INTRODUCTION

This Planning Procedure is to inform project managers, planning consultants, architects and any person intending to submit a planning application for a capital project on behalf of the University. It relates only to Capital Projects which are those works on buildings and/or facilities which would normally have a value in excess of £100,000, though this may be reviewed in terms of scope and likely planning involvement on a case by case basis. All Capital Projects which have planning implications must be taken forward in accordance with this Planning Procedure. Projects below this value are classed as minor works and are managed by the Conservation and Building team under a different procedure because the processes and implications of these developments may not be the same.

It should be assumed from the outset that the process of securing a planning permission from the first team site visit takes around 12 months.

The Procedure includes:

- Introduction to the key personnel of the University Estates Team
- Roles and Responsibilities
- Guidance on the University’s requirements for taking a project through the planning process, including:
  - Tendering and appointment of planning, EIA, transport and other specialist consultants required to progress the planning process
  - Guidance on planning application submissions including Non-Material Amendments and conditions
  - Conduct and expectations of meetings with officers and members of Local Planning Authorities (LPA)
  - Scoping of Environmental Impact Assessments (EIA)
  - Approach to public consultation
  - Approach to communications
  - Reporting requirements for University Governance and committees
- Definitions
- Appendices including:
  - Design Review Panel template
  - Indicative timescales for a major planning application

THE UNIVERSITY ESTATES TEAM [KEY CONTACTS]

The scope of any project will be defined in the brief. However, compliance with this Planning Procedure (where applicable) will require the involvement of Asset and Space Management and Capital Projects teams based at the University’s Estates Services Department at The Malthouse, Tidmarsh Lane, Oxford OX1 1ND. Key contacts for the purposes of this planning procedure and as at December 2015 are:
ROLES AND RESPONSIBILITIES

Project Managers and consultants shall:

- Produce the necessary technical and supporting materials required for all elements of the planning process including obtaining landownership details from the Information Records Manager or LSO and then confirmed by the LSO
- Ensure that the relevant University committees are provided with information approved by the Estates Services team
- Co-ordinate input and responsibilities of the planning consultants [if appointed] and design team to ensure that a planning application can be submitted in a proper and timely manner with all necessary documentation, having completed all internal procedures and obtained the necessary University approvals
- Budget for the requirements of the planning procedures based on the advice of the Estates Services Planning Team
- Specifically, Project Managers shall be responsible for finalising the terms of engagement and processing of consultants appointed by the Director of Asset and Space Management and thereafter have responsibility for the payment of invoices
- The planning consultant and project manager must ensure that the architect undertakes a review of the “as built” plans compared with the approved plans. If there are differences these must be reviewed and the PSG advised as to appropriate action and then ensure completed.

The Estates Services Team will:

- Procure, seek tenders, shortlist and appoint the planning team, including planning, EIA, highways and other related consultants as necessary
• Approve and sign off on key stages, all supporting materials and documents during the planning application process
• Ensure that the above documentation aligns with University policy and corporate identity, and are consistent with other Capital Projects

Specifically:

The Director of Asset & Space Management is responsible for:
- the appointment of the planning, EIA and highway consultants
- the planning process of all major planning applications
- Meeting (to raise issues or hold discussions on project and/or planning related matters) with the Executive Directors of Local Authorities (principally Oxford City)

The Estates Services Town Planner will:
- Ensure a consistent approach across all University projects
- Review and challenge planning proposal submissions in terms of technical points, wider University policy, legal matters
- Identify key planning related issues and objectives of the project and use these to ensure consistency of understanding
- Identify the planning risks and opportunities at the outset
- Confirm if an EIA can be discounted (see point 4)
- Ensure that the project is presented to the correct range of internal committees
- Be the first point of contact, alongside the Head of Conservation and Buildings, for any initial planning related queries, including pre-feasibility work
- Review public consultation materials
- Check planning input into PSG reports and attend where required
- Assist in delivering a planning section to PSG reports (a minimum notice period of 3 working days is required) where no planning consultant is appointed
- Attend regular meetings with Oxford City Council planners where projects at all stages may be tabled
- Offer general planning advice on day to day planning matters
- Work with the planning, EIA and highways consultants and project managers
- Report to the Director of Asset & Space Management

The Capital Projects Communications Manager will:
- Liaise with the departments/divisions
- Identify the key communications objectives and messages of the project and use these to ensure consistency of understanding
- Be responsible for managing and promoting the agreed communication messages
- Coordinate communications activities – internal (link with Public Affairs Directorate) and external (e.g. community liaison)
- Identify communications risks and opportunities at the outset
- Identify interested parties (stakeholders) and agree with the Director of Asset & Space Management, and planning consultant if appointed.
- Create and manage a communications plan to ensure that key aspects of the projects are being communicated to the right people at the right time
- Work with the project team and Public Affairs Directorate (PAD) to identify the right channels for news and information about the project and its progress and identify target audiences
- Maximise good news story potential
- Report on the feedback received following a public consultation event working with the planning consultant, if appointed, and the project manager
- Liaise with the consultants and project manager
- Hold records of communications with stakeholders

**PLANNING PROCEDURE**

1. **Early Stages of Project (Pre-feasibility)**

Project Managers will advise the Estates Services Town Planner of the project and together they will agree:

1. whether the appointment of a planning consultant to manage the process would be beneficial to the project.
2. who to instruct including tendering for the service if necessary
3. to ensure the planning consultant is suitably briefed
4. the likely requirement for other consultants including EIA
5. consideration of potential CIL or Section 106 requirements

The Director of Asset & Space Management must agree and approve the above.

It may also be appropriate to engage with planning officers at the regular meetings with Oxford City Council on which the Estates Services Town Planner and Head of Conservation and Buildings can advise. Approaches to all local authority planning officers must only be by agreement with the Director of Asset and Space Management or the Estates Services Town Planner.

2. **Pre-application advice**

Where the development is taking place within the Oxford City Council administrative area, Project Managers must, in liaison with the Estates Services Town Planner, advise the Head of Conservation and Buildings so that the proposals may be considered at the regular meetings between the University and City Council. Such meetings are minuted and subsequently agreed by all attendees. Pre-application meetings with other Authorities must be managed in the same way. Some pre-app queries may be raised at LPA Executive Director level in agreement with the Director of Asset & Space Management.

3. **Tendering and appointment of planning consultants (and other consultants on planning related matters)**

Project Managers with the Estates Services Town Planner shall consider whether to appoint a planning consultant to manage the process including preparation of the application, negotiation with the Local Planning Authority and arrangements for discharge of conditions.
Where a planning consultant or highway consultant is to be appointed, the tender process will be managed by the Director of Asset & Space Management under authority delegated by the Director of Estates.

Specifically:

- The Director of Asset & Space Management shall agree the number and name of planning consultants to be approached and the nature of their brief.
- Two members of the Estates Services Tender Panel will attend the opening of the tenders.
- The Estates Services Town Planner in consultation with the project manager will agree a recommendation for appointment to the Director of Asset & Space Management.
- The Director of Asset & Space Management shall agree the appointment and make a recommendation to the PSG for a decision.
- The contract is to be awarded by the Director of Asset & Space Management.

If the anticipated fee for the contract, sub-contract, or order value exceeds £500,000, then the Director of Estates will agree the number of tenders to be invited. The names of the tenders will be agreed by Buildings & Estates Subcommittee (BESC), the tender opening will be attended by three members of the Estates Services Tender Panel, BESC shall approve any other than the lowest tender, and the award of contract will be by the Director of Estates.

4. Screening of Environmental Impact Assessments (EIA)

The EIA implications must be considered on each development. An EIA should only be discounted for those applications which involve only internal restructuring or minimal new building work and should be confirmed by the Estates Services Town Planner.

The Director of Asset & Space Management will advise, in conjunction with the Estates Services Town Planner and Legal Services Office (LSO), as to the formal screening process to determine whether an EIA is likely to be required. Time must be allowed for input and advice from the LPA.

If a screening opinion is required:

Where a screening opinion is necessary, an EIA consultant must be appointed by the University and any such appointment will be led by the Director of Asset & Space Management and the LSO. The Project Manager and full design team will need to provide the consultant with all the information necessary to assess the development. The EIA consultant will prepare the information and manage the process. The appointment of the EIA consultant will follow the same tender and appointment processes as that for the planning consultants, as outlined above.

If an EIA is considered advisable but not necessary

Where the Director of Asset & Space Management and the LSO consider that an EIA is advisable but not necessary, the PSG must consider whether an EIA should be carried out in the particular circumstances of the proposed development. If the PSG consider that an EIA should not be volunteered, the planning consultant, in consultation with the EIA consultant, must ask the LPA to issue a screening opinion which must be accompanied by a detailed screening report from the University setting out why the development is not EIA development.
Should the screening opinion be positive, then an EIA needs to be prepared. A negative screening opinion ends the process.

**EIA developments**

Where Project Managers are advised that this is necessary, they must allow time for preparing an EIA in accordance with the statutory European Regulations and the time for consideration by the Council in the development programme. The EIA may not be prepared by the planning consultant without the approval of the Director of Asset & Space Management.

When an EIA has been prepared for a development, the development must be built in absolute accordance with the details which have been assessed. Any proposed changes must be referred back to the Director of Asset & Space Management. Outline applications for development accompanied by an EIA will need to have the EIA updated to accompany each reserved matters submission. Developments which either require an EIA or which are subject to a screening opinion that the development meets the threshold in Schedule 2 of the EIA Regulations for an EIA development but does not have an effect on the environment, must be either accompanied by an updated EIA for the discharge of pre-commencement conditions, or allow sufficient time to enable the condition discharge application to be screened to determine whether the discharge of the pre-commencement conditions will result in significant environmental effects.

If there is a request for additional information from the LPA or one of the statutory agencies, the Project Manager is responsible for ensuring that this information is prepared and provided as quickly as possible to the EIA consultant. Any subsequent submissions as part of the original application, including variations, must also be either accompanied by an EIA or screened again. At least 21 days must be allowed for additional consultation with any submission of amended plans. Further consultation will be needed to comply with the statutory European Regulations and it may also be necessary to post additional site and newspaper notices. The Project Manager must liaise with and agree the approach to the notification of the application for planning permission and consultation on the EIA with the planning Consultant, the Director of Asset & Space Management and the LSO.

The EIA may not be prepared by the planning consultant without the approval of the Director of Asset & Space Management.

5. **Guidance on planning application submissions**

A Capital Project planning application must be approved by the necessary University committees i.e. PSG, BESC and, in certain circumstances, Property Management Sub-committee (PMSC), prior to its submission to the LPA. The application should be prepared and submitted by the planning consultant (if appointed) or the Project Manager.

This process must ensure the accuracy of all information, most notably:

- Applicant details – Applications on behalf of the University must be in the name of “The Chancellor, Masters and Scholars of the University of Oxford”
- Description of the site area
- Contamination status
- Red line boundary – Must be approved by the LSO
- Land ownership notices and certificates - Must be verified by the LSO
• Confirmation of the fee (by the LPA) and raising the cheque

The application form and red line boundary plan must be reviewed and approved by the LSO. The Project Manager must confirm the land ownership arrangements with the Information Records Manager. All landowners need to be notified of the application; it cannot be assumed that the University owns the entire site.

The completed planning application form and supporting documents, including reserved matters, conditions discharge and non-material amendments which relate to capital projects, must be checked by the Estates Services Town Planner before being approved by the Director of Asset & Space Management. For new applications the expected design detail level is Stage 3.

Once submitted, the planning consultant must check that the relevant body (LPA or applicant) has published the necessary site and newspaper notices and informed the relevant statutory agencies of the application. Where a planning consultant is not appointed, the Project Manager and Estates Services Town Planner will both be responsible for checking the notices have been displayed. The site notices must be monitored and additional notices provided if necessary. Confirmation of these notices shall be reported in writing to the Director of Asset & Space Management and evidence copied to the Information Records Manager.

i. Site visits

At the beginning of a project, before any discussions take place with the LPA, a site visit shall be undertaken to consider the site, its location and to identify any particular issues which need to be taken into account as part of the planning application process. The site visit should be attended by the project manager, Head of Capital Projects or representative; the Director of Asset & Space Management or representative and, if required, a member from the LSO team. The client should also be invited to attend.

ii. Public consultations

The approach to public consultation needs to be assessed on a case-by-case basis. Please refer to Section 7 below. From the outset of the project, the Project Manager is required to:

• set up a briefing meeting with the Director of Asset & Space Management, Estates Services Town Planner, Capital Projects Communications Manager and relevant consultants to establish the teams roles and responsibilities to raise awareness of the University’s approach to public consultation
• together with the planning consultant, work with the Estates Services Town Planner and Capital Projects Communications Manager to determine the approach to public consultation for that particular project. The recommended course of action shall be agreed by Director of Asset & Space Management and minuted accordingly by reporting to the PSG.

Proposals which are classified as ‘Major development’, for example, the construction of a building with floor space of 1000m2 or more, or development on a site with an area of 1ha or more will require two rounds of public consultation [see definitions at the end of the document]. The project manager must allow sufficient time for two events to take place with an opportunity to allow time for feedback (usually two weeks) and a review thereafter which may potentially alter the design.
As the approach to public consultation is often an opportunity for assessment as part of the BREEAM accreditation, project managers must liaise with the Head of Sustainability to ensure the process is properly documented.

**iii. Design Reviews**

Central government advises that LPAs should, when appropriate, refer major projects for a national design review and when assessing applications LPAs should have regard to the recommendations from the design review panel. Early engagement is encouraged (before stage 2) though this needs to be assessed on a case by case basis. The process may run alongside the public consultation events. Advice shall be sought from the LPA to determine whether or not a design review is required and what form it should take (workshop, presentation or both). The Project Manager is required to work with the planning consultant and Estates Services Town Planner to determine the approach, with the final decision on the matter resting with the Director of Asset & Space Management. Attached at Appendix A is the current Oxford Design Review Panel template outlining what information is required for an effective process. Currently the fee for this process is £5,000 for the first Design Review Panel session (more than one may be required with a further fee).

**iv. Negotiating planning conditions**

It is important that the conditions proposed to be attached to a planning permission are negotiated with the University prior to their inclusion in the Planning Committee report or consideration by the Committee. When conditions are to be discussed, the planning consultant must attend the meeting with the LPA. In addition, any proposed draft planning conditions must be reviewed with the Director of Asset & Space Management and the LSO.

**v. Section 106 Agreements**

The LSO can advise on whether a particular development proposal is likely to warrant a S106 obligation. For all S106 agreements sufficient time must be allowed to prepare and complete the agreement. The Heads of Terms should be agreed with the relevant LPA, and County Council officers, so far as possible before the application goes to the Planning Committee.

Potential S106 payments must be discussed with the LSO as soon as possible after the application has been made. An allowance must be made in the project costs.

**vi. Community Infrastructure Levy**

The Community Infrastructure Levy (CIL) will be due for payment on all new developments within Oxford City unless the University is able to rely on the charitable exemption under Regulation 43 of the CIL Regulations.

CIL is payable within 60 days of the commencement of development. The standard rate is £100 per sqm for uses falling within Use Classes A1-5, C3, C4 and student accommodation. All remaining uses will be charged at £20 per sqm (subject to change).

The charitable exemption can only be granted before the commencement of development. Both the application for exemption and the LPA’s decision on the application for exemption must be received
before the development starts. Failure to obtain confirmation of the exemption will mean that CIL is payable, even if the exemption would otherwise apply.

Potential CIL liability must be discussed with the LSO as soon as possible.

Each LPA can adopt its own charging schedule, the above applies to Oxford City Council only.

vii. Discharge of conditions

The planning consultant and Project Manager in consultation with the Estates Services Town Planner must provide the PSG, the Head of Capital Projects and the Director of Asset & Space Management with a tracker list of all the conditions attached to the planning permission. This must identify any conditions which need to be discharged before works begin or before occupation is allowed. The tracker should be updated regularly and an up-to-date version must be included in the PSG report and copied to the Director of Asset & Space Management.

Details of any conditions which need to be discharged before works start on site must be approved in writing by the LPA before any works on the site begin, even if the LPA’s planning officers have verbally consented to the works.

Pre-commencement conditions on a development which has been positively screened for EIA must be screened again before the conditions are discharged. If an EIA was originally required this may need to be updated and submitted with the condition discharge information.

A schedule of the remaining conditions together with timescales for discharge should be prepared by the planning consultant. This schedule should be monitored at PSG meetings to ensure that arrangements for discharge of the conditions are being complied with. The PSG must be informed when the details to discharge the conditions are submitted to the LPA, and when approval has been received. The Project Manager and planning consultant must ensure that details are discharged within the timescales set out in the planning permission. The PSG must be asked to confirm in writing that pre-commencement conditions have been discharged satisfactorily before any commencement on site.

viii. Non-material amendments.

Amendments to the design of the building should be kept to an absolute minimum, especially where an EIA is involved. The Estates Services Town Planner can advise if a proposal is likely to be acceptable as a Non Material Amendment. If such amendments are necessary, details must be submitted to the LPA with accompanying drawings at the earliest possible opportunity and before the works are carried out. Current legislation does not allow non-material amendments to be made to listed buildings or reserved matters applications.

Development must not take place on any amended design until written approval has been received from the LPA (usually 28 days). If any works are undertaken before the approval has been received from the LPA, there is a risk that these changes will be treated as unauthorised and the original proposals will need to be reinstated. The PSG must be advised of this risk. Further BESC approval would not ordinarily be needed but if in doubt please contact the Head of Conservation and Buildings.
ix. **Listed buildings**

Listed building proposals must be discussed with the Head of Conservation and Buildings. Project Managers should make themselves familiar with the Conservation Management Plans for buildings where available.

x. **Planning records**

Copies of correspondence with the LPA, the planning permission, the accompanying drawings, public comments, any EIA and any details submitted to discharge conditions must be recorded electronically as pdfs and sent to Information Records Manager to add to the site records.

All planning applications (including reserved matters, non-material amendments, conditions etc) must be approved by the necessary University committees prior to submission i.e. PSG, BESC and where necessary PMSC. Confirmation of this shall be reported in writing to the Director of Asset & Space Management and copied to the Information Records Manager.

6. **Conduct with officers and members of Local Planning Authorities**

The LPA should be consulted when a feasibility study is started for a development which may require planning permission and/or listed building consent. The Director of Estates and the Director of Asset & Space Management have regular meetings with Oxford City Council at which strategic planning issues are discussed. Where a development proposal may have strategic importance to the University, or affects a site on which more than one development will eventually take place, the Director of Estates must be made aware of the development so that any strategic issues arising from this development have been discussed with the LPA at the earliest possible opportunity.

Where the development is taking place within the Oxford City Council administrative area, Project Managers must, in liaison with the Estates Services Town Planner, advise the Head of Conservation and Buildings so that the proposals may be considered at the regular meetings between the University and City Council. Presenting projects to these meetings may not be necessary where project specific meetings are already taking place. The Head of Conservation and Building will advise in advance of the timing of any meetings.

Minutes of all meetings and telephone calls with local authorities, statutory consultees and interested parties must be taken and subsequently approved by all the attendees. Such minutes shall be reported to the PSG in the monthly report. The Project Manager must review these minutes and note any actions arising. The Project Manager is responsible for ensuring that the planning consultant is aware of any outstanding actions. All minutes must be copied to the Head of Capital Projects and the Director of Asset & Space Management.

The planning consultant and/or Project Manager should liaise with the planning officers to invite the committee members to visit the site before the committee meeting and ensure that the committee has all the information it requires to take the decision on the development.

The Project Manager and planning consultant must attend the planning committee meeting with a prepared presentation which has been checked by the Director of Asset & Space Management and approved by the PSG in advance. It may also be appropriate for a member of the University to speak in
support of the application. This must be discussed with the Director of Asset & Space Management and the PSG.

7. **Approach to public consultation**

   **i. Consultation requirements**

   For **major developments the University requires two rounds of public consultation** before a planning application is submitted. The form they take will be agreed by the Director of Asset & Space Management and endorsed by the PSG. The preferred level of design for any public consultation is Stage 2.

   From the outset of the project, the Project Manager is required to:

   - set up a briefing meeting with the Director of Asset & Space Management, Estates Services Town Planner, Capital Projects Communications Manager and relevant consultants to establish the team’s roles and responsibilities to raise awareness of the University’s approach to public consultation
   - together with the planning consultant, work with the Estates Services Town Planner and Capital Projects Communications Manager to determine the approach to public consultation for that particular project. The recommended course of action shall be agreed by the Director of Asset & Space Management and minuted accordingly by reporting to the PSG.
   - inform the Head of Conservation and Buildings in advance of any consultation events so that BESC can be kept informed

   The Project Manager, planning consultant and architect will supply the following:

   - Scope of geographical consultation area (with University input/advice and local knowledge)
   - Proposed list of statutory consultees (Environment Agency, County, LPAs etc)
   - Proposed list of named stakeholders (ward councillors, residents associations, interest groups, etc)
   - Draft communication materials e.g. neighbour letters, posters, leaflets etc for the Communications Manager to review
   - Layout and content (words and images) for public consultation exhibition boards. Examples of template consultation boards can be sought from the Capital Projects Communications Manager
   - Creation of a feedback form for comments and subsequent analysis
   - Venue for the event

   The above shall be agreed with the Estates Services Town Planner and Communications Manager for approval by the Director of Asset & Space Management.

   **The approach to public consultation needs to be agreed for each proposal.** The pre-application consultation procedure should assume at least one public exhibition and that the starting point shall be that each event shall be over 1 or 2 days. A record must be kept of all attendees at the public exhibition and feedback forms made available to capture any comments following the consultation exercise. This information shall be reported by the Communications Manager to the planning consultant within 2 weeks.
Local residents who are or may be affected by the proposed development must be informed of the proposals, the dates of the public meetings, be invited to participate in the consultation process and given at least 2 weeks notice. Copies of all the letters sent to local community groups, residents, interested parties and statutory stakeholders must be retained for future reference. This correspondence will be copied by the Capital Projects Communications Manager to the planning consultant for them to use in the preparation of the Statement of Community Involvement.

Representatives of the University – to be agreed between the PSG, Director of Asset & Space Management, the Estates Services Town Planner and Communications Manager - will attend public meetings and exhibitions, meetings with the LPA, and meetings with statutory consultees.

All feedback from the public consultations on planning applications, including that resulting from engagement with the Design Review panel (and/or workshop) must be provided to the PSG, the Design Team, the Head of Capital Projects and the Director of Asset & Space Management (or other nominated Estates representative).

The Project Manager shall advise the PSG of the programme and cost implications as a result of the consultation process itself and, where changes to the development become necessary, to respond to consultation feedback.

**ii.  Approach to communications**

The Project Manager shall seek a communication assessment of the project from the Capital Projects Communications Manager. In all cases communication around the project shall be undertaken in consultation with, and with the approval of, the Capital Projects Communications Manager.

An outline Communications strategy shall be determined encompassing:

- Requirements for consultation process
- Stakeholder groups (identifications of)
- Risks and opportunities

This strategy shall be developed in consultation with the Communications Manager and approved by the Director of Asset & Space Management.

**8. Reporting requirements for University Committees**

All Capital Projects shall be undertaken in accordance with this Planning Procedure.

Approval to submit a planning application is given by BESC or the Director of Estates who also appoint a PSG. BESC requires as much detail as possible but at least scaled drawings (site location plan, block plan, floor plans and elevations) similar to a planning application along with a description of the works and materials to be used if possible. Rendered 3D images are helpful as these will add to BESC’s understanding of the proposal. All applications must be submitted via the Head of Conservation and
Buildings who prepare the necessary paperwork. BESC also needs to be advised in advance of any consultation events.

The Director of Asset & Space Management (or their delegate) should be invited to PSG meetings during the planning application process. **There must be a formal section in all PSG reports relating to planning while planning is an active element of the project.** In the absence of a planning consultant on the project, the Town Planner will assist in delivering the planning section of the PSG report provided a minimum of 3 days’ notice is given. The requirement for a planning section applies whether the project is at pre-application stage, during public consultation, submission and consideration of the planning application, and the discharge of all conditions attached to a planning permission. The planning update for these meetings must be prepared by the planning consultant where appointed, and agreed by the Director of Asset & Space Management or Estates Services Town Planner prior to the PSG papers being circulated.

The PSG should consider whether to instruct the Design Team to prepare alterations to the proposed development. If the PSG decides to proceed without addressing consultation responses, the PSG minutes must record the discussion which took place and the reasons.

Any updates on planning related matters, including public consultation responses, must be reported to the PSG and are the responsibility of the Project Manager. If the PSG considers that amendments are required as a result of public consultation, design review or development, a further full round of consultation may be required to ensure the public and interest groups are aware of the proposals. If the application is a major one then 2 rounds of public consultation will be required regardless.

Where a statutory consultee has objected to the development, the reasons for the objection and the options for resolving the objection must be recorded by the PSG. Where the objection is capable of being addressed by a condition, the Project Manager must ensure that the PSG is made aware of the implications of the condition including timescales for carrying out the development.

Departures from this process may be considered where the application is for a development which could be treated as permitted development [explained below under definitions] or for minor alterations (non-material amendment applications) where the determination process for the local authority will not exceed eight weeks or 28 days respectively. Please consult the LSO if you think the application may constitute permitted development. Do not proceed until the position has been confirmed either by the LSO or the LPA. Any proposals for departures from this procedure must be approved in writing in advance by the Director of Asset & Space Management.

**TIMESCALES FOR A PLANNING APPLICATION**

Although Government is seeking ways to speed up the planning process, there are several components to it which will inevitably remain as statutory. Added to those are the unique elements of each project and the requirements of the LPA. If these are identified early then this will assist in clarifying a more certain timeframe.
Attached at Appendix B is a schedule which is intended to assist in the preparation of project Gantt charts. It indicates the processes involved for a major application (inc. EIA where relevant) and shows the time that should be allowed for each element, though clearly some overlaps may be achieved. The chart highlights where the University’s internal procedures and committee involvement must be considered though PSGs will guide individual projects.

This schedule does not allow for unusual scenarios and timings may be improved upon. No public consultation can take place during school holidays including half term breaks. If the event is scheduled for any time in December, a decision needs to be taken by the PSG if it is felt essential for the project to be held at this time.

**DEFINITIONS**

1. The Town & Country Planning (Development Management Procedure) (England) Order 2010 defines a major development:

   “major development” means development involving any one or more of the following—
   (a) the winning and working of minerals or the use of land for mineral-working deposits;
   (b) waste development;
   (c) the provision of dwellinghouses where —
      (i) the number of dwellinghouses to be provided is 10 or more; or
      (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
   (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
   (e) development carried out on a site having an area of 1 hectare or more;

2. Section 57 of the Town and Country Planning Act 1990 directs that all operations or work falling within the statutory definition of ‘development’ require planning permission. However, a planning application is not always required. In some cases development will be permitted under national permitted development rights. To receive a formal confirmation of this, an application for a certificate of lawful development can be submitted to a local planning authority. This process takes 8 weeks. Permitted development rights are numerous and complex and all categories are set out in The Town and Country Planning (General Permitted Development) (England) Order 2015.

**LIST OF APPENDICES**

A – Oxford Design Review Panel request for information letter template
B - Indicative timescales for a major planning application

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