# Accredited planning agents scheme code of practice and application form

## Introduction

The accredited planning agents scheme aims to:

* promote the submission of planning applications that meet the required standard (this streamlines the process and enables quicker decisions)
* encourage good working relationships between the council and planning agents

## Code of practice for all accredited agents

Accredited agents will be required to submit correctly completed planning applications including:

* a completed certificate of ownership
* payment of the correct fee
* an up-to-date site location plan at a scale of 1:1250, with the site outlined in red
* a block plan at 1:500 or 1:200
* other plans as needed, which should be of good quality, accurately drawn to a metric scale, and with key dimensions noted on the plans
* any additional information that is required to fully comply with the council’s planning applications requirements (for example an access statement for development within a conservation area)

You will also be expected to:

* include a completed an accredited agents checklist with every householder planning application
* act in a professional manner and not bring the council’s reputation into disrepute
* attend an annual agents’ meeting to keep up to date on relevant topics
* follow our guidelines for how to use the accredited agent identity (logo)

We will:

* register and validate your householder planning applications within one working day
* keep you informed of the progress of the application through email or phone
* notify you as soon as a preliminary assessment has been made, advising of the likely outcome
* monitor your applications to ensure that the quality level is maintained
* provide a list of accredited agents on our website
* supply you with a South Gloucestershire Council accredited planning agent logo
* reserve the right to withdraw you from the scheme if you submit two applications within a six-month period where errors are found, or in any other way breach this code of practice

## Application form

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| I/we apply to join the accredited agents scheme and agree to abide by the code of practice terms set out above.  Company name:  Agent name:  Address:  Email:  Phone number:  Signed:  Date: |

Email your completed form to: [registrationteam@southglos.gov.uk](mailto:registrationteam@southglos.gov.uk)