

## **Pendleton Survey on e-planning, September 2004**

Peter Pendleton & Associates have been undertaking a remote survey of the planning services available online at all authorities in England and Wales. Authorities are being surveyed against the existing Pendleton criteria for e-planning capabilities, which have also been customised to take account of the information county councils are likely to present.

The survey team will be getting in contact with individual authorities to let them know that the survey has taken place. However, authorities may wish to know now that their results will be available on the Pendleton Associates website from 16 - 25 October. During this period, authorities will be able to verify with the survey team through the website that the results were correct for the 30<sup>th</sup> of September 2004.

ODPM will be assessing the data to determine possible rewards of Planning Delivery Grant for e-planning achievements, based on the Pendleton scores. This proposal will be subject to further consultation along with other elements of the Planning Delivery Grant, in due course.

The website address for Pendleton Associates is <http://www.pendleton-assoc.com/projects.html>

## Pendleton Criteria: Definitions

There are 22 Pendleton criteria in total but points are only awarded for 2: Criteria 8: Period of Time Covered by Decision Notice 1's for interest purposes only.

Criteria number	Criteria Description	Criteria Definition
1	Planning page accessible from council home page	Has a direct link from the home page to the planning page(s), or enables the user to directly locate the planning page through a simple one-step A-Z search.
2	Online application register	Online list of planning applications lodged with the council, current or past. At a minimum these can be static records that list: site address, application number and description of the proposed development. Registers must be kept up to date.
3	Can you view application drawings & attachments?	Enable the user to view online any drawings, photographs and documents accompanying a planning application
4	Can you view appeals?	Record of appeal against the Council lodged with the Planning Inspectorate. List must give as minimum: site address, ref. number & proposal description
5	Facility to comment on applications?	Representations about individual applications can be submitted electronically. Does not include forms that can be filled out online but have to be printed and posted to the Council.
6	Facility to monitor applications online	User can track progress of an application from registration to determination - provides active up-to-date information for each current application
7	Online decision registers	Record of applications determined by the council providing at minimum: site address, application ref. number, description of the development and whether permission was granted or refused
8	Period of time covered by decision register?	Notes how far back in time the decision notice records go. This & for interest 1 a point & not given for this criteria
9	Can the decision notice be viewed?	The statutory decision notice issued by the Council is available to view in full online
10	Are the conditions/reasons for refusal listed?	The user can view conditions attached to a planning permission or reasons for refusal, for each application in full as part of the online registers
11	Can Officer's Reports be viewed?	Electronic versions of officers reports for individual applications on the committee agenda, summarising the relevant planning issues and making a recommendation about the decision. Reports must be provided in full.

12	Can Committee meeting schedules be online viewed?	An online agenda for forthcoming planning committee meeting.
13	Can records of committee meetings be viewed?	Online minutes from previous meetings, or a minimum, the most recent.
14	Is there online planning help text?	Web based textual planning guidance to answer basic planning enquiries.
15	Online application submission?	The process of filling out a planning application form online and submitting it electronically either directly to the council or via a supporting external planning site.
16	Can you pay the application fee online?	The statutory application fee to accompany an electronically submitted application can also be paid online.
17	Can drawings/documents etc associated with the online application be attached to an electronic application?	Applicants can submit their documents and visual files to accompany the application forms submitted online to the council. Guidance on how and file type should be given.
18	Downloadable forms?	Electronic copies of standard planning forms can be downloaded and printed from the Council's website, filed in and submitted as a paper copy (not electronically).
19	Is the development plan text available?	Includes either the adopted or draft deposit development plan but only when provided in full text format. Councils providing a synopsis of their plan, design briefs, master plans, Inspector's Reports or summary of the development plan review process were not awarded a score for this criterion.
20	Is the proposal map available?	The proposal map accompanying the development plan is available online. Can be presented as a single map or in sections but must cover the whole borough or, in cases of remote rural areas – the built up areas/settlements.
21	Is the proposal map linked to policy?	Only if the user can access a list of relevant policies and designations for an individual site by clicking on that area on the proposal map or by locating it via address or postcode search. It is an interactive process.
22	Is the proposal map comprehensive and easy to use?	Ability to identify street names and/or locate an individual site on the map via a postcode search or other means. Users must be able to adequately locate and determine policy designations for application sites - i.e. if the application site is within a conservation area or is a special designation site. Due to the large rural areas within National Parks, settlement maps that are comprehensive and easy to use will be awarded a point for this criterion.

