

Planning Performance Framework Orkney Islands Council

**PLANNING PERFORMANCE FRAMEWORK
ANNUAL REPORT 2013-2014**



1. National Headline Indicators (NHIs)

The following table sets out Orkney Islands Council's performance against national headline indicators.

Key outcomes	2013-2014	2012-2013
<p>Development Planning:</p> <ul style="list-style-type: none"> age of local/strategic development plan(s) (full years) <i>Requirement: less than 5 years</i> development plan scheme: on track? (Y/N) 	<p>less than 1 year (adopted April 2014)</p> <p>Yes</p>	<p>8</p> <p>No</p>
<p>Effective Land Supply and Delivery of Outputs</p> <ul style="list-style-type: none"> effective housing land: 5-year supply (Y/N) effective housing land supply housing approvals effective employment land supply employment land take-up effective commercial floor space supply commercial floor space delivered 	<p>Yes</p> <p>1,079 units</p> <p>136 units</p> <p>172ha</p> <p>Not available</p> <p>Not available</p> <p>3,400m²</p>	<p>Yes</p> <p>1,222 units</p> <p>167 units</p> <p>119 ha</p> <p>Not available</p> <p>Not available</p> <p>2,100m²</p>
<p>Development Management</p> <p>Project Planning</p> <ul style="list-style-type: none"> percentage of applications subject to pre-application advice number of major applications subject to processing agreement or other project plan percentage planned timescales met <p>Decision-making</p> <ul style="list-style-type: none"> application approval rate delegation rate 	<p>61%</p> <p>0</p> <p>N/A</p> <p>95%</p> <p>91%</p>	<p>44%</p> <p>0</p> <p>N/A</p> <p>96%</p> <p>93%</p>
<p>Decision-making timescales</p> <p>Average number of weeks to decision:</p> <p>major developments</p> <p>local developments (non-householder)</p> <p>householder developments</p>	<p>7.3</p> <p>11.4</p> <p>8.7</p>	<p>0</p> <p>10.9</p> <p>9.7</p>

<p>Enforcement</p> <ul style="list-style-type: none"> • time since enforcement charter published / reviewed (full years) <i>Requirement: review every 2 years</i> • number of breaches identified / resolved 	<p>11 months</p> <p>15/2</p>	<p>29 months</p> <p>18/9</p>

Notes

Development Planning

The Orkney Local Development Plan was adopted by the Council in April 2014.

Development Management

Grid constraints have reduced the numbers of applications for wind turbines in 2013/14. This contributed to 65 fewer applications being received compared with 2012/13; a 10.6% reduction. There have nevertheless been some significant development proposals including a Major Development application for housing in Kirkwall. Although eventually decided in the 2014/15 accounting period, a considerable degree of negotiation took place during 2013/14 in respect to a proposal for a new Orkney hospital. This involved processing statutory Pre Application Consultations for three separate optional sites. Marine fish farming proposals and consultations regarding various marine renewable energy proposals have been demanding; the latter not being subject to any planning fee or record of applications in the statutory returns. We have continued to work with prospective developers of our Enterprise Areas to fulfil our protocol obligations.

Whilst we have improved our decision making timescales for householder developments from 9.7 weeks to 8.7 weeks, there has been a deterioration in non-householder applications from 10.9 to 11.4 weeks. This has been due to staff changes affecting a small team and to clearance of a number of "legacy cases", including a number that formed part of a rush of applications for wind turbines.

PLANNING PERFORMANCE FRAMEWORK

2. Defining and measuring a high-quality planning service

<i>Open for business</i>	<p>We provide a good quality free pre-application advice service to members of the public including a 5 day/week duty officer to deal with public queries. Details of pre-application advice are recorded on our UNIFORM casework management system. There has been a significant rise in the number of applications subject to pre-application advice (up from 44% to 61% in 2013/14).</p> <p>We provide a single point of contact for development proposals throughout the planning application process.</p> <p>We also provide a duty officer service for the Development and Marine Planning service providing free advice 5 days a week, with no appointment needed.</p> <p>The Council operates a direct dial telephone system which allows improved and direct access to all Planning staff.</p> <p>We are investigating opportunities for locating staff in a new area office currently being built in Stromness</p> <p>In partnership with the Scottish Government we have a local protocol in place for determining development proposals in the Lyness and Hatston Enterprise Areas.</p> <p>A Development and Infrastructure Developer Contacts team has been established to ensure regular exchange of information on key development site progress and developer interests across service areas.</p> <p>The Council's Schools Investment Programme has been shortlisted for the "Delivering in Partnership" category in the 2014 Scottish Awards for Quality in Planning highlighting the contribution of the Planning Service in delivering the largest ever public sector building programme in Orkney.</p> <p>We have entered into a working arrangement with Comhairle nan Eilean Siar, whereby our Historic Environment Officer provides conservation advice on their listed building applications.</p>
<i>High quality development on the ground</i>	<p>Our Council Plan 2013-18 establishes the requirement for a Placemaking Strategy to be developed, which will implement a design led approach to delivering locally distinctive streets and public realm.</p> <p>The Council has adopted Placemaking Principles to provide the foundation for the development of future policies and proposals for Placemaking in Orkney. A Placemaking Strategy Outline Project Plan has also been prepared. Elected members and officers undertook a study trip to Poynton, Cheshire in October 2013 to observe and evaluate Placemaking projects, and following on from the visit place-making proposals for Kirkwall</p>

are being developed.

We held a Design Guidance Review Workshop with Architecture+Design Scotland and elected members as part of the review of our Housing in the Countryside Design Guidance.

We have continued our major focus on the production of development briefs for key sites in order to promote high quality development. New development briefs were approved in 2013/14 for Papdale, Kirkwall Development Brief (Nov 2013), Copland's Dock Development Brief (Feb 2014); Orkney Research Campus, Stromness (Jun 2014); and Weyland Development Brief (Sept 2014).

The Stromness Townscape Heritage Initiative which has ran since 2009 was completed in July 2014. This community led regeneration project has helped fund 59 building repair and restoration projects in the town's historic core and brought long vacant properties into use transforming the streetscape. The project has been recognised nationally with a SURF Award for Best Practice in Community Regeneration and as a finalist in the Placemaking Awards 2013, was recognised A similar THI programme is now being put together for Kirkwall.

We have prepared an Urban Conservation Areas Management Plan in order to guide the determination of planning applications within the urban Conservation Areas. A Conservation Area Appraisal for Kirkwall has also been prepared to inform the application of the Management Plan.

We have developed guidance on an "Orkney Local List" to protect buildings and structures in Orkney which do not feature on the statutory lists of historic buildings but are nevertheless considered to make a significant contribution to the history character and appearance of Orkney. This guidance has been shortlisted for a 2014 Scottish Award for Quality in Planning.

Certainty

We have continued to develop our range of supplementary planning guidance to support the Local Development Plan. During the last 12 months we have approved Supplementary Guidance on Housing Development in the Countryside (Sep 2013); Trees and Woodlands (Apr 2014); Planning for Open Space (Apr 2014); and Development Briefs and Design Statements (Sep 2014)

To assess the capacity of the landscape in Orkney to accommodate further wind energy development, we have recently completed a Wind Energy Landscape Capacity Study which will feed into a revision of our Wind Energy Supplementary Guidance.

Supplementary Guidance (Sep 2013) covering Developer Contributions and Good Neighbour Agreements was approved in September 2013. This is the first time we have produced guidance on developer contributions and will ensure the application of a consistent and equitable policy for development where a developer contribution is anticipated. We are currently in the process of preparing more detailed Development

Management Guidance to aid the implementation of the Guidance and identify particular Council Capital Projects where contributions will be expected from developers. Our Local Development Plan also provides an indication of the types of developer contributions required on allocated sites.

We prepared our first ever processing agreement for the proposed new Orkney Hospital in February 2014. All the target dates in the agreement were met with the application being determined by Planning Committee on 4 June 2014.

We have prepared a Development Management Guidance Note to provide clarity to Development Management Officers and developers in respect of the implementation of the Council's affordable housing policy and guidance.

We have prepared Supplementary Guidance on Development Briefs and Design Statements to provide more certainty for developers in terms of this type of supporting information

We have developed a standard set of model planning conditions.

We have regular annual liaison meetings with key agencies (SEPA, SNH, Historic Scotland, Marine Scotland) and specific stakeholders such as architects/builders and the fish farming industry.

Our revised Planning Enforcement Charter was approved in September 2013.

Communications, engagement and customer service

We continue to engage regularly (primarily via e-mail) with our key stakeholders through our Planning and Building Standard Stakeholders Forum. This year we have made a concerted effort to improve the quality of planning applications and supporting information by reminding agents of requirements in regard to accuracy of plans and drawings, and providing additional submission guidance.

Key public engagement workshops have taken place in the last 12 months covering the development of the Kirkwall THI; the preparation of a Marine Spatial Plan for the Pentland Firth and Orkney Waters; and the development of the Kirkwall Place-making Proposals. Part of the engagement of the latter project involved displaying design option in a marquee erected on the Kirk Green in the centre of Kirkwall. We have also held "drop-in" sessions as part of commencing the review of the Local Development plan including a session at Kirkwall Auction Mart in order to engage with the local farming community in relation to the "call for sites".

We continue to encourage customers to submit planning applications electronically. 62% of planning applications were submitted electronically during 2013/14. This year we have asked all customer services staff to advise any potential planning applicants of the ability to apply on-line. In order to make our office as paperless as possible we now only require one set of plans and supporting documents from applicants

submitting an application in paper format.

We have reviewed and updated all the planning information on our website in order to improve the quality of our website. We have included a "Latest News" section on the website in order to keep customers aware of emerging planning issues.

The Council has a Complaints Handling Procedure which provides a standard approach for dealing with customers who are unhappy with the service that they have received. In 2013/14 we received 3 complaints about the Planning Service. One complaint was upheld resulting in improvements being made to the wording of our "Acknowledgement of Representation" letter sent out when a representation is received but does not constitute an objection.

We have worked with NFU/local landowners to review our Local Nature Conservation Sites.

Efficient and effective decision-making

Our delegation remains high at 91.2% but has slipped below the Scottish average (92.6%). We amended our Scheme of Delegation in May 2014 to take account of the changes in regulations introduced in June 2013.

After having made a concerted effort to remove legacy cases, and only have 10 cases which have been in the system for over 1 year.

We have a Planning Committee dedicated to dealing with planning applications which meets on a monthly basis except in August which is the members recess.

We have adopted a policy of undertaking site inspections for all local review cases, in order to reduce delays in the decision making process. Instead of scheduled meeting of the Local Review Committee meets as and when required with site inspection undertaken on the same day as the meeting. .

Whilst both Committees hold their meetings centrally, the last 12 months have seen the Planning Committee meet on Hoy and Westray to determine local application on these islands.

A separate Development & Infrastructure Committee deals with all development and marine planning policy issues and meets 5 times per year.

The Development & Infrastructure Committee has continued with its programme of touring the Isles to provide an opportunity for the Committee to meet with Isles communities as a group and to establish a direct channel for the Isles communities to communicate with Committee Members and the Service senior management team on issues which fall within the remit of the Committee. A further 4 islands were visited in 2014

We have entered a Joint Working Agreement with Historic Scotland to enable the Council to grant listed building consent to B Listed buildings.

We have a Member – Officer Working Group set up to progress the Local Development Plan. This allows open discussion between Members and Officers and guides the strategic direction and policy approach of the Plan.

A multi-disciplinary project team, comprising officers from the Planning, Roads, Design, Development and Engineering services, is implementing the Place-making Strategy and Policy. This teams is currently involved in guiding the development of design proposals for a number of projects in Kirkwall. Planning is also represented on multi-disciplinary teams dealing with House Build Programmes and Ports Masterplanning to assist the development of the Council's house building project and its harbours infrastructure.

An internal procedure has been established to ensure internal planning application consultations are dealt with timeously between the two elements of the Planning service.

We hold 6 monthly meetings between Committee Chairs and Vice-Chairs and Planning Managers to consider relevant issues.

We have revised our procedure for the production of Development Briefs in order to streamline the process and prevent unnecessary delays that might stifle development.

Effective management structures

An internal restructuring within the Development & Infrastructure Directorate has seen the reallocation of the Development and Marine Planning team into the Planning and Regulatory Service area. This change has established a fully integrated planning service under a single Head of Service post.

There are effective communication channels in place from the Senior Management Team, Corporate Management Team, Directorate Heads of Service down to individual teams. Planning and Regulatory Managers meet on a monthly basis with Development Management and Development & Marine Planning team meeting every 2 months.

We hold 6 monthly Development & Infrastructure Managers Away Day to improve cross-service communication and awareness of cross cutting projects and professional capabilities.

There have been strong working relationships developed internally with Architects, Economic Development and Marine Services in respect of the development of the Enterprise Areas and delivery of harbour improvements.

Externally, strong working relationships have been developed with Marine Scotland and Highland Council in the preparation of the pilot Pentland Firth and Orkney Waters Marine Spatial Plan.

Financial management and local governance

The Council has commenced a 2 year Change Management Programme aimed at transforming service delivery by exploring different options for delivering and, where feasible, improving services within the context of a reducing budget.

We operate a monthly budget monitoring system which ensures managers are well aware of budgetary positions.

Quarterly Revenue Expenditure Monitoring Reports on each service are presented to service committees on a quarterly basis.

We have a Council process for allowing service growth bids on an annual basis plus an additional "Spend to Save" fund which allows for bids for projects which will allow future efficiency savings. Consideration is currently being given to whether there are any Planning projects that may be eligible for funding.

We have undertaken a review of the costs of statutory press notices which has resulted in the costs of Neighbour Notification and Schedule 3 notices being standardised.

We have participated in the second round of the HoPS/Improvement Service project to cost the Planning Service.

Through the "Empowering Scotland's Island Communities" project we have worked with the two other Islands Councils to identify opportunities for devolving more powers related to marine and terrestrial planning to a local level.

Culture of continuous improvement

Key performance indicators relating to the Planning service are monitored and reported to the relevant service committee every 6 months.

We are currently supporting members of staff to participate in Public Sector Leadership and Marine Spatial Planning further education courses.

The Council has introduced a new Performance Review and Development system which has been implemented within the Planning service.

We are participating in the Council's "How Good is our Council" performance self evaluation/assessment.

We continue to share good practice (primarily by e-mail) with other local authorities in the HoPS rural authorities benchmarking club.

We actively participate in Heads of Planning Group and Sub-groups where issues of best practice are continuously being discussed. We have specific representation on groups looking at the Historic Environment Act and Historic Environment Scotland and onshore wind energy. We also participate in the North of Scotland Development Plans Forum and the joint Local Authority Aquaculture Planning group.

We hold regular training workshops for officers and members with our key agencies to focus and raise awareness of issues. In June 2014 we had a seminar with key agencies in order to gain a better understanding of the regulation of activities in the marine environment. We held a workshop with SEPA in September 2014 on Kirkwall flooding issues.

Planning staff attended the Scottish Government “Drawing Places” workshops for planners and engineers. Training in tree management and advertisement control has been undertaken and staff attended the Improvement Service workshop on “Project Managing Development Plan Preparation”.

3. Supporting evidence

Part 2 of this report was compiled, drawing on evidence from the following sources:

- The Council’s “How Good is our Council” performance self evaluation & assessment;
- Planning, Development & Infrastructure, and Policy & Resources Committee reports;
- Corporate Improvement Plan;
- The Council Plan 2013-2018;
- Development and Infrastructure Service Plan (April 2013-March 2016);
- Development Plan Scheme 2014
- Planning & Building Standards Stakeholders meetings;
- Planning Managers meetings; and
- Scottish Government Planning Liaison meetings.

4. Service improvements: 2014-15

In the coming year we will:

Open for Business

1. *Ensure a Planning Service presence in the new Council Area Office to be opened in Stromness;*

High Quality Development on the Ground

2. *Work with (a) National Health Service Orkney to deliver a high quality Orkney Hospital; (b) housing developers to secure good quality major development schemes; and with OIC colleagues to (c) finalise designs for place-making projects in Kirkwall Town Centre and (d) deliver a flood defence scheme that is appropriate for Kirkwall Conservation Area;*
3. *Engage independent facilitators to work with the public to establish a series of design principles to meet the aspirations of the Orkney public and inform a revision of our Housing in the Countryside Design Guidance;*

Certainty

4. *Prepare Development Management Guidance to assist in the implementation of the Developers Contribution Supplementary Guidance;*

Communications, engagement and customer service

5. *Report on the results of Customer Satisfaction Survey and progress any resultant improvement actions which are identified;*

Efficient and effective decision making

6. *Promote the greater use of processing agreements where appropriate, including providing more information and a template on the website;*
7. *In order to better manage individual planning officer caseload, undertake more systematic monitoring of planning casework by running regular application monitoring reports;*
8. *Commence a programme of back-scanning our archive of planning files in order to allow better access to historical planning information;*
9. *Through the review of our local Roads Development Guide establish procedures which will ensure better alignment between planning application and roads construction consent processes;*

Financial Management and Local Governance

10. *Implement any planning related projects emerging from the Council's Change Programme;*
11. *Review processes for undertaking direct enforcement action including the recovery of the costs of taking such action; and*

Culture of Continuous Improvement

12. *Progress development of Service Training Plan commencing with a review of the current costs associated with providing service specific training.*

Delivery of our service improvement actions in 2013-14:

Committed improvements and actions	Complete?
<p>Local Development Plan</p> <ol style="list-style-type: none"> 1. <i>Formally adopt the Local Development Plan thereby providing an up-to-date development plan for Orkney</i> 2. <i>Prepare a revised Development Plan Scheme to provide a firm timescale of the review of the Local Development Plan</i> 3. <i>Hold a Key Agencies & Interested Group and Councillor & Heads of Service Workshops to see if the Orkney Local Development Plan is fit for purpose</i> 4. <i>Review Development Planning consultation responses from the last 2 years to look for trends in comments and themes</i> 5. <i>Undertake an on-line Planning Matters survey to establish public opinions of the main issues which require to be considered in the review of the Local Development Plan</i> 	<p><i>Yes – the Orkney Local Development Plan was formally adopted on 10 April 2014</i></p> <p><i>Yes – revised development Plan Scheme approved by Council in February 2014.</i></p> <p><i>Yes - Workshops held with elected members and community councils (July 2014); Heads of Service (August & September 2014). Further engagement with key agencies planned.</i></p> <p><i>Yes - In progress and will be published as part of Monitoring Statement in February 2015.</i></p> <p><i>Survey undertaken in June 2014.</i></p>
<p>Design</p> <ol style="list-style-type: none"> 6. <i>Review the Supplementary Guidance on the Design of New Houses and Extensions in the Orkney Countryside;</i> 7. <i>Undertake an Officers/Members study trip to Poynton, Cheshire to view significant streetscape improvements implemented recently, and evaluate what has been achieved with a view to informing and developing proposals in Orkney</i> 8. <i>Undertake a Place-making exercise in Broad Street, Kirkwall and Kirkwall Harbour to develop an action plan for proposed streetscape improvements;</i> 	<p><i>Yes – interim Development Management Guidance approved pending a fuller review as part of the review of the Local Development Plan</i></p> <p><i>Yes- study trip undertaken and detailed report of lessons learned</i></p> <p><i>Yes – Supplementary Guidance which establishes a framework for the implementation of various place-making projects in Kirkwall town centre approved September 2014</i></p>
<p>Planning Applications</p> <ol style="list-style-type: none"> 13. <i>Undertake a review of stalled planning application cases to understand delays – all planning application which have been on the</i> 	<p><i>Yes – we have made a concerted effort to remove legacy cases - 35 have been determined</i></p>

system for more than 6 months will be reviewed;	
Governance 14. Review the Planning Scheme of Delegation and other procedural matters relating to committee business e.g. protocols for site visits, handling of representations received beyond committee deadlines);	Yes – Planning Scheme of Delegation updated and a number of other procedures reviewed/updated
Support Services 15. Develop Business Support Procedural Notes for the key processes in the handling of planning applications and the use of the UNIFORM system;	Yes – Business Support procedural notes updated and reviewed.
Website 16. Develop website to meet customer needs	Yes – update completed
Training & Development 17. Ensure all Planning staff have an agreed Personal Development Plan.	Yes – All PDPs completed.
Outstanding Actions from previous year	
Performance Indicators 18. Council performance indicators for dealing with planning applications in top quartile of Scottish councils	No – 1 st out of 34 (Major applications); 13 out of 34 (Local – non householder) and 31 out of 34 for householder developments
Design Statements 19. Preparation of design statement templates for applicants/agents	Yes – Advice on and template for preparing Design Statements now included in approved Supplementary Guidance
Customer Satisfaction 20. Design and introduce a Customer Satisfaction Survey for users of the Planning service	Yes - being launched in October 2014
Enforcement 21. Review the Planning Enforcement Charter	Yes - approved in September 2013
Conservation Area 22. Develop a Kirkwall Conservation Area Management Plan	Yes – approved in November 2013

PLANNING PERFORMANCE FRAMEWORK OFFICIAL STATISTICS

Decision-making timescales

Category	Total number of decisions 2013-2014	Average timescale (weeks)	
		2013-2014	2012-2013
Major developments	1	7.3	0
Local developments (non-householder)			
• Local: less than 2 months	173(62.2%)	6.8	6.8
• Local: more than 2 months	105(37.8%)	18.9	14.1
Householder developments			
• Local: less than 2 months	66(64.0%)	6.9	7.1
• Local: more than 2 months	37(36.0%)	11.9	13.2
Housing developments			
Major	1	7.3	0
Local housing developments			
• Local: less than 2 months	48(51.1%)	6.6	6.9
• Local: more than 2 months	46(48.9%)	20.9	14.1
Business and industry			
Major	0	0	0
Local business and industry			
• Local: less than 2 months	18(52.9%)	7.2	6.3
• Local: more than 2 months	16(47.1%)	27.1	12.4
EIA developments	2	18.7	44.2
Other consents*	95	10.8	7.8
Planning/legal agreements**	0	0	133.4
Local reviews	4	15.5	15.4

* Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & 8 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

** Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2013-2014 No.	2013-2014 %	2012-2013 No.	2012-2013 %
Local reviews	4	3	75	2	29
Appeals to Scottish Ministers	2	1	50	1	33

Enforcement activity

	2013-2014	2012-2013
Cases taken up	18	18
Breaches Identified	15	13
Cases Resolved	2	9
Notices served***	6	4
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

*** Enforcement notices; breach of condition notices; planning contravention notices; stop notices; temporary stop notices; fixed penalty notices, and Section 33 notices.

WORKFORCE AND FINANCIAL INFORMATION

As at 31 March 2014

Please note - The figures do not have to be exact - we are looking for a snapshot of each authority

Head of Planning Service (1)	Tier 3								
	Managers (2)		Main Grade Posts		Technician Posts		Office support/Clerical		Totals
	No. Posts	Vacant	No. Posts	Vacant	No. Posts	Vacant	No. Posts	Vacant	
Development Management	1.0	0	3.8	0	2.0	0	2.0	0	8.8
Development Planning	1.0	0	6.0	0	2.0	0	1.0	0	10.0
Enforcement Staff			0.5	0					0.5
Cross Service/Other Planning			1.0	0					1.0

Staffing profile	Number
Under 30	4
30-39	8.5
40-49	2.8
50 and Over	5

Committees & site visits (3)	No. per year (2013)
Full Council committees	0
Planning Committees	10
Area Committees (where relevant)	n/a
Committee site visits	4
LRB (4)	6
LRB site visits	5

Budgets Planning Service	Budget	Costs		Income (7)
		Direct (5)	Indirect (6)	
Development Management	£445,300	£374,400	£70,900	£280,200
Development Planning Enforcement (inc. within Development Management)	£440,100	£364,800	£75,300	0

Notes:

- 1 In relation to service structure, 1st tier post holders are Chief Executives, 2nd tier are Directors, 3rd tier are Heads of service and 4th tier are managers.
- 2 Managers are those people who are responsible for the operational management of a team/division. They are not necessarily line managers.
- 3 References to committees also include National Park Boards. Number of site visits are those cases where were visits carried out by committees/boards
- 4 This related to the number of meetings of the LRB, application numbers going to LRB are reported elsewhere.
- 5 Direct staff costs covers gross pay, including overtime, national insurance and the superannuation contribution. The appropriate proportion of the direct cost of any staff member within the planning authority concerned spending 30% or more of their time on planning should be included in costs irrespective of what department they are allocated to. (For example: Legal advice, Administration; Typing)
- 6 Indirect costs include all other costs attributable to determining planning applications. Examples (not exhaustive) are: Accommodation, Computing Costs, Office machinery/Equipment Stationery, - Telephone charges, Print, Advertising, T&S, Committees, Elected Members' expenses, The relevant apportionment of Support Service costs
- 7 Income - include planning fees for applications and deemed applications. (exclude income from property and planning searches)