



Introduction

The Accredited Agents Scheme has two principal objectives.

1. To promote the submission of planning applications that are of the required standard and so deliver efficiencies in the planning system and quicker decisions.
2. To foster good working relations between the council and planning agents.

The scheme was run on a trial basis from April 2012, and from April 2013 it is now running on a permanent basis for house-holder applications only.

Set out below are the criteria for joining the scheme, the commitments and level of service that accredited agents would expect to receive from us, and the code of practice for all accredited agents.

Bristol City Council will:

- Admit agents to the scheme once they have submitted three consecutive valid householder applications.
- Register and validate applications within 24 hours of receipt.
- Provide a list of Accredited Agents on the council's website.
- Target the determination of applications within six weeks.
- Keep the agent informed of the progress of the application through email or telephone.
- Notify the agent as soon as a preliminary assessment has been made advising of the likely outcome.
- Allow the agent to advertise themselves as an Accredited Agent and use the Accredited Agent logo
- Monitor applications by Accredited Agents to ensure that the quality level is maintained.
- Provide targeting training opportunities for Accredited Agents throughout the year.

- Reserve the right to withdraw agents from the scheme, who do not abide by this code of practice, including those who submit two applications within a six month period where errors are found.

Accredited Agents will:

- Submit **correctly completed** applications including:
 - Application forms filled out in all respects.
 - A completed certificate of ownership.
 - Payment of the correct fee. (NB paying the fee by phone or online is the quickest and preferred method)
 - An up to date site location plan at a scale of 1:1250, with the site outlined in red.
 - Other plans as needed which should be of good quality, accurately drawn to a metric scale and with key dimensions noted on the plans, and must have a title box stating the
 - site address
 - title of the drawing (e.g. 'existing rear elevation')
 - date
 - scale of the drawing, and
 - drawing number.
 - Any additional information that is required, for example, a Flood Risk Assessment for development within a Zone 2 or 3 Flood Zone, or a Design and Access Statement for development within a Conservation Area.
- Include an Accredited Agent Checklist, and if needed an explanatory letter saying why information on the checklist is not supplied, with every application.
- Act in a professional manner and not bring the council's reputation into disrepute.
- Attend a briefing session at least once a year to keep up to date on relevant topics.
- Only publicise the Accredited Agents status in a way that is agreed with the city council.

I /we _____ (name of planning agent) apply to join, or renew membership of, the Accredited Agents Scheme and agree to abide by the code of practice terms set out above.

Signed:

Date: