



Phase 1 Planning Forum
Wednesday 14th & Thursday 15th September 2016

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New website Launched – 29th



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March 2016



Introduction to the Planning Portal



- The only National Planning & Building service supported by all authorities in England & Wales
- Cloud-based service delivering a faster more responsive design giving full access to Smartphones and tablets (20% of our usage is via mobile device)
- Improved content: Focusing on key user tasks – researching planning & building consent and making it easier to submit applications of all types •
Upgraded guidance & more interactive links within the site with an improved online application service
- A small but significant brand refresh giving the site a fresher look and feel

- Improved application 'Amendment' function with comprehensive email notifications
- and... its **Free** to local authorities and applicants with dedicated support!



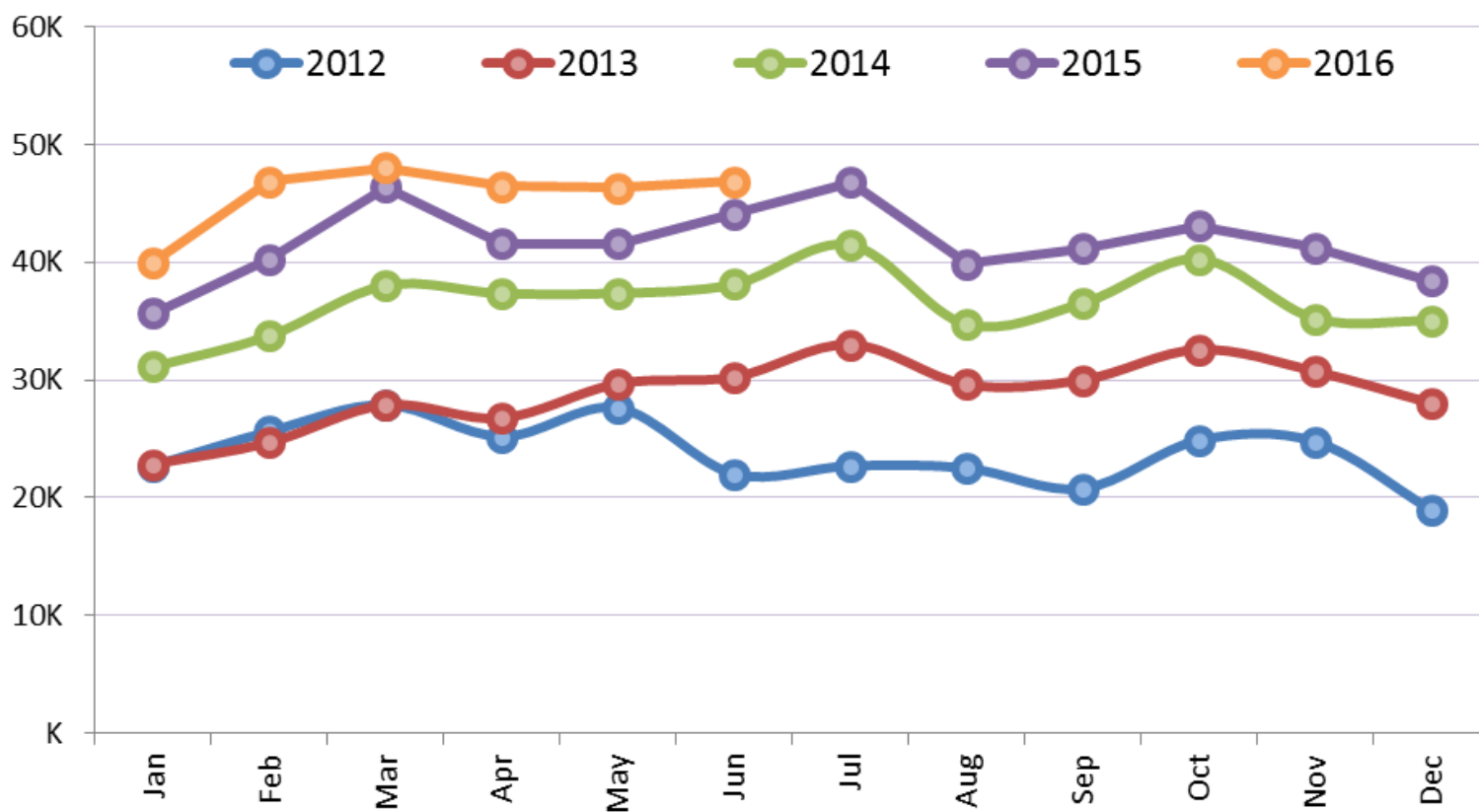
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August 16 Apps: 44,425 (↑ 11.5% on 8/15) - average of 1,891 apps p/d (↑ 3.4% 8/15)

First 6 months of 2016 a total of 274,498 applications submitted – up 10% on last year



HS2

HS2 anticipate submitting c.2,000 discharge of requirement applications to local authorities (LAs) for the project.

Ideally they want these submitted online rather than on paper, and the Planning Portal was suggested as a delivery channel to facilitate this by some LAs.

Key benefits of this approach

- The Planning Portal is the only channel with national coverage to facilitate this
- Provides a consistent approach for all
- Integrates with LA back-office systems realising savings and efficiencies for application registration & determination
- HS2 can monitor and track applications from creation to submission & subsequent receipt by LAs, providing a full audit trail

The proposed approach



Online submission via the Planning Portal

Due to the project timescale for submission, the Planning Portal cannot develop a new HS2 Discharge of Requirements application form. However...

We are proposing to use the existing 'Application for approval of details reserved by condition' form.

This will help to capture most of the information to create an application and will be accompanied by a HS2 DOR form for presentation on the LAs website.

The proposed approach



HS2 will provide a clear name to separate applications from a standard submission

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SEARCH MENU

PLANNING PORTAL

Home > My Planning Portal > Your application

Your application Help

Overview Forms Supporting Documents Fees Check, Pay & Submit

Application Details Help

Your Reference: HS2 DOR Euston Station [Edit](#)

Application Type: Approval of details reserved by a condition

Local Authority: Camden Council

Reference: PP-05246700

Status: Draft v1

Last Updated: 17 Jun 2016 - 17:12

Application Completion Status Help

| | |
|------------|--------------------|
| Incomplete | Forms |
| Complete | Documents |
| Incomplete | Fees |
| Incomplete | Payment |
| Incomplete | Check Application |
| Incomplete | Submit Application |

The proposed approach



HS2 Application fee payment

The Discharge of Conditions form via the Portal will not calculate the correct fee for HS2 applications (£28 HH, £97 other types).

To mitigate this, one of the documents that will be uploaded as part of the application will be a covering letter. This will say what the fee payable is.

The HS2 fee regulation is being prepared currently but we expect it to have provision in it to paragraph 6 of the Crossrail Fee Regulation 2008 which effectively gives the Nominated Undertaker six weeks from submission to pay the fee.

The wording that is put into the process should reflect this but the position is still emerging.

File naming of attachments

Through discussions with HS2, a document detailing the schedule of the works to be carried out will be provided to help officers.

The proposed approach



This will be accompanied by the supporting documentation for each DOR application with appropriate file names to reflect the document contents. This will make it easier for the LAs to understand and index them correctly in their systems.

HS2 mentioned that some information provided with HS2 applications will be for guidance purposes, and different supporting documents are required for the various types of discharge of requirements.

Therefore the schedule may need some caveats as it may vary by type but agreed it would be a useful guide for officers.

LA receipt of HS2 applications

We recommend that LAs create a new application type in their back-office systems for HS2 application that will carry forward to their online planning registers.

This will separate them from normal planning applications & help facilitate consultation with the main statutory consultees – Environment Agency, Historic England Buildings & Natural England.

The proposed approach



LAs should be able to add a new application type without ICT supplier engagement, and we propose recording them as an application type: HS2 Discharge of Requirements.

Some of the conditions requiring approvals from the relevant planning authority are:

- a. Approval of plans and specifications (ie design) of buildings and other permanent works (para 2 and 3 of the Schedule);
- b. Approval of matters ancillary to development aka construction arrangements; how certain matters are managed during construction (para 4 of the Schedule);
- c. Approval of lorry routes to and from certain worksites (para 6 of the Schedule);
- d. Approval of plans and specifications for waste and spoil disposal (para 7 of the Schedule);
- e. Approval to allow certain works to be brought in to use; this relates to mitigation of the effects of the railway (para 9 of the Schedule);
- f. Agreement of site restoration schemes (para 12 of the Schedule);
- g. Agreement of matters reserved on approval of site restoration scheme (paragraph 12(5) of the Schedule);
- h. Approval of additional details required on approval of plans and specifications (paras 2(3), 3(4) and 7(4) of the Schedule); and
- i. Discharge of conditions attached to approvals under the Schedule (paras 2(7), 3(7), 4(7), 6(6), 7(10), and 9(5) of the Schedule).

Next steps



- Trial the HS2 submission process with the volunteer LAs
 - Birmingham City Council - Lichfield District Council
 - Chiltern District Council
 - Old Oak and Park Royal Development Corporation
 - Buckinghamshire CC
- Document the submission approach & circulate to LA contacts

Future Enhancements

- Ability to share draft applications and documentation between HS2 (or their contractors) with LAs and other interested parties
- **Override** payment fee amount with correct amount payable

Thank you for your time

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