

**ACCREDITED AGENTS SCHEME CODE OF PRACTICE**

The Council has two main objectives in setting up this Accredited Agents scheme;

* To develop positive working relationships between the Council, the Planning Service and planning agents
* To promote the submission of high quality planning applications that can be validated and registered on receipt and so deliver a more efficient way of working and faster decision making

The scheme is only available for householder applications and will be run on a trial basis for 6 months from the launch of the scheme.

Entry to the scheme will be subject to the introductory trial period fee of £125 which will allow access to enhanced service levels, regular training and recognition as an Accredited Agent.

**Commitments by the Council**

* We will register and validate householder applications from Accredited Agents within 24 hours of receipt into the Planning Service
* We will make every effort to determine householder applications from Accredited Agents within 6 weeks of validation
* We will notify the Accredited Agent once the consultation process for their householder applications has ended and advise them of the likely outcome of the application
* We will provide training/briefing sessions at least once a year for Accredited Agents on changes in legislation, policy and to agree good practice. There will also be an opportunity to meet Planning Service staff at these meetings
* We will provide Accredited Agents with a certificate of membership of the scheme
* We will publish a list of Accredited Agents on the Council’s Planning Service web pages

**Commitments by Accredited Agents**

* You will submit householder applications that can be validated and registered within 24 hours. The application must adhere to all requirements on the Householder Checklist.
* You will attend a training/briefing session at least once a year to keep up to date on changes in legislation, policy and other relevant topics. These will be held at the Council’s Public Service Plaza in Havant
* You will agree not to share the Accredited Agents scheme logo with agents who are not part of the scheme

The Council wishes to make sure that the introduction of the Accredited Agents scheme is successful and delivers on its two main objectives. The Planning Service will monitor householder applications submitted by Accredited Agents and reserves the right to withdraw any agent from the scheme who submits 3 householder applications which are not in accordance with the commitments listed above.

I/We………………………………………………………………………………………..…………..…. (Name of planning agent)

Apply to join the Accredited Agent Scheme and agree to abide by the code of practice terms above.

Contact Name:

Company Name:

Address:

Email:

Telephone Number:

Signed:

Date:

Payment of trial period fee of £125 paid by cheque / telephone payment

Date: Officer initials:

HBC Use Only