

Entry Requirement and Terms and Conditions for the Sefton Planning Agent Accreditation Scheme

Agents wishing to join the scheme must firstly undergo the following accreditation process:

- ▶ three applications are to be submitted with plans and information that adhere to the requirements of the validation checklist;
- ▶ applications and supporting documents and drawings must be submitted electronically;
- ▶ each of these first three applications will be validated in the normal way by the Technical Support Team. If all three applications conform to the checklist then the agent will be given accreditation status under the Agent Accreditation Scheme and be informed in writing of this achievement;
- ▶ on achieving accreditation, but before being accepted into the Scheme, the agent must agree in writing to the Terms and Conditions set out below;
- ▶ provide details of current professional indemnity insurance.

Successful Accreditation

Having successfully undergone the accreditation process, any subsequent applications submitted under the scheme will be registered onto the Council's planning application system. Sefton will:

- ▶ endeavour to determine applications within seven weeks (for minor and other applications) as long as they remain as a delegated application under the Council's approved scheme of delegation. Schemes for major development will usually be determined by Planning Committee;
- ▶ Display accredited agent details on Sefton's website;
- ▶ Allow agents to speak direct to a case officer if the contact centre is unable to help them;
- ▶ Invite accredited agents to Continuous Professional Development Events run by Sefton Council.

Terms and Conditions

1. All applications submitted must be checked by the agent against the validation checklist to confirm that all documentation has been prepared in accordance with the stipulated criteria.
2. Having agreed to meet the requirements of the checklist it is unlikely that errors will occur. However, if errors are found in an application following validation, the file will be returned to the Technical Support Team who will contact the agent. The agent will be withdrawn from the scheme if more than 3 of applications submitted by the agent annually, under the terms of the scheme, are found to have significant errors in them in relation to validation checklist.
3. Accredited agents must provide proof of liability insurance documentation. Copies of the

updated document should be provided on renewal of the insurance policy.

Removal of Accreditation

4. Removal of accreditation shall occur if:
 - ▶ the accredited agent ceases to trade or operate; or
 - ▶ the accredited agent is deemed to have brought the Accreditation Scheme into disrepute.
5. If accreditation is to be removed, the agent will be informed in writing. The correspondence shall clearly indicate why accreditation has been removed and the date from which this takes effect. Once accreditation has been removed the Accredited Agent logo must not be used by the agent on any stationery, merchandise or publicity material.

Accredited Agent Logo

6. The accredited agent may, if he or she wishes, use the Accredited Agent logo for use in their business solely for the purpose of displaying recognition as an Accredited Agent. The use of the logo shall only subsist for so long as the agent remains accredited under the rules of the scheme.
7. The logo shall only be used:
 - ▶ on stationery, promotional materials, merchandise, advertising and signage; or
 - ▶ as otherwise permitted in writing by Sefton Council.
8. The accredited agent will not do anything to prejudice or to endanger the value or validity of the Accredited Agent logo.
9. The logo must only be used by the accredited agent and shall not be used by any affiliated companies or organisations.
10. Artwork for the logo can be provided on request in electronic format.
11. The logo shall not in any circumstances be distorted, partially reduced, condensed, broken up, redrawn, added to or have material placed within the text of the logo.

By signing this acknowledgment, you agree to abide by the terms and conditions set out above for so long as you are recognised as an accredited agent under the Householder Fast Track Scheme.

Signed

Company

Date
