

HS2 PLANNING FORUM NOTE 8: USE OF THE PLANNING PORTAL

Background

1. The purpose of this Planning Forum Note is to define how the Planning Portal will be used in relation to requests for approval under Schedule 17.
2. When the nominated undertaker or its contractors submit requests for approval under Schedule 17 to The High Speed Rail (London – West Midlands) Act 201X they will use the Discharge of Conditions form on the Planning Portal. This is be the default submission method until requested otherwise by the relevant planning authority. It is not possible to amend the Planning Portal to for Schedule 17 submissions so this note explains how the existing form should be used.
3. As Schedule 17 requests for approval differ from condition discharges under the Town and Country Planning Act it is necessary to set out guidance on how the fields in the Planning Portal website should be used in order to ensure the requests are properly received and processed by planning authorities.
4. This note sets out the how each field should be completed in the Portal Portal.

Completing the form

5. The on-line form for discharge of conditions has fields to be completed or options picked. Each of these is underlined and highlighted in red below. For each field this note states how the field should be completed.

Application Name

The Application name will be:

Request for approval of [insert approval type from table 1 below] under the High Speed Rail (London – West Midlands) Act 201X: request for approval of [insert approval type from table 1 below] [for/in relation to] [insert text from description of development in pro forma].

Application type

‘Chose approval of details reserved by a condition’ from the drop down menu.

Check ‘continue with standard application’.

Check ‘application is a minor development’.

Location

Complete this section on the basis of sections 3 and 4 of the pro forma.

Applicant details

Complete with HS2 Ltd details. Contact should be the relevant Planning Manager.

Check ‘no’ for ‘Are you an agent acting on behalf of the applicant?’

Agent details

Leave blank.

Description of the proposal

Copy from section 3 of the pro-forma.

Reference number

Insert HS2 consent reference number from the consents register.

Date of decision

[Insert date of Royal Assent for the Act].

Condition number(s)

Unlike a TCPA planning permission Schedule 17 does not identify specific planning condition numbers. Therefore the following wording should be inserted:

“Request for approval of [insert approval type from table 1 in appendix 1] under condition imposed by Schedule 17 to the High Speed Rail (London - West Midlands) Act 201X.”

Has the development already started?

Check yes as works authorised by the Act have begun.

If Yes, please state when the development was started (date must be pre-application submission)

Insert date to be agreed at which works authorised by the Act began.

Has the development been completed?

Check ‘no’.

Part Discharge of conditions

Check ‘no’.

Discharge of conditions field

Insert a list of all the documents/material that are being submitted. For each document the document control number with rev number must be inserted beside the document name. For plans every plan number with rev number listed if uploaded individually or document control number with rev number if uploaded as a pack.

Site visit

Check as appropriate.

Pre-application advice

Check ‘yes’ (assuming pre-app has taken place).

Complete the summary of the pre-app including the number of meetings and key issues discussed/advice given.

Declaration

Complete this section.

Uploading documents

All documents required for a request for approval (ie as set out in the Planning Forum Notes, and any additional documents discussed with planning authorities in pre-app) will be uploaded through the supporting documents function in the Planning Portal. They will be uploaded as PDFs.

As the maximum size is 5mb any documents larger than this should be split up to meet this size limit before uploading.

For each document there are a drop down menu and a field to complete.

For the first one when uploading plans 'Site and other plans' should be selected. For all other documents 'User defined attachment' should be selected.

In the '**Description (Optional)**' the following information should be provided:

[Insert document type from table 2 in appendix 1] related to a request for approval of [insert approval type from Table 1 in appendix 1] under Schedule 17 to the High Speed Rail (London – West Midlands) Act 201X. HS2 submission reference [insert HS2 submission reference].

Fees

The fees for requests for approval under Schedule 17 are set out in The High Speed Rail (London – West Midlands) (Fees for Requests for Planning Approval) Regulations 201X. However it is not possible to select these regulations through the Planning Portal as it is configured to normal processes under the Town and Country Planning Act.

Therefore the following approach will be taken.

The covering letter will set out the correct fee in accordance Regulation and this will be paid once the request for approval has been uploaded. If no fee is payable, for example because officer funding has been put in place through a SLA, this will be stated in the covering letter. The request for approval will be live from the date of uploading.

In the Planning Portal fee calculation section:

- Select 'calculate'
- Select 'no'
- A fee of £97.00 will appear. Select confirm.
- Selecting this will allow the request for approval to be submitted. The £97 will not be payable as the correct fee will be payable in accordance with the HS2 fee regulation.

Appendix 1: tables

Table 1: Approval types	
Plans and specifications	PS
Lorry routes	LO
Construction arrangements	CO
Site restoration	SR
Bringing into use	BU
Non-material change	NC
Condition discharge	CD
Approval of further information	FI
Plans and specification for disposal sites or borrow pits	PD

Table 2: Document types	
Pro-forma	PF
Plans	PL
Written statement	WS
Design and Access Statement	DA
Covering letter	CL
Construction arrangements	CA
Lorry routes for approval	LR
ROMIS	RS
Other supporting document	SD