

# 2016 - 2017

## PLANNING Performance Framework





Heads of Planning Scotland

**SHETLAND ISLANDS COUNCIL  
PLANNING PERFORMANCE FRAMEWORK**

2016 - 2017



## National context

The Independent Review of Planning and the Ministerial response focus on the role of the planning system in the delivery of sustainable economic growth. The Planning Service in Shetland fully appreciates that delivery has to be our focus too. The Performance Framework identifies how we are ensuring we put the elements in place to succeed.

## National context

We are faced with difficult staffing situations. In the space of a few months, we have lost two team leaders and continue to find difficulty recruiting experienced officers.

We have also committed to supporting two Business Support officers on the long journey to becoming fully qualified planning officers through the distance learning route.

This is set against a background of increasing number of applications with increasing complexity. We have also had to dedicate significant resources to major projects in Shetland, including the Knab redevelopment of the existing high school site, and the Staneyhill housing master planning project. We have also committed significant time to the Independent Review of Planning, and Our Islands Our Future.

We anticipate that, as usual, we will be getting two reds for performance marker 11 and 15. The Council decided at the time of the previous Main Issues Report that it did not wish to have a developer contribution policy.



# SECTION 1



**PLANNING PERFORMANCE FRAMEWORK  
ANNUAL REPORT 2016-17**



**Part 1: National Headline Indicators (NHIs)**

<b>Key outcomes</b>	<b>2015-16</b>	<b>2014-15</b>
<p><b>Development Planning:</b></p> <ul style="list-style-type: none"> <li>• age of local/strategic development plan(s) (years and months) at end of reporting period <i>Requirement: less than 5 years</i></li> <li>• Will the local/strategic development plan(s) be replaced by their 5<sup>th</sup> anniversary according to the current development plan scheme? (Y/N)</li> <li>• Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? (Y-earlier/Y-later/N)</li> <li>• Were development plan scheme engagement/consultation commitments met during the year? (Y/N)</li> </ul>	<p><b>1 Year 6 Months</b></p> <p>Y</p> <p>Y</p> <p>Y</p>	<p><b>0 years 6 months</b></p> <p>Y</p> <p>N</p> <p>N/A</p>
<p><b>Effective Land Supply and Delivery of Outputs*</b></p> <ul style="list-style-type: none"> <li>• Established housing land supply</li> <li>• 5-year effective housing land supply</li> <li>• 5-year housing supply target</li> <li>• 5-year effective housing land supply (<i>to one decimal place</i>)</li> <li>• Housing approvals</li> <li>• Housing completions over the last 5 years</li> <li>• Marketable employment land supply</li> <li>• Employment land take-up during reporting year</li> </ul>	<p><b>132.28 Ha</b></p> <p><b>99.15 Ha</b></p> <p><b>710 Units</b></p> <p><b>7.7 Years</b></p> <p><b>122 Units</b></p> <p><b>412 Units</b></p> <p><b>117.05 Ha</b></p> <p><b>26.21 Ha</b></p>	<p><b>133.04Ha</b></p> <p><b>100.65 Ha</b></p> <p><b>710 units</b></p> <p><b>7.8 years</b></p> <p><b>109 units</b></p> <p><b>469 units</b></p> <p><b>143.26 ha</b></p> <p><b>9.96 ha</b></p>

<p><b>Development Management</b></p> <p><b>Project Planning</b></p> <ul style="list-style-type: none"> <li>• Percentage of applications subject to pre-application advice</li> <li>• Number of major applications subject to processing agreement</li> <li>• Number of applications subject to other project plan</li> <li>• Percentage planned timescales met</li> </ul> <p><b>Decision-making</b></p> <ul style="list-style-type: none"> <li>• Application approval rate</li> <li>• Delegation rate</li> </ul>	<p style="text-align: center;">%</p> <p style="text-align: center;">%</p> <p style="text-align: center;"><b>96.6%</b> <b>97.8%</b></p>	
<p><b>Decision-making timescales</b></p> <p>Average number of weeks to decision:</p> <ul style="list-style-type: none"> <li>• Major developments</li> <li>• Local developments (non-householder)</li> <li>• Householder developments</li> </ul>	<p style="text-align: center;"><b>11.9 weeks</b> <b>12.3 weeks</b> <b>7.1 weeks</b></p>	
<p><b>Legacy Cases</b></p> <ul style="list-style-type: none"> <li>• Number cleared during reporting period</li> <li>• Number remaining</li> </ul>	<p style="text-align: center;"><b>0</b></p>	
<p><b>Enforcement</b></p> <ul style="list-style-type: none"> <li>• time since enforcement charter published / reviewed (months) <i>Requirement: review every 2 years</i></li> <li>• number of breaches identified / resolved</li> </ul>	<p style="text-align: center;"><b>64</b></p>	
<p>Performance in development management has been affected by some difficult enforcement cases, staff reductions, and complexity of applications. The introduction of a protocol with Roads Service has led to a better understanding and improved coordination through joint responses. Customer survey feedback has included quotes such as “ The staff were very helpful and efficient”</p> <p>We were hit by a high number of invalid applications from one source submitting a large number of applications. We have looked at reasons for invalid/delayed applications which we will take to Developers’ meeting and for educational purposes.</p>		

## PLANNING PERFORMANCE FRAMEWORK

### Part 2: Defining and measuring a high-quality planning service

#### Quality of outcomes

We have a number of significant developments which will be examples of high quality development on the ground. For example, the LDP policies on access and design were utilised in supporting our negotiations which resulted in an improved design for the new High School, and its surrounding pedestrian and vehicle access routes.

We negotiate improvements on approximately 80% of applications. We do not enter in to negotiations which are unnecessary and do not add value.

#### Quality of service and engagement inc Case Studies

We moved to a different model of engagement for the Placemaking Supplementary Guidance which involved:

- Early ( pre drafting of document) engagement with key industry stakeholders: local architectural practices that make up the Shetland Architectural Society; informal meetings were also held with Shetland's largest house builder Hjaltland Housing Association.
- Informal meetings were also held with Development Management, Roads Service and the Scottish Government's lead architect. We used the Developers ' Forum to encourage engagement in the consultation draft and to directly inform future users.
- A collaborative approach to the development of the SG between Planning and a lead engineer from the Council's Roads Services, proved to be an effective method of developing workable road design principles that were included within the placemaking SG, with priority and emphasis on following the guiding principles set out within the Scottish Government's architecture and place documents - Creating Places 2013 and Designing Streets 2010.
- Joint reporting to Infrastructure and Development Committees
- Introducing the use of the Quality Audit process for new developments of appropriate size/scale

#### Youth Discussion Day

- Planning worked together with Youth Services, HIE and Economic Development to deliver a youth discussion day that was facilitated by Young Scot.
- The day consisted of a number of workshops with the output being 6 key themes; Transport, mental health awareness, affordable housing for all, graduate schemes and placements, enhanced Young Scot card benefits and higher education in Shetland.
- The event was seen as a starting point by SIC and HIE for a larger research project.
- The findings from the day will feed into the evidence base for the LDP.

## **FOCUS ON DELIVERY**

### **Staneyhill Master planning**

This site is in our Action Plan.

We have committed significant resources in terms of planners, flooding and drainage officer, access office – as part of the multi-agency, multi disciplinary stakeholder group.

### **Knab Development Brief:**

The site is identified in our Action Programme

- Joint working with Council as Landowner.
- Bringing forward the results of the Visioning exercise (three sets of meeting facilitated by Architecture and Design Scotland with local community, politicians, service providers and other stakeholders) to point of final Development Brief – demonstrating of alternative and effective method of stakeholder and community engagement.
- Setting out process and template for further Development Briefs to be undertaken.

### **Working with HIE on Industrial Land Demand Assessment**

- HIE have started work on an assessment to identify where there is demand for industrial land and for what sectors.
- Through previous work with HIE they were aware that we were seeking similar information to feed in to our Calls for Sites and LDP evidence base and offered us the opportunity to work jointly on the project.
- We participated in the annual meetings with Aquaculture industry.
- Developer forums have asked for feedback – all positive but once again no quotes- we cannot force folk to write down comments.
- Customer feedback forms are sent out with decision notices and letters– we have provided blanks previously.

## **Governance**

- We have identified the resources needed to commit to the priorities set us by the Community Plan partnership, Council Corporate plan and Departmental Service plan.
- We collaborated with Community Planning, Housing, Transport Planning and Economic development to revolutionise our engagement strategy by undertaking one initial engagement , using the Place Standard for Scotland on line tool We received nearly 1000 responses (out of a total population of 22000!) services.
- As previously reported, we undertook a LEAN type exercise for development management. The amendments to e-planning, and the joint work ongoing to prepare for e-building standards, have led us to revisiting the LEAN exercise. We are now fully committed to ensuring developers play their part in streamlining the process.
- For example, we have reviewed our processes for the “Do I need Planning Permission?” Queries In future, we will only deal with this

though the Certificate of Lawfulness procedures. This will free up time to deal with pre-applications where our input will add value to the process and lead to higher quality of development on the ground.

- The LEAN type exercise has always shown issues with the poor quality of submission. We have undertaken research to identify the biggest issues with a view to changing guidance, providing more information and taking further steps to reduce the number of invalid submissions.(please see attached).
- We continue to work closely on an informal basis with other island authorities for example in OIOF matters with Orkney and the Western Isles.
- We now have a Planning and Roads Services Protocol in place (see attached) for pre application meetings with Planning organising and providing feedback all participants.

### **Culture of continuous improvement**

- We continue to move towards our long term aim of a paperless office which has meant a training priority this year has been training staff , based on the move to e-building standards and latest version of e-planning. This has required training and purchase of hard and software.
- Our priority has been identified as working towards the delivery of two sites in the Action Plan – the Knab school site, and Staneyhill housing development. As these are working towards the development of master plans, we are looking at master planning training , supported by Architecture and Design Scotland.
- We participated in the annual meetings with other aquaculture authorities to share best practice – including streamlining engagement with statutory consultees.
- Turnover of staff requires training for business support staff, and ongoing commitment to trainee planners to complete distance learning planning qualifications over a number of years are our priorities.
- We will be maintaining a watching brief on Planning Review recommendations to upskill planning officers to contribute to sustainable econ development in particular delivery of housing.

### Part 3: Supporting evidence

- Customer feedback at the developers' meetings and our survey forms has shown that one of the biggest issues is the time taken to respond to pre-application enquiries (see above)
- Feedback from quarterly performance appraisals by Members
- Staneyhill and Knab joint working and reporting
- We would like to include examples of responses and notes of meetings from the pre-application process. However, legal advice indicates that these responses are confidential.

### Part 4: Service Improvements 2016-17

In the coming year we will:

#### Social Media/Communications:

- Work with our Communications team to provide a strategy for effective use of social media

#### Joint service working:

- pooling of resources across Development Services to minimise repetition and maximise use of skills/expertise within the service on analysing the results of the Place Standard on line consultation, and the next steps

#### Quality Audits

Develop guidance and use of the Quality Audit process

It would be nice to include "ambitious" targets here, but honest assessment is that we will be lucky to standstill

Delivery of our service improvement actions in 2015-16:

Committed improvements and actions	Complete?
Complete protocols with Roads Services and Environmental Health Roads protocol completed and signed up to from both sides – though not in the public domain as relates to internal working practices	<i>in part</i>
Place Standard for Scotland – we will continue to progress use in house, and continue to work with the PSS partners as the tool evolves – exceeded expectations but significant resource implications	Yes
New versions of e-planning and e building standards will provide an opportunity to review processes and procedures. This is a significant undertaking for a small service, but will undoubtedly streamline the processes.	Yes
Review of processes undertaken and implemented	

**PLANNING PERFORMANCE FRAMEWORK**  
**Part 5: Official Statistics**

**A: Decision-making timescales (based on 'all applications' timescales)**

Category	Total number of decisions 2015-2016	Average timescale (weeks)	
		2015-2016	2014-2015
<b>Major developments</b>	<b>3</b>	<b>11.9</b>	
<b>Local developments (non-householder)</b>		13.4	
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	102 156	7.1 17.5	
<b>Householder developments</b>		7.1	
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	45 10	6.3 10.6	
<b>Housing developments</b>			
<b>Major</b>	<b>0</b>		
<b>Local housing developments</b>			
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	30 63	7.1 15.2	
<b>Business and industry</b>			
<b>Major</b>	45	13.2	
<b>Local business and industry</b>			
<ul style="list-style-type: none"> <li>Local: less than 2 months</li> <li>Local: more than 2 months</li> </ul>	9 36	7.4 14.7	
<b>EIA developments</b>	5	16.3	
<b>Other consents*</b>	0		
<b>Planning/legal agreements**</b>			
<ul style="list-style-type: none"> <li>Major: average time</li> <li>Local: average time</li> </ul>	11.9 weeks 12.3 weeks		
<b>Local reviews</b>	6	33.3	

\* 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 & 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

## B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2015-2016 No.	2015-2016 %	2014-2015 No.	2014-2015 %
Local reviews	6		33.3		
Appeals to Scottish Ministers	0				

## C: Enforcement activity

	2015-2016	2014-2015
Cases taken up	0	
Breaches identified	0	
Cases resolved	64	
Notices served***	0	
Reports to Procurator Fiscal	0	
Prosecutions	0	

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

## D: Context

*See NHI above*

## Part 6: Workforce and Financial Information

The information requested in this section is an integral part of providing the context for the information in parts 1-5. Staffing information should be a snapshot of the position on 31 March. Financial information should relate to the full financial year.

	Tier 1	Tier 2	Tier 3	Tier 4
<b>Head of Planning Service</b>			1	

Note: Tier 1= Chief Executive, Tier 2= Directors, Tier 3= Heads of Service, Tier 4= Managers

		DM	DP	Enforcement	Other
<b>Managers</b>	No. Posts	1	1		1
	Vacant		1		
<b>Main grade posts</b>	No. Posts	6	4	2	4
	Vacant	.3	1		
<b>Technician</b>	No. Posts				2.5
	Vacant				.5
<b>Office Support/Clerical</b>	No. Posts	1	1		
	Vacant				
<b>TOTAL</b>		<b>8</b>	<b>6</b>	<b>2</b>	<b>9.5</b>

Note: Managers are those staff responsible for the operational management of a team/division. They are not necessarily line managers.

Staff Age Profile	Number
Under 30	5
30-39	4
40-49	8
50 and over	5

<b>Committee &amp; Site Visits*</b>	<b>Number per year</b>
Full council meetings	4
Planning committees	9
Area committees (where relevant)	
Committee site visits	3
LRB**	3
LRB site visits	3

Notes:

\*References to committees also include National Park Authority Boards. Number of site visits is those cases where visits were carried out by committees/boards.

\*\*this relates to the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere.

	<b>Total Budget</b>	<b>Costs</b>		<b>Income***</b>
		<b>Direct*</b>	<b>Indirect**</b>	
<b>Development management</b>	535,422.51	345,182.45	467,229.27	358,528.67
<b>Development planning</b>	587,928.00	392,630.26	94,717.70	-
<b>Enforcement</b>	40,631.49	40,631.49	-	-
<b>Other</b>	-	-	-	-
<b>TOTAL</b>	<b>1,163,982.00</b>	<b>778,444.20</b>	<b>561,946.97</b>	<b>358,528.67</b>

Notes:

\* Direct staff costs covers gross pay (including overtime, national insurance and superannuation contribution). The appropriate proportion of the direct cost of any staff member within the planning authority 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). Exclude staff spending less than 30% of their time on planning.

\*\*Indirect costs include all other costs attributable to the planning service. Examples (not exhaustive) include accommodation, IT, stationery, office equipment, telephone charges, printing, advertising, travel & subsistence, apportionment of support service costs.

\*\*\* Include fees from planning applications and deemed applications, and recharges for advertising costs etc. Exclude income from property and planning searches.

**Shetland Islands Council**  
**Planning and Roads Services Protocol**

**Roles and Responsibilities**

**1. Introduction**

1.1 The Planning System in Scotland

The planning system in Scotland is used to make decisions about the future development and use of land in our towns, cities and countryside. It considers where development should happen, where it should not and how development affects its surroundings. The system balances different interests to make sure that land is used and developed in a way that creates high quality, sustainable places, the overarching aim being to achieve planning service delivery that is efficient, inclusive, fit for purpose and sustainable.

The planning system has a vital role to play in delivering high-quality places for Scotland and should therefore take a positive approach to facilitate high-quality development and make efficient use of land to deliver long-term benefits for the public, whilst also protecting and enhancing natural and cultural resources.

Scottish Planning Policy (SPP) sets out national planning policies which reflect Scottish Ministers' priorities for operation of the planning system and for the development and use of land, promoting consistency in the application of policy across Scotland, whilst allowing sufficient flexibility to reflect local circumstances.

1.2 Reasons for protocol

Under the requirements of the Planning Performance Framework (PPF) which is approved by Scottish Ministers on an annual basis, the planning system in Scotland is required to develop improvement initiatives in efforts to achieve more efficient and effective decision-making by:

- ensuring structures and processes are proportionate;
- ensuring clarification of roles and responsibilities;
- effective time management/dealing with delays etc; and
- provision of service agreements/protocols with agencies and other consultees.

After discussion with the Roads Service, it has been identified that as part of the culture for continual improvement, a protocol is required to be established between the Council's Planning and Roads Services to provide clarity on roles and responsibilities and to promote future engagement and better communication between services, in efforts to achieve more positive outcomes via more efficient and effective working practices.

The national policy 'Designing Streets' makes a clear statement that officers from the Planning and Roads Authority functions should work together, and in conjunction with the developer and other stakeholders, to ensure that a suitable site solution is ultimately submitted for the various relevant consents. This policy statement is reinforced within the technical guidance document 'National Roads Development Guidance' produced by SCOTS for the Scottish Government.

## **2. Roads Authority**

The Roads (Scotland) Act 1984 places a responsibility on the Roads Authority, and thus the Council, to "manage and maintain all such roads within their area".

### **2.1 Role of Roads Authority in the planning process**

The Town and Country Planning (Scotland) Act 2006 requires that the decision-maker for the planning consent process is advised of all material considerations in relation to a proposed development, including impacts on the roads network.

The Roads Service, in undertaking the Roads Authority function of the Shetland Islands Council, are recognised as being the appropriate source of expert professional advice in respect of all potential impacts on the local road network.

## **3. Areas of Potential Conflict**

The Roads Authority is not permitted to effectively 'veto' a planning consent by refusing to enter into an agreement or issue consent under other legislation.

The Roads Authority has a statutory responsibility to manage the road network, and not being permitted to exercise any control or influence over developments and activities that may impact on the road network, would limit the ability of the authority to carry out its statutory duty.

## **4. Policy/Guidance Documents**

### **4.1 Creating Places – A Policy Statement on Architecture and Place for Scotland**

Link: <http://www.gov.scot/Resource/0042/00425496.pdf>

'Creating Places' (2013) sets out the comprehensive value that good design can deliver to create successful places and unlock opportunities by building vibrant communities that contribute to economic growth.

This document contains an action plan that establishes work that is required to achieve positive change.

#### 4.2 Designing Streets – A Policy Statement for Scotland

Link: <http://www.gov.scot/Resource/Doc/307126/0096540.pdf>

'Designing Streets' (2010) puts street design at the heart of placemaking. It contains policies and guidance on the design of new or existing streets and their construction, adoption and maintenance.

#### 4.3 Town Centre Toolkit

Link: <http://www.gov.scot/Publications/2015/04/9849/downloads#res475185>

The 'Town Centre Toolkit' includes guidance on specific transport and design details, focusing on the development of quality, accessible public realm and the use of town assets.

This document demonstrates how worthwhile improvements can be achieved via effective use of existing assets and resources and via better co-ordination and organisation to make Scotland's town centres better places.

#### 4.4 National Roads Development Guide

Link:

<http://localapps.pkc.gov.uk/internet/flashmag/councils/nationalroadsguide/roadsfeb2014.pdf>

The Council has been involved through SCOTS (Society for Chief Officers of Transportation in Scotland) in the creation of the 'National Roads Development Guide' (2014) document. This document provides a common base of technical standards for the construction of roads serving various development types. It has been written in conjunction with Transport Scotland and the Scottish Government Planning and Architect Division and provides technical support for the Designing Streets national development policy.

The baseline document will allow for regional variations in recognition of the differences in demand, constraints and environment that occurs across the country.

The Roads Service will be responsible for maintaining and updating the Shetland specific version of this document when the base document, local amendments and version control process are in place.

#### 4.5 Shetland Local Development Plan (2014)

Link:

[http://www.shetland.gov.uk/planning/documents/ShetlandLocalDevelopmentPlanAdopted26\\_09\\_2014.pdf](http://www.shetland.gov.uk/planning/documents/ShetlandLocalDevelopmentPlanAdopted26_09_2014.pdf)

The Shetland Local Development Plan (2014) sets out the Council's land use strategy which recognises existing developments, promotes sustainable economic growth and conserves Shetland's natural and built environment and is therefore the established planning policy for Shetland.

#### 4.6 Shetland Islands Council Roads Adoption

The current policy on Roads Adoption for development is to use the 'Guidelines for Development Roads' published by the former Strathclyde Regional Council. Car parking standards may differ from that document and are to be to the satisfaction of the Director of Roads and Transport (now the Executive Manager – Roads Service). Appropriate local parking standards formed part of the supplementary guidance for the now superseded Shetland Local Plan (2004).

Relaxations to the standards contained in the guidelines would require approval by the Executive Manager – Roads Service. This allows scope for non-traditional street layouts to be considered in the context of the 'Creating Places' and 'Designing Streets' national policies.

In due course, the Council is likely to approve the adoption of the local version of the National Roads Development Guide.

### 5. **Communications**

Where possible, the following contact details shall be used as the main source of communication and consultation between the two services:

#### 5.1 Planning Service

Email: [development.management@shetland.gov.uk](mailto:development.management@shetland.gov.uk)

Address: Planning Service, 8 North Ness, Lerwick, Shetland, ZE1 ONT

#### 5.2 Roads Service

Email: [roads.traffic@shetland.gov.uk](mailto:roads.traffic@shetland.gov.uk)

Address: FAO: Traffic and Road Safety Team, Network Service, Roads Service, Gremista, Lerwick, ZE1 OPX

### 6. **Agreed Partnership Actions**

#### 6.1 Policy Documents

The Council as Planning Authority is required to produce a Local Development Plan for Shetland. This policy document and associated Supplementary Guidance sets out both the framework and detail that prospective developments have to be assessed

against. The Planning Service is responsible for the preparation and updating of these documents.

The Council as Roads Authority is required to consider applications to build new roads in its area, and to grant consent where the proposed road conforms to the standards as set out by the Roads Authority. It is good practice for the Roads Authority to make publicly available the standards that it requires for the new roads.

- The Planning and Roads Services will hold discussions and consult with each other in the production, maintenance and updating of policy documents relating to development.

## 6.2 Pre-Applications

- Any request for information and guidance relating to a specific site or development for smaller scale developments, shall be notified to the partner service. The Planning and Roads Services shall keep the partner service apprised of any ongoing dialogue with developers. The Planning Service shall arrange an initial meeting with developers and Roads Services if deemed necessary.
- For larger scale developments, where appropriate, the Planning Service shall organise meetings with as many interested partners from the development and statutory stakeholders as possible. This initial meeting should consider any applicable policies, constraints, joint working opportunities, safeguarding and the basic access and movement strategy for the development site. The corresponding discussions will then give an initial direction to the project designer to help ensure that the key considerations for the site are addressed from the outset. It is easier to influence a scheme design at the start of the process, rather than getting changes made to a layout that has already been worked up by the developer.
- The Planning Service shall forward copies of any formal pre-application responses they provide to developers, to the Roads Authority.
- The Planning Service shall provide written records of any pre-application meetings that are subsequently held with interested parties, developers and statutory stakeholders, to all relevant bodies concerned.

## 6.3 Planning Application Consultations

- The Planning Service shall consult with Roads Services on possible road network related issues.
- The Roads Service shall aim to respond on the sufficiency of a submission for their purposes within 7 days of the application being notified to them.

- On receipt of an application for comment with sufficient supporting plans and information, the Roads Service will aim to respond within 14 days of the application being notified to them.
- The Planning Officer shall contact the Roads Service for any outstanding comments or responses prior to determining an application. This must not unduly delay the planning process.
- If the need for a response on an application becomes pressing, then the Planning Officer shall contact the Roads Service to highlight this before determining the application. This will allow the Roads Service the opportunity to prioritise staff resources.
- The Planning Service shall organise regular meetings between Planning and Roads Service staff to discuss ongoing applications when appropriate.
- The Roads Service comments on planning application consultations will relate to any potential safety problems or possible issues relating to the management of the road network arising from the proposed development. Issues more closely related to convenience may also be raised as these can often result in either safety or network management problems. Safety issues may arise at either the access point for the development onto the road network, or at some remote point on the network that is clearly related to the proposals. Specific conditions may be highlighted with regards to the access point onto the road network to ensure that it is safe, both for users of the development and passing traffic. Typical considerations will relate to visibility, approach gradients, manoeuvring space and drainage. Requirements for improvements or other measures remote from the site, or for specific management of the use of the site, may also be identified in order to mitigate any potential issues arising from the development.
- The Roads Service may request additional information, i.e. transport assessments, parking studies, traffic counts, cross-sections, dimensioned drawings etc. This is to allow Roads Service staff to clearly identify any potential for impact, or to assess the scale of any impact that a development proposal may have on the road network.
- The Roads Service will give consideration to the parking and turning provision and arrangements within a development site. Where these are deemed to be sub-standard or have other issues, comments will be made for the Planning Officer's consideration. Where these issues may give rise to an adverse impact on the road network, the nature of the resulting problem(s) will be specifically highlighted in the response to the Planning Officer i.e. a shortfall in parking or a lack of manoeuvring space in the site leading to vehicles reversing onto the public road etc.
- Following the submission of consultation comments on, or representations received to a planning application, there is often a requirement for the applicant

to submit amended or supplementary information. This information, and any queries regarding its creation, should be submitted to the Planning Service who will forward it onto the Roads Service for further comment or explanation as required.

#### 6.4 Following Permission

When a Planning Consent is granted with conditions relating to road matters, then it is likely that the applicant/developer will also require specific additional consents under the Roads (Scotland) Act 1984 and/or the new Roads and Street Works Act 1991. Consents granted under these acts can normally have appropriate conditions applied. These conditions should mirror the conditions applied under any corresponding Planning Consent.

- It is the Planning Service's responsibility to monitor works consented by them and to take relevant enforcement action to ensure compliance with any conditions placed on the planning consent.
- It is the Roads Service's responsibility to monitor works consented by them and to take relevant enforcement action to ensure compliance with any conditions placed on the roads consent.
- Not all developers provide the correct notifications, or obtain the necessary consents, prior to commencing work on site. In order that such situations are identified as soon as practical, the Planning and Roads Service shall keep each other informed of any sites where they are aware that works have, or are about to commence.

#### 6.4 Future Liaison

- The Planning Service will organise regular liaison meetings with the Roads Service three times per annum.

Planning & Roads Services Protocol  
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