

Accredited Agents Scheme - Code of Practice

Introduction

The Accredited Agents Scheme has two principal objectives.

1. To promote the submission of householder planning applications that are of the required standard and so deliver efficiencies in the planning system and quicker decisions.
2. To foster good working relations between the Council and planning agents.

Set out below are the criteria for joining the scheme, the commitments and level of service that accredited agents would expect to receive from us, and the code of practice for all accredited agents.

Trafford Council will:

- Admit agents to the scheme once they have submitted three consecutive valid householder applications.
- Register and validate applications within 3 days of receipt.
- Provide a list of Accredited Agents on the Council's website.
- Keep the agent informed of the progress of the application through email or telephone.
- Allow the agent to advertise themselves as an Accredited Agent and use the Accredited Agent logo
- Monitor applications by Accredited Agents to ensure that the quality level is maintained.
- Reserve the right to withdraw agents from the scheme who do not abide by this code of practice, including those who submit two applications within a six month period where errors are found.

Accredited Agents will:

- Submit **correctly completed** applications including:
 - Application forms filled out in all respects.
 - 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 site plan at 1:500 or 1:200
 - Other plans as needed must be of good quality, accurately drawn to a metric scale and with key dimensions or scale bars noted on the plans.
 - Any additional information that is required, in accordance with the validation checklist, for example, a Flood Risk Assessment for development within a Zone 2 or 3 Flood Zone, or a Design and Access Statement for development within a Conservation Area, Tree survey or Tree protection plan as applicable.
- Include an Accredited Agent Checklist, and if needed an explanatory letter saying why information on the checklist is not supplied, with every application.
- Act in a professional manner and not bring the Council's reputation into disrepute.
- Treat all Council Employees in a respectful dignified manner. Any disrespectful behaviour may result in Agents being removed from the scheme.
- Attend a briefing session at least once a year to keep up to date on relevant topics.
- Only publicise the Accredited Agents status in a way that is agreed with the Trafford Council.

I/We apply to join/renew membership of the Trafford Accredited Agents Scheme and agree to abide by the code of practice terms set out above.

Company Name _____

Agent Name _____

Address _____

Email _____ Telephone _____

Signed _____ Date _____