

Application Ref:	Correct Fee Received	Case Officer	Received Date	
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Stratford on Avon District Council
 Planning Department
 Elizabeth House
 Church Street,
 Stratford upon Avon
 CV37 6HX

Tel: 01789 260303/260304
 Email: planning.applications@stratford-dc.gov.uk
 Web: www.stratford.gov.uk

Request for Planning Performance Agreement (PPA)

Central government encourages the use of Planning Performance Agreements (PPAs) for large or complex planning proposals. These are voluntary agreements between us and the applicants which helps to:

- bring together the developer, the Local Planning Authority and key stakeholders to work in partnership throughout the planning process
- ensure complex proposals progress through the process to mutually agreed timescales
- ensure appropriate resources and expertise are provided to advise on complex proposals
- provide greater opportunity for dialogue through the planning process and help deliver high-quality development

The payment of fees for a PPA ensures that your application is processed with the agreed stages and timetable to help overcome issues that arise during the application process and with a dedicated Planning Officer who will act as a single point of contact. The PPA might also be structured for the Planning Officer to attend meetings, as deemed necessary, between the applicants and technical consultees (eg WCC/Sport England) and to facilitate/attend a Ward Member’s briefing.

However, a PPA does not guarantee that planning permission will be granted. If the planning proposal is contrary to our adopted policies, or national guidance, without other material considerations outweighing this, then it will be recommended for refusal.

All dates and stages are subject to review and further adjustment as necessary during the application’s life. The PPA is only a commitment entered into by the LPA. Response times of internal and external consultees are outside the scope of this agreement and may affect the agreed timetable. The PPA may need to be renegotiated should consultees raise matters that need to be addressed and/or if an amendment is sought by the applicant or required by consultees.

If consultation/Notification to the Secretary of State is required prior to determination in accordance with Consultation Directive 2021 or Section 77 of the Town and Country Planning Act 1990, determination dates may be delayed and the PPA may need to be reviewed.

The PPA Fee is dependent on the scale and complexity of the application and level of resource required.

Please complete the form below selecting the additional services that you require in the blue boxes. This will be reviewed, and the Planning Officer will contact you to discuss and adjust as necessary.

The fees are set out below and are subject to periodic review.

1. Applicant Details:

Name/ Company	
Address	
Postcode	
Telephone	
Email	

2. Agent Details: Please note, if an agent is used all correspondence will be sent to them:

Name/ Company	
Address	
Postcode	
Telephone	
Email	

3. Location of Proposed Development:

Address	
Postcode	

Please provide a site location plan at a scale appropriate to its size and context, using red lines to denote the application site and blue lines for other land controlled/owned.

4. Description of Proposal:

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When is the formal application likely to be submitted?	
When would you need the formal application determined by?	
When are you hoping to commence on site?	

5. Fees:

Planning Officer:	£220.20 per hour (rounded up to 15 mins)
Landscape Officer:	£220.20 per hour (rounded up to 15 mins)
Conservation Officer:	£220.20 per hour (rounded up to 15 mins)
Urban Designer:	£185 per hour (rounded up to 15 mins)

6. Activities:

Stage	Officer Activity	Time Required	Cost @£220.20/hr	If Options Required, please complete blue boxes
Up to 1 hr (virtual) Meeting with Planning Officer	Number required (assume 3 hours per meeting including preparation)			
Up to 3 hr Site Meeting with Planning Officer	Number required (assume 4 hours per meeting including preparation and travel time)			

Scoping of Submission	Emails/Telephone/Review/Confirmation of previous pre app advice and site history Advice re EIA Screening approach	5hrs		
Validation	Prioritise validation	3hrs		
General advice	Regular engagement over 3 months. Prompt response to queries/clarifications. Facilitating input from SDC /external consultees as necessary to resolve issues (e.g Viability). Any fees associated with this will be required in addition to the PPA fee.	8hrs		
Consultee Responses	Provide consultee responses for review/action promptly. Seek to expedite outstanding responses from consultees, within consultation period. If consultees do not respond within consultation period and these are considered necessary for the assessment of the application, the Case Officer will seek to agree a timetable for a response with the consultee and actively monitor progress.	4hrs		
Consideration & Determination	Assessment and Consideration of proposals Preparation of Report Conditions drafting S106 Drafting/Negotiation Committee Presentation Determination	30hrs		
Input from Urban Design	Reviewing and commenting on Draft Design documents - desktop exercise.			£1,250.00
	Reviewing and commenting on Draft Design documents - including a Site Visit.			£1,620.00
Up to 2hr design workshop with Urban Designer	Number required (assume 4 hours per meeting including preparation) £740 per workshop			
Up to 1 hr (virtual) Meeting with Conservation Officer	Number required (assume 3 hours per meeting including preparation) £660.60 per meeting			
Up to 3 hr Site Meeting with Conservation Officer	Number required (assume 4 hours per meeting including preparation) £880.80 per meeting			
Input from Conservation Officer		10hrs		
Up to 1 hr (virtual) Meeting with Landscape Officer	Number required (assume 3 hours per meeting including preparation) £660.60 per meeting			
Up to 3 hr Site Meeting with Landscape Officer	Number required (assume 4 hours per meeting including preparation) £880.80 per meeting			

Input from Landscape Officer	Reviewing and commenting on LVIA - desktop exercise.		£1,250
	Reviewing and commenting on LVIA's - including a Site Visit.		£2,100
Total			

7. Proposed Timetable:

Assumes no requirement for additional information/amendments and 13-week determination period

Approximate Date	Action	Responsibility
	Submission of all application documents to Planning Portal	Applicant
	Portal transfers application to LPA	Planning Portal
	Send out consultations/notifications/publicity	LPA
	21 day consultation/notification/publicity periods end: a) Responses require no further work – LPA to write report or b) Responses require further work - Applicant to decide whether amendments/additional information are to be submitted or application determined in its current form. If amendments/additional information are to be submitted, deadline for revised plans and revised consultation/report/determination dates to be agreed.	LPA/Applicant
	Officer Report to line manager	LPA
	If required - Officer Report sent to Committee Services	LPA
	If required - Committee Agenda published	LPA
	If required - Committee Meeting	LPA/Applicant
	If required – Completion of S106 Agreement	LPA/Applicant
	Determination of application	LPA

Signed on behalf of Stratford on Avon District Council:		
Date:		
Signed by or on behalf of Applicant:		
Date:		