the specifics of the proposal) will be requested at the earliest opportunity during the pre-application discussions. The dates for the provision of such information shall be fed into the timetabling to help TMBC efficiently allocate time and resources.

3.3 The Applicant shall provide TMBC with the Pre-Application Documentation (as a minimum) as part of the pre-application discussion process.

4. Resources and Liaison

4.1 The Project Team

The Project Team will comprise of the Applicant's Team and TMBC's Team, as defined within Appendix 2. The Project Team will be amended/expanded or reduced where necessary and the party amending its Team shall notify the other Team at the earliest opportunity. All personnel shall be suitably qualified and experienced to bring forward the Project.

4.2 Performance Standards

- 4.2.1 Communications, be it via email or hard copy correspondence shall be acknowledged within **5 working days** (AMEND AS NECESSARY) of receipt with a suitable response where possible.
- 4.2.2 Telephone messages shall be returned within **3 working days** (AMEND AS NECESSARY) of receipt.
- 4.2.3 Relevant information will be circulated by all parties no later than **3 working days** (AMEND AS NECESSARY) prior to a meeting.
- 4.2.4 The Applicant's Planning Agent to circulate meeting agendas, unless otherwise agreed, no later than **3 working days** (AMEND AS NECESSARY) prior to any meeting.
- 4.2.5 Unless otherwise agreed, the Applicant's Planning Agent will circulate minutes no later than **3 working days** (AMEND AS NECESSARY) after the meeting.
- 4.2.6 Unless otherwise agreed, actions arising from meetings shall be agreed no later than **5 working days** (AMEND AS NECESSARY) after the minutes of that meeting have been circulated.
- 4.2.7 If requested by the Applicant or Applicant's Planning Agent, TMBC shall provide informal feedback on information presented at a meeting within **10 working days** (AMEND AS NECESSARY) from that meeting.

4.3 Meetings

- 4.3.1 Meetings will be attended by the Project Team (unless specific attendance is not required due to meeting topic).
- 4.3.2 The Applicant's Planning Agent, in conjunction with the TMBC Case Officer, will act as PPA Project Managers and will convene meetings, organise agendas and produce minutes to be agreed by the Project Team.
- 4.3.3 Project Team meetings will be held at the times set out in the Project Programme (unless

otherwise agreed or cancelled).

- 4.3.4 **3 working days** (AMEND AS NECESSARY) in advance of any meeting the Project Team shall agree whether any specialist advice is required and seek to ensure the relevant personnel are available to attend.

4.4 Availability of People and Resources

- 4.4.1 The parties to this agreement will endeavour to make available members of the Project Team to facilitate meetings within **10 working days** (AMEND AS NECESSARY) from a formal written request, unless otherwise agreed.
- 4.4.2 The parties will also share with each other project tools (such as traffic models, visualisation models and development viability information) subject to protecting commercial confidentiality and Freedom of Information considerations.

4.5 Confidentiality

- 4.5.1 Confidentiality protocols will be agreed and applied to specific issues and/or information as they emerge.

4.6 Costs

- 4.6.1 The Applicant commits to cover all charges from DATE. (In the signed PPA)
- i) TMBC's costs incurred in the staffing and resourcing of necessary meetings between TMBC's Team and the Applicant's Team during the life of the PPA (FINF REFERENCE). T

Charges incurred as set out in the PPA charging schedule (to be paid on the date of this agreement):

- ii) Additional meetings will be charged as set out in the TMBC PPA charging schedule for additional meetings
- iii) In the event that it is agreed between the parties that legal representation is required at any meeting, the Applicant shall pay TMBC's costs in connection with its legal adviser.
- iv) TMBC's legal adviser shall be its internal planning lawyer (at the date of this agreement the post-holder designated as "Principal Solicitor (Litigation)") unless due to resourcing issues it is

necessary for TMBC to appoint an external solicitor to provide advice and representation.

- v) The costs of such representation shall be:
 - a. in the case of the internal solicitor the rates set by TMBC's Finance, Property and Innovation Board (as amended from time to time) which at the date of this agreement are FEE per hour, to a maximum of 5 (AMEND AS NECESSARY) hours. If additional work is required, this sum shall only increase with the written agreement of the Project Team.
 - b. in the case of external representation, the full costs of such representation.
- vi) In the event that TMBC deems necessary (in its reasonable opinion) to appoint external consultants to provide an independent review of any of the Application Documents or Pre-Application Documents (or to provide technical advice in connection with consultation responses), the Applicant shall pay the full costs of such external consultants. This shall relate to a maximum of 5 (AMEND AS NECESSARY) separate reports, including the Viability Report, at a cost of FEE per area of expertise. If additional work is required, this sum shall only increase with the written agreement of the Project Team.

- 4.6.2 If required by TMBC the Applicant will pay TMBC the costs of appointing an additional Planning Officer (not to be part of the Project Team) for the duration of the Project to enable TMBC to adequately resource the Project within the timescales set out in this agreement. This shall be at a cost of FEE per hour (for an agency planner of medium experience) for a 37 hour week.
- 4.6.3 The overall cost of the PPA will be paid on signing the agreement and then the PPA will be activated. TMBC will invoice the Applicant any additional fee payment due within 5 (AMEND AS NECESSARY) working days of a meeting taking place or receipt of commissioned work.
- 4.6.4 The Applicant will pay such invoices within 28 days. In the event the Applicant does not pay any invoice when it becomes due, TMBC reserve the right to refuse any additional meetings or commission any additional work unless and until outstanding invoices are paid.

5. Application (Project) Programme

- 5.1 The applicant will not submit the planning application to TMBC until the Inception meeting has taken place, the subsequent PPA has been signed and paid for (activated), any additional fees are paid for and the project programme timeline (as agreed in the PPA) has been adhered to.
- 5.2 When the Applicant submits the planning application for the Project, the planning application will include the Application Documentation listed in Appendix 3. The submission shall be made online and also provide a CD or DVD and 2 paper copies.
- 5.3 The PPA Programme is devised to provide a realistic timeframe for planning and resourcing the pre-application discussions, with the aim of agreeing a submission date. The Applicant acknowledges that the timetable may be subject to change which will be kept under review moving forward. The Project Programme is detailed in **Appendix 1** of this document.
- 5.4 In determining the application there are **two agreed stages** which in combination set out the agreed **date for determination** of the application (which will replace the statutory 13 week). Firstly a ?? (AMEND AS NECESSARY) week timeframe for the Project programme is appropriate for consideration of the planning application and a resolution from Full Council/Area Planning Committee. Secondly the subsequent negotiation of the S106 agreement will be undertaken and agreed in ?? (AMEND AS NECESSARY) weeks after the resolution to grant planning permission. Ideally this should be completed within 4 months of the Committee resolution. This combination of both these dates will provide the date to determine the application.
- 5.5 Within the agreed timeframe, meetings will be arranged as above and when considered necessary by agreement, with suggestions of appropriate meetings set out within the Project Programme (**Appendix 1**).
- 5.6 If there is a delay in the Project Programme, the Project Team will review whether the Project Programme is still realistic or whether the Project Programme and the Planning Performance Agreement determination timeframe need to be revised. Any revisions to the Planning Performance Agreement determination timeframe shall be agreed in writing by the Applicant and TMBC.
- 5.7 At the request of any party to this agreement, the parties shall as soon as is reasonably practicable [after the expiry of xx weeks from the date of this agreement] in good faith discuss the progress of the consideration of the planning application (or Pre-Application Documents as may be the case) against the project programme as set out at Appendix 1 and review whether any extension of any period will be necessary in order to enable TMBC to discharge its

planning functions in respect of the Project and ensure compliance with the project programme.

6. Appeals and Third Party Challenges

- 6.1 Nothing in this agreement shall restrict or inhibit the Applicant from exercising their right of appeal under Section 78 of the Town and Country Planning Act 1990. In the event of such an appeal, this agreement shall terminate immediately without further notice to either party, save in respect of the invoicing arrangements at clause 4.6 for any outstanding payments.
- 6.2 In the event of a Third Party Challenge, the Developer and TMBC shall jointly appoint such expert legal representation from Planning Counsel as shall be agreed between them, and upon such appointment shall request a legal opinion as to the merits of the challenge and the likelihood of a successful defence. The parties shall bear the costs of such instruction equally.
- 6.3 In the event that Planning Counsel's opinion is that the Third Party Challenge has a reasonable prospect of success, TMBC shall consider whether to revoke or modify the relevant planning permission, or to consent to judgement.
- 6.4 Should TMBC decide to revoke or modify planning permission in relation to the Project on the advice of Planning Counsel, and such a determination would ordinarily attract the payment of compensation under s.107 of the Town and Country Planning Act 1990 (or otherwise), the Applicant shall not pursue the payment of any such compensation.
- 6.5 If TMBC decides to proceed with the defence of a Third Party Challenge against the advice of Planning Counsel, it shall do so at its own cost.
- 6.6 In the event that Planning Counsel's opinion is that the Third Party Challenge does not have a reasonable prospect of success, or more generally gives a positive opinion that the decision under challenge is suitably robust, the parties agree to joint instruction of Planning Counsel for the purposes of defending the Third Party Challenge and will bear the costs of such instruction equally.
- 6.7 Nothing in this agreement affects the ability of TMBC or the Applicant to instruct their own solicitors to provide advice and assistance in connection with any Third Party Challenge.

7. Nature of Agreement

- 7.1 Nothing in this Agreement shall operate or be construed as any fetter on TMBC's discretion

either as the local planning authority in connection with the Project or more generally as a local authority. For the avoidance of doubt, nothing in this agreement is intended to commit TMBC to the delivery of an approval of any planning application.

7.2 If any provision of this agreement is held by any court or other competent body to be void or unenforceable in whole or in part, then the other unaffected remaining provisions of the agreement shall continue.

7.3 Nothing in this agreement shall create or be deemed to create a partnership between the parties.

8. Breach and Termination

If any party shall commit any breach of its obligations under this agreement and shall not remedy the breach within 10 working days of written notice from the other party to do so, then the other party may notify the party in breach that it wishes to terminate this agreement forthwith and the agreement shall be terminated immediately upon the giving of written notice to this effect to the party in breach provided always that the breach is within the control of the party that is in breach and capable of being remedied.

9. Third Party Rights

9.1 Nothing in this agreement creates or is intended to create any right for any third party to enforce its provisions by virtue of the Contracts (Rights of Third Parties) Act 1999.

9.2 Without prejudice to clause 9.1, this agreement may be varied, revoked, modified or supplemented without the consent of any third party.

10. Agreement

TMBC and the Applicant hereby agree to the content of this Planning Performance Agreement.

Tonbridge and Malling Borough Council

Name:

Signature:

Position:

On Behalf Of:

Date:

Applicant

Name:

Signature:

Position:

On Behalf Of:

Date:

APPENDIX 1 – PROJECT PROGRAMME

TMBC and the Applicant shall work to ensure that the consideration of the proposal is progressed in accordance with the Pre-application programme set out below (unless a variation to the Pre-application programme is agreed in writing in by both the Applicant and TMBC).

Project Programme - Pre-application Phase

PPA Task	Parties	Week Number	Date
Signing & payment of Planning Performance Agreement (Activation)	Council & Applicant		
Introduction Meeting & Topic Area Meeting(s)	Planning Officer(s) & Applicant Co-ordinator		
Public Consultation & Exhibition	Applicant Co-ordinator		
Member Briefing (s)	Planning Officer(s) & Applicant Co-ordinator		
Submission of all outstanding pre-application documents and material	Applicant Co-ordinator		
Consideration of submitted pre-application documents	Planning Officer (s) & Statutory Consultees		
Further pre-application meeting Planning Officer to arrange with internal Council personnel Developer Co-ordinator to arrange with EA and KCC (AMEND AS NECESSARY)	Planning Officer(s) & Developer Co-ordinator		

Project Programme - Application Phase

The timescales are based upon the following assumptions:

- The Developer to submit **DATE**
- No more than x **joint working meetings** (AMEND AS NECESSARY) are required and dependent on the category size of the development (ie Small, Medium PPA etc)*

**Small and Medium = 1 joint working meeting (up to 1 set of amendments)*

Large = 2 joint meetings (up to 2 sets of amendments)

Strategic = 3 Joint meetings (up to 3 sets of amendments)

- The outcomes of the joint working meeting(s) should be productive and resolve outstanding issues
- The application is not called in by the Secretary of State

PPA - Task	Parties	Week Number	Date
Submission of Application & Consider validity of the Application	Applicant Co-ordinator & Planning Officer(s)		
Registration and validation of the application (Provided that the Application is valid) Consultation in respect of the Application	Technician & Planning Officer(s)		
1 st Joint Working Meeting - consideration of consultation responses received	Planning Officer(s) & Developer Co-ordinator		
Developer Co-ordinator to address issues raised in the joint working meeting and submit further information if required	Developer Co-ordinator		
Developer Co-ordinator to address issues raised in the 2 nd joint working meeting and submit further information if required (depending on size of PPA)	Developer Co-ordinator		
Re-consultation on amended or additional information	Planning Officer (s)		

Decision stage	Parties	Week Number	Date
Preparation of Members Briefing Note	Planning Officer (s)		
Organisation of Members Site Inspection (add -on Strategic PPAs only)	Full Council/Planning Committee		
Developer Co-ordinator to address any issues raised and submit amendments and/or additional information (Depending on size of PPA)	Developer Co-ordinator		
Preparation and submission of Report to Full Council/Planning Committee	Planning Officer(s)		
Consideration by Full Council/Planning Committee	Full Council/Planning Committee		
Negotiation and completion of Section 106 agreement	Council legal representative / Planning Officer(s) / Developer representative		
Referral to Secretary of State (three weeks)	Planning Officer (s)		
Issue of planning application decision notice	Planning Officer(s)		

APPENDIX 2 – PROJECT TEAM

Table 1 – Applicant’s Team

Company	Contact Names	Responsibility	Telephone No	Email

Table 2 – TMBC’s Team

TMBC	NAME	POSITION	TELE No.	EMAIL

Appendix 3
Part 1 – Pre Application Documents

FOR EXAMPLE

- The Masterplan
- Draft Planning Statement addressing all relevant policies
- Transport Statement
- Draft Flood Risk Assessment
- Contaminated Land Factual Report
- Odour Risk Assessment
- Draft Air Quality Chapter
- Draft Ecology Appraisal including GCN, Reptile and Bat surveys

Appendix 3
Part 2 – Application Documents

FOR EXAMPLE

- Masterplan
- Planning Statement
- Employment Land Market Review
- Affordable housing statement
- Archaeological and Heritage assessment
- Design and Access Statement
- Landscaping details
- Open, play space and recreational assessment
- Photographs and photomontages
- Parking and servicing provision
- Draft Head of terms for planning obligation
- Schedule of works
- Telecommunications information
- Transport assessment
- Utilities and foul sewage assessment
- Viability statement
- Environmental Statement to include
 - Air quality assessment
 - Biodiversity survey
 - Contaminated land assessment
 - Flood risk assessment
 - Noise impact assessment

and the following information as detailed in the Scoping Report REFERENCE IF APPLICABLE issued
DATE