

Invitation to Tender for:

**Agricultural Advice on Planning Applications**

**03 October 2022 to 02 October 2027**

**Contract No. AGRICULTURE/22/1**

1. OVERVIEW
	1. To provide independent advice on planning applications for:
		1. Farm, horticultural and equestrian buildings, and other built agricultural development, including Agricultural Permitted Development (A.P.D) notifications,
		2. Permanent and temporary on-farm residential accommodation, changes of use,
		3. Removal/amendment of planning conditions,
		4. Lawful development certificates,
		5. Having regard to relevant planning policy and guidance notes, with particular reference to questions of agricultural need and related issues.
		6. To attend and act as expert witness at associated planning inquiries and hearings.
		7. To assist the Council with any informal proposals, planning enforcement issues, and other cases or planning policy issues that require an agricultural assessment or advice.
	2. Proposals are invited from interested consultants with relevant skills and strong experience in advising local authorities on viability assessment work.
	3. Service Lead: Simon Cole, Assistant Director Planning and Development
2. SCOPE OF SERVICE
	1. Acknowledge all advice requests in writing upon receipt
	2. Liaise with case officer as necessary
	3. View site/ interview / correspond with applicant or agent as necessary
	4. Provide technical appraisal within Officer /Committee timescale requirements (see below)
	5. For any appeals, prepare and present evidence in consultation with case officer/legal department, to include authoritative source material and case precedents as appropriate, within given deadlines for each case
	6. Provide considered responses to representations from applicants, agents, Council Members, or members of the public
	7. The maintenance and improvement of service delivery to be secured through :
		1. Consistency of approach
		2. Availability and application of up to date technical information / case law
		3. Clarity of advice, and relevance to planning criteria
		4. Timeliness of advice, with target response normally within 21 days of receipt, subject to availability of applicant for contact/site visit
		5. Target response reduced to 14 days for referred A.P.D notifications but any event to liaise with case officer to enable any “call-ins” within the 28 day limit
		6. Successful outcomes in appeal decisions
		7. Maintenance of good working relationship with case officers
		8. Availability for review of above as necessary with the Development Implementation Manager.
3. CONTRACT PERIOD
	1. 5 year contract term.
4. INDEPENDENCE AND AVOIDANCE OF CONFLICTS OF INTEREST
	1. The consultant undertakes not to act for or advise, formally or informally, directly or indirectly, any applicant or potential applicant within the Planning Authority area during the Advice Period.