**PEAK DISTRICT NATIONAL AUTHORITY**

**APPROVED LIST FOR ‘Provision of Planning Services to the Peak District National Park Authority 2023/2024’**

**REFERENCE: PDNPA/Planning Services Support 2023/2024**

**Return Date: 2 June 2023**

**Return Address:**

**FAO Brian Taylor**

**RE: PDNPA/ Planning Services Support 2023**

**Peak District National Park Authority**

**Aldern House**

**Baslow Road**

**Bakewell**

**Derbyshire**

**DE45 1AE**

[**brian.taylor@peakdistrict.gov.uk**](mailto:brian.taylor@peakdistrict.gov.uk)

**To respond to this request for expression of interest to be placed on the Authority’s Approved List, please complete the expression of interest form below and return to the address above no later than the return date of Friday 2 June 2023.**

**A. Approved List Objectives**

* The object of the approved list is the provision of services in relation to the National Park Authority’s statutory land-use planning function including the functions set out in part B:
* This is an invitation to express an interest to supply the Authority with the Services.
* The Services are to be delivered at locations in the Peak District National Park in undertaking any necessary sites, Aldern House HQ and via home working.

**B. Service specification**

1. **Services required:**
   1. **Development Management:**
      * 1. **Assessment and determination of planning applications (including Minerals and Waste Planning);**
        2. **Site visits;**
        3. **Writing of delegated reports, planning committee papers and related decision notices**
   2. **Planning Policy:**
      * 1. **Writing of topic papers and development of policy text (including Minerals and Waste policy) and guidance to inform planning decision making in the national park**
   3. **Enforcement:**
      * 1. **Consideration of cases involving unauthorised development, and breaches of planning consent. Preparation of delegated reports assessing expediency to use a range of enforcement powers**

**d. Historic Building Advice**

1. **Provide specialist advice on conservation issues for Listed Buildings of all grades and non-designated heritage assets in relation to Enforcement (item c above) only. To include site visits where required.**

**e. Conservation Area Appraisal**

1. **Site visits**
2. **Research & analysis**
3. **Draft Conservation Area Appraisal, to PDNPA format and following Historic England guidance**
4. **Ecological Advice on Minerals Planning Cases**
   * 1. **Provide specialist advice on habitat and species conservation and nature recovery in relation to minerals planning cases, including pre-application advice, planning applications, variation and discharge of planning conditions, compliance monitoring,** **review of restoration and aftercare proposals and progress including attendance at site visits and planning appeals To include any other necessary appraisal of ecological information submitted by the applicant, and site visits where required.**
     2. **Provide advice on Biodiversity Net Gain in relation to minerals planning cases.**

**C. Approved List award Criteria**

1. **The Consultant must meet the following criteria:** 
   * Be able to demonstrate professional competence. This includes:
     1. Consultants shall be able to demonstrate that they are technically competent and qualified to undertake the Services;
     2. Hold RTPI recognised qualifications and relevant experience, including experience of Listed Buildings where appropriate;
     3. Individual employees performing the Services should have at least 3 years post qualification experience;
     4. Provision of a written declaration which states that the Consultant and its employees can operate with independence, impartiality and integrity and that personnel carrying out the work are adequately trained for all aspects of the work taking place.
   * Compliance with the Authority’s Standing Orders;
   * Evidence (to be provided on request and prior to an award of contract) of an insurance policy in forcewith reputable insurers in respect of the Consultant’s liabilities:
     1. To the Authority and to any of their employees;
     2. To the employees of the Consultant;
     3. To the public and any other person (public liability);

in the sum of at least £5,000,000 (FIVE MILLION POUNDS) in respect of any single claim required); and

* + 1. Professional indemnity in the sum of at least £1,000,000 (ONE MILLION POUNDS) in respect of any single claim required.

1. The Authority shall evaluate Expressions of Interest on the following basis:
   * Ability to carry out the Services;
   * Experience and qualifications

Price (both hourly and fixed price rates per case report, and a fixed price for Conservation Area Appraisals). Fixed prices per case report may refer to both simple and complex cases. The fixed and hourly rates provided in the Expression of Interest will be fixed for the period of the Approved List.

**Weighting of criteria:** *40% Price/60% competence, qualifications and experience in area of expertise across any of the Services listed in item B Service specification*

**D. Approved List process**

1. **To respond to Approved List request, please complete the attached Expression of Interest form and return it by email to the address below no later than the Return Date of Friday 2 June 2023.**

**The title of the email should read: ‘EXPRESSION OF INTERSTS FOR APPROVED LIST REF: PDNPA/Planning Services Support 2023/2024’**

FAO Brian Taylor

Peak District National Park Authority

Aldern House

Baslow Road

Bakewell

Derbyshire

DE45 1AE

[tenders@peakdistrict.gov.uk](mailto:tenders@peakdistrict.gov.uk?subject=EXPRESSION%20OF%20INTEREST%20FOR%20APPROVED%20LIST%20REF:%20PDNPA/Planning%20Services%20Support%202023/2024)

1. Please note that the Authority accepts no responsibility for any problems arising from the Authority’s or the Consultant’s IT or internet connectivity and that the current maximum size of any email receivable by the Authority is **10mb**.
2. Expressions of Interest received after the Return Date will not be considered.
3. Following evaluation, any person submitting an Expression of Interest by the Return Date and satisfying the criteria will be notified within 1 month of the Return Date that they will be placed upon the Approved List.
4. The Approved List shall be for a term of 1 year from the Return Date.
5. Award of contracts:
   1. The Authority will notify such number of the Consultants as it determines of the Services it requires from time to time and such Consultants shall be given the opportunity to assess each job individually. A Consultant’s response to a request does not guarantee an award of contract.
   2. Services will be awarded on a call off basis by contract. The price for a Contract will be determined by the rates provided in the Consultant’s Expression of Interest.
   3. The value of any contracts issued under this Approved List to each Consultant shall not exceed £25,000 exclusive of VAT in any 12 month period.
6. A Consultant may be removed from this Approved List with immediate effect on written notice from the Contract Administrator if:
   1. there is a material change in the Consultant’s Expression of Interest Form or their circumstances materially change;
   2. they are in breach of any contract issued under this Approved List (or any other contract with the Authority);
   3. the Consultant behaves in a way that the Contract Administrator considers to be contrary to prevailing community standards, be in conflict with the interest of the Authority (as a planning authority or otherwise) or may be regarded by the public as unacceptable, or which may be detrimental to the general reputation of the Authority by its continued association with the Consultant.
7. Any Consultant may withdraw from this Approved List by giving written notice to the Contract Administrator at any time.

**E. Detailed Conditions applying to any contract awarded**

1. All contracts shall be in the Authority’s standard form and shall incorporate the Authority’s standard terms and conditions, which are available on request.
2. The contract shall contain provisions relating to:
   1. General Data Protection Regulations, where each party shall comply with its obligations under the Data Protection Act 2018 and General Data Protection Regulation ((EU) 2016/679) (including provisions agreement of the control and processing of data); and
   2. Intellectual Property Rights, where it is agreed that all intellectual property rights arising from the Services shall vest solely in the Authority.
3. The Consultant will be responsible for health and safety during any contract. Risk assessments and method statements will be provided by the Consultant if requested.
4. The Consultant will inform the Contract Administrator if it becomes aware of any conflict of interest arising from the performance or the Services (or a request to perform any Services).
5. Save in connection with the performance of any Services, the Consultant and its employees must only make contact with the Authority’s staff engaged or connected with the Authority’s planning department by way of formal appointments and meetings. All other contact with any Member of the Authority or its staff shall be wholly via the Contract Administrator.
6. The Consultant (and its staff performing the Services) will sign a Confidentiality Agreement, Data Protection Agreement and conflict of interest statement (see 8 below) prior to performing any Services.
7. Travel expenses will be paid according to standard terms paid to established staff.
8. The Consultant will observe the following rules regarding potential conflicts of interest with regard the following potential levels of involvement:
   1. Planning applications with which the Consultant has had direct involvement (either as agent or preparing a Planning Statement):

* Declare an interest and take no part in the application.
  1. Planning applications involving proposals with which the Consultant has had direct involvement prior to contracting with the Authority, but was not involved in the application itself:
* Declare an interest and take no part in the application.
  1. Planning applications involving sites/applicants with which the Consultant has had direct involvement prior to contracting with the Authority, but was not involved in the application itself:
* Declare an interest and take no part in the application.
  1. Enforcement cases involving sites/applicants with which Consultant has had direct involvement prior to contracting with the Authority:
* Declare an interest and take no part in the action.

**G. Glossary of terms**

“Approved List” means a list of approved Consultants created under the Authority’s standing orders for procurement

“Authority” means the Peak District National Park Authority

“Consultant” means a consultant (being a company or otherwise) appointed under this Approved List

“Contract Administrator” means an officer of the Authority administrating contracts issued under this Approved List

“Expressions of Interest” means responses to an Approved List request attached

“Return Date” means the return date for Expressions of Interest

**EXPRESSION OF INTEREST FOR THE APPROVED LIST FOR THE PROVISION OF PLANNING SERVICES TO PEAK DISTRICT NATIONAL PARK AUTHORITY 2023/2024**

**REFERENCE: PDNPA/Planning Services Support 2023/2024**

(To be completed by the Consultant and returned using the details above)We ……………………………………………………………………………………………..are interested in carrying out the following Services described in your Approved List request: **[DELETE AS NECESSARY]**

**[a. Development Management:**

**i. Assessment and determination of planning applications (including Minerals and Waste Planning);**

**ii. Site visits;**

**iii. Writing of delegated reports, planning committee papers and related decision notices]**

**[b. Planning Policy:**

**i. Writing of topic papers and development of policy text (including Minerals and Waste policy) and guidance to inform planning decision making in the national park]**

**[c. Enforcement:**

**i. Consideration of cases involving unauthorised development, and breaches of planning consent. Preparation of delegated reports assessing expediency to use a range of enforcement powers]**

**[d. Historic Building Advice**

1. **Provide specialist advice on conservation issues for Listed Buildings of all grades and non-designated heritage assets in relation to Enforcement (item c above) only. To include site visits where required.**

**e. Conservation Area Appraisal**

1. **Site visits**
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4. **Ecological Advice on Minerals Planning Cases**
   * 1. **Provide specialist advice on habitat and species conservation and nature recovery in relation to minerals planning cases, including pre-application advice, planning applications, variation and discharge of planning conditions, compliance monitoring, review of restoration and aftercare proposals and progress including attendance at site visits, and planning appeals To include any other necessary appraisal of ecological information submitted by the applicant, and site visits where required.**
     2. **Provide advice on Biodiversity Net Gain in relation to minerals planning cases.**

Please provide the following information concerning the provisions of services (all rates excluding VAT):

|  |  |
| --- | --- |
| 1. Hourly rate (within IR35) 2. Hourly rate (outside IR35) 3. Fixed price rate per case report (simple cases) 4. Fixed price rate per case report (complex cases) 5. Fixed price for Conservation Area Appriasal   **Please note: these rates will be fixed for the period of the Approved List** | £……………………  £……………………  £……………………  £……………………  £…………………. |
| 1. Travel costs/mile | £…………………… |
| 1. Any further incidental costs | |
| 1. Please provide details of location of main base for staff. | |
| 1. Staff performing the Services | |
| 1. Any further relevant information | |

1. Please confirm that the following supplementary information where appropriate is available on request and will be provided prior to the award of any contract:

Valid Insurance certificates indicating level of cover for:

* + Employers liability YES/NO
  + Public liability YES/NO
  + Professional Indemnity YES/NO

1. Please state how you can demonstrate conformance below:

* That the Consultant is technically competent

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| --- |
|  |

* That the employees performing the Services are technically competent

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|  |

* Confirmation that the Consultant/employees performing the Services hold RTPI recognised qualifications and provide copies of certificate(s)

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| --- |
|  |

* Evidence that the Consultant/employees performing the Services have the relevant post qualification experience (at least 3 years)

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|  |

* A written declaration which states that the Consultant can operate with independence, impartiality and integrity and that personnel carrying out the work are adequately trained for all aspects of the work taking place.

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1. Please confirm whether or not the Consultant/employees performing the Services have undertaken any recent data protection training and if so, when that was (please note that if recent training has not been undertaken this may be required on appointment):

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We confirm that amounts stated above have not been adjusted under any agreement or arrangement with any person

**Signature** .................................................................................................... **Name of Consultant**:………………………………………………………………………………………..

**Address** ....................................................................................................**Date** ……………………………...............................................................................