



Llywodraeth Cymru
Welsh Government

Technical Services Consultancy Framework
C131/2007/08 – Category 5 Masterplanning – Lot 5.3 Planning Consultants
(All Wales)

Evaluation of the planning permission process for housing

Mini Competition Bid

Project Brief

Date issued: 4 February 2013

Planning Division
Department for Environment and Sustainable Development

Research: Evaluation of the planning permission process for housing

1. Introduction

- 1.1 The Welsh Government, acting on behalf of the Welsh Ministers (both hereinafter referred to as the '*Client*'), reserves the right not to proceed with any proposals made in response to this invitation.
- 1.2 This document sets out preliminary details of the scheme to enable the suppliers invited to provide (i) a Mini Competition Bid (which includes a Quality Statement) and (ii) a completed Activity and Cost Schedule.
- 1.3 The terms and conditions are in accordance with the Technical Consultancy Framework Agreement (Contract Reference No: C131/2007/08) **Category 5.3 Planning Consultants** and the following details should be taken into account in assembling the Mini Competition Bid submission.
- 1.4 The supplier will not be entitled to be remunerated or reimbursed for services provided, including any disbursements incurred, before the date of award of the commission.

Mini Competition Bid Communications

- 1.5 The Instructing Officer for this Mini Competition Bid exercise is Paul Robinson. Contact with the Instructing Officer must be made via e-mail only paul.robinson@wales.gsi.gov.uk.
- 1.6 Any queries should be made as soon as possible and in any case not less than 2 working days before the due date for return of the Mini Competition Bid.

Submission of Bids

- 1.7 The Mini Competition Bid is to be submitted by e-mail and your response must have a subject heading of: 'Evaluation of the planning permission process for housing - Mini Competition Bid – [*Supplier Name*]' and returned to Paul Robinson **no later than 14.00 hrs on 28 February 2013**.
- 1.8 You must ensure that your Mini Competition Bid is completed legibly and submitted in PDF or MS Word.
- 1.9 Suppliers should provide all associated costs with their bid in MS Excel 2003 format by amending the Excel spreadsheet provided in the e-mail. The completed spreadsheet must have a subject heading of "TCP – Housing – Research – [B04] - Evaluation of the planning permission process for housing - Activity & Cost Schedule – [*Supplier Name*] [*date*]".
- 1.10 Please note that any submissions from suppliers received later than 14.00 hrs on 28 February 2013 will be rejected.
- 1.11 Suppliers may be invited to make a presentation in support of their bid if the evaluation panel consider that an interview is necessary to select a preferred supplier. The purpose of the interview would be to clarify

any issues raised by the evaluation panel's consideration of the bid. The interview would be held at the Client's offices at Cathays Park, Cardiff and it is anticipated that this would take place in the week commencing 18 March 2013, with suppliers being given one week's notice.

2. Outline scope of services

- 2.1 The purpose of this research is to examine the barriers to the delivery of timely decisions for housing developments and to consider opportunities to improve the performance of the key players to facilitate the delivery of both market and affordable housing.

Duration

- 2.2 It is the intention of the Client for the contract to be awarded on 27 March 2013. It is expected that a period of 1 day will elapse between award of the contract and its commencement.
- 2.3 The commission must be completed within a period of **five months** from the date of appointment. Further requirements for the completion of the work are set out in Section 6.

3. Background

- 3.1 The Welsh Government has reformed the planning system significantly since devolution. Up-to-date planning policies have been put in place that reflect the commitment to deliver sustainable development, economic renewal and affordable homes. To assist delivery at the local level, a new local development plan system has been introduced. The Welsh Government has also announced its intention to bring forward a Planning Reform Bill during this Assembly term, preceded by consultation on a White Paper.
- 3.2 As part of the evidence base for the Planning Reform Bill an Independent Advisory Group (IAG) was set up to consider options about how best to deliver the planning system in the future. The IAG's report included recommendations about the operation of planning committees. In response RTPI Cymru has been asked to establish an independent group of experts to oversee a research project that will examine the functioning of planning committees across Wales.
- 3.3 Work is also underway to improve the planning application process following a review which reported in June 2010¹. This includes the

¹ Study to Examine the Planning Application Process in Wales, Welsh Government, June 2010 <http://wales.gov.uk/topics/planning/planningresearch/planningapproach/?lang=en>

delivery of new and improved secondary legislation, policy changes, technical advice and resources².

- 3.4 One area where improvement is necessary is the efficient delivery of timely planning decisions and the purpose of this project is to gain a better understanding of the way in which planning applications for housing developments are dealt with in the planning application process.
- 3.5 The statutory limit for the determination of planning applications is currently 8 weeks. Where applications are subject to an Environmental Impact Assessment this extends to 16 weeks. While the Welsh Government collects data on the performance of local planning authorities in determining applications within the 8 week period, this is not currently broken down into the types of application.
- 3.6 This research is therefore being commissioned to examine the whole planning permission process, covering both market and affordable housing. The results of this research will complement the work to improve the planning application process and feed into the Planning White Paper and the subsequent Planning Reform Bill.

4. Aim

- 6.1 The aim of this project is to examine the barriers to the delivery of timely decisions for housing developments and to consider opportunities to improve the performance of the key players to facilitate the delivery of both market and affordable housing.
- 4.2 The research must provide a robust evidence base, with recommendations about ways to improve the decision-making process for the delivery of market and affordable housing.

5. Scope of services

- 5.1 It is anticipated that it will be necessary to identify around 20 case studies for detailed analysis, covering schemes that achieved planning permission and those that were refused planning permission, in addition to covering both allocated and non-allocated sites. For each scheme, the time taken and the key milestones should be identified and examined.
- 5.2 Case studies will need to cover a varied scale of applications from small to large schemes, both urban and rural and those on Greenfield /

² Details on progress are available on the Welsh Government's website:
<http://wales.gov.uk/topics/planning/planningresearch/planningappprocess/papers/ipupdate5/?lang=en>

Brownfield sites and those where Welsh language is an issue, covering both North and South Wales. The case studies will also need to cover the various means of delivering affordable housing, including schemes which have involved the use of Social Housing Grant and those that have been delivered through planning agreements.

- 5.3 This is likely to require the appointed supplier to visit a number of local planning authorities to obtain the necessary detailed information.

6. Mini Competition Bid Price

- 6.1 The Supplier shall within the Mini Competition Bid prepare and submit a Lump Sum fixed fee for each of the activities set out in the Activity Schedule below. An indicative budget of **£45,000** (exc. VAT) has been allocated for this work.
- 6.2 The Supplier must reproduce the Activity and Cost Schedule on the attached MS Excel Sheet, outlining their Lump Sum fixed fee against each activity listed.
- 6.3 Suppliers are expected to set out a Quality Statement in their Mini Competition Bid document, detailing their approach and methodology.

Build-up of Activity Schedule

- 6.4 The Supplier shall within their Lump Sum Bid provide a detailed breakdown of the inputs and outputs against each activity and identify any sub-activities to reflect the supplier's approach to the delivery of the work.
- 6.5 Where Suppliers consider there to be a need for additional activities to reflect their specific approach to the work, they should outline this in their Lump Sum fixed fee against these activities (see below).
- 6.6 For additional services that may arise during the commission that are not covered within the scope of services, the supplier shall use the hourly rates in their Technical Consultancy Framework Agreement 2010 Tender Submission. It should be noted that any additional services or additional costs cannot be claimed unless prior written approval is given by the Instructing Officer.
- 6.7 Suppliers are required to provide a fixed cost Mini Competition Bid for consultancy services to include, but not limited to, the following outline scope of work: