

Planning Procedure

September 2018

Introduction

This Planning Procedure is to inform project managers, planning consultants, architects, facilities/buildings managers and any person intending to submit a planning or listed building application on behalf of the University of Oxford.

The Planning Procedure has a focus on Capital Projects but is relevant to all projects from minor works (including listed building applications) to major projects managed by the Capital Projects team, which are likely to require involvement with the planning system. Facilities/Building Managers must either consult with the Town Planning Manager and follow this procedure or commission the work through the Conservation and Buildings team who will seek the necessary planning permissions as part of the works.

Unless otherwise advised, all projects which have planning implications must be taken forward in accordance with this Planning Procedure. Any departure from this Planning Procedure must be approved in writing in advance by the Acting Director of Asset & Space Management.

It should be assumed from the outset that the process of securing a planning permission for major schemes from the first team site visit to the issuing of a decision notice often takes around 12 months

This Planning Procedure includes:

- Roles and Responsibilities
- Guidance on the University's requirements for taking a project through the planning process, including:
 - Tendering and appointment of planning, EIA, transport and other specialist consultants required to progress the planning process
 - Guidance on planning application submissions including Non-Material Amendments and conditions
 - Conduct and expectations of meetings with officers and members of Local Planning Authorities (LPA)
 - Scoping of Environmental Impact Assessments (EIA)
 - Approach to public consultation
 - Approach to communications
 - Reporting requirements for University Governance and committees
- Planning process flow chart
- RIBA Stages
- Glossary of Terms
- The key personnel of the University Estates Team

Roles and Responsibilities

Project Managers

- Produce the necessary technical and supporting materials required for all elements of the planning process, including obtaining landownership details from the Information Records Manager or Legal Services Office
- Ensure that the relevant University committees are provided with information and that this information has been approved by Estates Services (3 days are required for approval)
- Co-ordinate input and responsibilities of the planning consultants and design team to ensure that a planning application can be submitted in a proper and timely manner with all necessary documentation, having completed all internal procedures and obtained the necessary University approvals
- Budget for the requirements of the planning procedures based on the advice of Estates Services team
- Are responsible for finalising the terms of engagement and processing of consultants appointed by the Town Planning Manager and thereafter have responsibility for the raising of purchase orders and payment of invoices
- With the planning consultant, ensure that the architect undertakes a review of the “as built” plans compared with the approved plans. If there are differences, these must be reviewed and the Project Board advised as to appropriate action. The Project Manager should then ensure actions are completed
- Ensure that the project is presented to the correct range of internal committees
- Update Concerto including planning decision notices identifying all conditions

Estates Services team

- Procure, seek tenders, shortlist and appoint the planning team, including planning, EIA, highways and other related consultants as necessary
- Approve and sign off on key stages, and all supporting materials and documents during the planning application process
- Ensure that the above documentation aligns with University policy and corporate identity, and is consistent with other Capital Projects

Town Planning Manager

- Reports to Acting Director of Asset & Space Management
- Appoints the planning, EIA and highway consultants
- Responsible for the planning process of all major planning applications
- Regularly meets with the Local Planning Authorities to raise issues or hold discussions on project and/or planning related matters (principally Oxford City Council)
- Regularly maintains and reviews the Service Level Agreement (SLA) with Oxford City Council
- Approves the planning section of Project Board reports
- Ensures a consistent approach across all University projects
- Reviews and challenges planning proposal submissions in terms of technical points, wider University policy, legal matters

Town Planning Manager (cont.)

- Identifies key planning related issues and objectives to ensure consistency of understanding
- Identifies the planning risks and opportunities at the outset
- Confirms if an EIA can be discounted (see point 4 on page 8)
- Is the first point of contact for day-to-day planning enquiries
- Reviews public consultation materials and contributes to the Statement of Community Involvement
- Reviews planning consultants' inputs to Project Board reports (three working days are required for reviewing drafts).
- Attend Project Boards where required
- Assists in the planning section of Project Boards reports where no planning consultant is appointed
- Oversees the organisation of the liaison meetings with Oxford City Council planners, where projects at all stages may be tabled, attend and agree minutes and actions
- Co-ordinates reporting of applications to Buildings & Estates Sub-committee (BESC)
- Offers general planning advice on day to day planning matters
- Works with the planning, EIA and highways consultants and project managers
- Provides guidance on how to use this Procedure

Capital Projects Communications Manager

- Liaises with the departments/divisions
- Identifies key communications objectives and messages to ensure consistency
- Manages and promotes agreed communication messages
- Co-ordinates communications activities internally and externally
- Identifies communications risks and opportunities at the outset
- Identifies interested parties (stakeholders) for agreement with the Town Planning Manager and planning consultant if appointed
- Creates and manages a communications plan to ensure that key aspects of the projects are being communicated to the right people at the right time
- Works with the project team and Public Affairs Directorate to identify the right channels for news/information about the project and to progress and identify target audiences
- Maximises good news story potential
- Analyses and report on the feedback received following a public consultation event working with the planning consultant, if appointed, and the project manager
- Liaises with the consultants and project manager
- Hold records of communications with stakeholders
- Contributes to the Statement of Community Involvement

Key Meetings

Buildings and Estates Sub-committee (BESC)

- BESC has the delegated responsibility from the University's Planning and Resource Allocation Committee (PRAC) for management and maintenance of the functional estate.
- It is the responsibility of BESC to make recommendations to PRAC concerning the strategic development of the functional estate taking into account institutional plans and environmental, planning and heritage issues.
- For this reason, **all planning applications must be reported to BESC prior to their submission to the Local Planning Authority**. BESC meets three times a term.
- The general guide for BESC reporting is given below but if in doubt seek advice from the Town Planning Manager:

Projects requiring BESC approval include: Planning applications (major and minor schemes), change of use applications, listed building applications, reserved matters for major schemes, demolitions.

Projects that are reported to BESC but do not normally require BESC approval: Minor Material Amendments, Non-Material Amendments, Certificate of Lawfulness applications (confirming permitted development rights), prior approvals, approval/variation or discharge of conditions, screening and scoping opinions for EIAs, works to trees covered by Tree Preservation Orders and advertisement applications.

Project Boards

- Project Boards are appointed by BESC to manage all major projects over £100k. A handbook is available on the website which outlines their responsibilities, the format of Project Board meetings, and the documentation, controls and procedures involved.
- The Project Board is made up of a person nominated by the department on whose behalf the project is being undertaken, a person nominated by the relevant division and a person nominated by the Director of Estates.
- This is the principle forum in which the client can contribute to and inform the project during its progress through planning. Consultation with the client is a central function of the Project Board.

Planning Procedure

1. Early stages (pre-feasibility) RIBA 0

Project Managers will advise the Town Planning Manager of the project and together they will agree:

- whether the appointment of a planning consultant to manage the process would be beneficial to the project;
- who to instruct, including tendering for the service if necessary;
- to ensure the planning consultant is suitably briefed;
- the likely requirement for other consultants, including EIA;
- consideration of potential CIL or Section 106 requirements.

It may also be appropriate to engage with planning officers at the regular meetings with Oxford City Council. The Town Planning Manager and Head of Conservation and Buildings can advise regarding this.

Approaches to all local authority planning officers must only be made following agreement with the Town Planning Manager.

2. Pre-application advice

Where the development is taking place within the Oxford City Council administrative area, Project Managers must liaise with the Town Planning Manager and/or the Head of Conservation and Buildings so that the proposals may be considered at the regular meetings between the University and City Council.

Such meetings are minuted, the minutes are subsequently agreed by all attendees.

Pre-application meetings with other Authorities must be managed in the same way. Some pre-application queries may be raised at Local Planning Authority (LPA) Executive Director level in agreement with the Town Planning Manager.

3. Tendering and appointment of planning consultants (and other consultants on planning-related matters)

Project Managers along with the Town Planning Manager shall consider whether to appoint a planning consultant to manage the process including preparation of the application, negotiation with the Local Planning Authority and arrangements for discharge of conditions.

Where a planning consultant or transport consultant is to be appointed, the tender process will be managed by the Town Planning Manager under authority delegated by the Director of Estates.

The process for appointing consultants is:

- The Town Planning Manager shall agree the number and name of planning/transport consultants to be approached and the nature of their brief. In the case of transport consultants, the Head of Environmental Sustainability will also be consulted
- Two members of the Estates Services Tender Panel will attend the opening of the tenders
- The Town Planning Manager, in consultation with the project manager, will make a recommendation for appointment to the Project Board for a decision
- The contract is to be awarded by the Town Planning Manager

If the anticipated fee for the contract, sub-contract, or order value exceeds £500,000, then the Director of Estates will agree the number of tenders to be invited. The names of the tenders will be agreed by BESC.

The tender opening will be attended by three members of the Estates Services Tender Panel.

If any tender other than the lowest tender, is selected, BESC approval may be required and the award of contract will be by the Director of Estates.

4. Screening of Environmental Impact Assessments (EIA)

The EIA implications must be considered on each development. Time must be allowed for input and advice from the LPA .

An EIA should only be discounted for those applications which involve only internal restructuring or minimal new building work and this decision should be confirmed by the Town Planning Manager.

The Town Planning Manager and Legal Services Office (LSO) shall advise as to the formal screening process to determine whether an EIA is likely to be required.

Survey work is an integral part of the EIA process and time must be allowed for this work to be undertaken. Some projects which do not require an EIA may still require some level of survey work; the planning consultant can advise what survey work is required. In the absence of an appointed planning consultant, the Town Planning Manager can offer advice regarding survey requirements.

If an EIA screening opinion is required:

An EIA consultant must be appointed by the University and any such appointment will be led by the Town Planning Manager and the LSO.

The Project Manager and full design team will need to provide the consultant with all the information necessary to assess the development.

The EIA consultant will prepare the information and manage the process.

The appointment of the EIA consultant will follow the same tender and appointment processes as that for the planning consultants, (as outlined in Section 3).

If an EIA is considered advisable but is not necessary:

Where the Town Planning Manager and the LSO consider that an EIA is advisable, but not necessary, the Project Board must consider whether an EIA should be carried out in the particular circumstances of the proposed development.

If the Project Board considers that an EIA should not be volunteered, the planning consultant, in consultation with the EIA consultant, must ask the LPA to issue a screening opinion which must be accompanied by a detailed screening report from the University setting out why the development is not EIA development.

Negative screening opinion ends the process.

Should the screening opinion be positive, then an EIA needs to be prepared.

EIA developments (where Project Managers are advised this is necessary)

Time must be allowed for:

- Preparing an EIA (in accordance with the statutory European Regulations)
- Consideration by the Council in the development programme

When an EIA has been prepared for a development, the development must be built in absolute accordance with the details which have been assessed. Any proposed changes must be referred back to the Acting Director of Asset & Space Management.

Outline applications for development accompanied by an EIA will need to have the EIA updated to accompany each reserved matters submission.

Developments which either require an EIA or which are subject to a screening opinion that the development meets the threshold in Schedule 2 of the EIA Regulations for an EIA development but does not have an effect on the environment, must either be accompanied by an updated EIA for the discharge of pre-commencement conditions, or allow sufficient time to enable the condition discharge application to be screened to determine whether the discharge of the pre-commencement conditions will result in significant environmental effects.

If there is a request for additional information from the LPA or one of the statutory agencies, the Project Manager is responsible for ensuring that this information is prepared and provided as quickly as possible to the EIA consultant.

At least 21 days must be allowed for additional consultation with any submission of amended plans. Further consultation will be needed to comply with the statutory European Regulations and it may also be necessary to post additional site and newspaper notices.

The Project Manager must liaise with and agree the approach to the notification of the application for planning permission and consultation on the EIA with the planning Consultant, the Acting Director of Asset & Space Management and the LSO.

The EIA may not be prepared by the planning consultant without the approval of the Town Planning Manager

Any subsequent submissions as part of the original application, including variations, must also either be accompanied by an EIA or be screened again.

5. Guidance on planning application submissions

The application should be prepared and submitted by the planning consultant (if appointed) or the Project Manager.

The planning consultant/Project Manager must ensure the accuracy of all information, most notably:

- Applicant details – All applications on behalf of the University must be in the name of “The Chancellor, Masters and Scholars of the University of Oxford”, University Offices, Wellington Square, Oxford OX1 2JD
- Description of the site area
- Contamination status
- Red line boundary and CIL application – Must be agreed with the LSO
- Land ownership notices and certificates – Must be agreed with the LSO
- Confirmation of the fee (with the LPA) and arrange payment of the fee

All planning applications must be approved by the necessary University committees (BESC and where relevant Project Board, and, in certain circumstances, Property Management Sub-committee), prior to its submission to the LPA.

The application form and red line boundary plan must be reviewed and approved by the LSO. The Project Manager must confirm the land ownership arrangements with the Information Records Manager.

The completed planning application form and supporting documents, including reserved matters, conditions discharge and non-material amendments, must be checked and approved by the Town Planning Manager. For new applications, the expected design detail level is Stage 3.

All landowners need to be notified of the application; it cannot be assumed that the University owns the entire site.

Once submitted, the planning consultant must check that the relevant body (LPA or applicant) has published the necessary site and newspaper notices and informed the relevant statutory agencies of the application. Where a planning consultant is not appointed, the Project Manager and Town Planning Manager will both be responsible for checking the notices have been displayed. The site notices must be monitored and additional notices provided if necessary. Confirmation of the display of these notices shall be reported in writing to the Acting Director of Asset & Space Management and evidence copied to the Information Records Manager.

i. Site visits

At the beginning of a major project, before any discussions take place with the LPA, a site visit shall be undertaken to consider the site, its location and surrounding area in order to identify any particular issues and key neighbours which need to be taken into account as part of the planning application process. The site visit should be attended by the project manager, Head of Capital Projects or representative; the Town Planning Manager and, if required, a member from the LSO team.

The client should also be invited to attend the site visit.

ii. Public consultations

From the outset of the project, the Project Manager is required to:

- set up a briefing meeting with the Town Planning Manager, Capital Projects Communications Manager and relevant consultants to establish the team's roles and responsibilities to raise awareness of the University's approach to public consultation.
- together with the planning consultant, work with the Town Planning Manager and Capital Projects Communications Manager to determine the approach to public consultation for the particular project. The recommended course of action shall be agreed by the Town Planning Manager and minuted accordingly by reporting to the Project Board.

The approach to public consultation needs to be assessed on a case-by-case basis. Please refer to Section 7.

Proposals which are classified as 'Major development', for example, the construction of a building with floor space of 1000m² or more, or development on a site with an area of 1ha or more will always require at least one round of public consultation, and possibly two rounds. From the outset, the project manager must allow sufficient time for two events to take place with an opportunity to allow time for feedback (usually two weeks) and a review thereafter, which could potentially alter the design.

iii. Design reviews

Central government advises that LPAs should, when appropriate, refer major projects for a national design review. When assessing applications LPAs should have regard to the recommendations from the design review panel.

The process (before RIBA stage 2) may run alongside the public consultation events. Advice shall be sought from the LPA to determine whether or not a design review is required and if so, what form it should take (workshop, presentation, or both). The Project Manager is required to work with the planning consultant and Town Planning Manager to determine the approach, with the final decision on the matter resting with the Town Planning Manager.

Attached at **Appendix B** is the current Oxford Design Review Panel template, outlining what information is required for an effective process. Currently the fee for the first Design Review Panel session is £5,000, more than one may be required with a further fee).

Early engagement is encouraged, however this needs to be assessed on a case-by-case basis.

iv. Negotiating planning conditions

It is important that the conditions proposed to be attached to a planning permission are negotiated with the University prior to their inclusion in the Planning Committee report or consideration by the Committee. When conditions are to be discussed, the planning consultant must attend the meeting with the LPA.

Pre-commencement conditions can be attached to the decision notice and must be discharged before planning permission can be considered as having been granted. Discharging pre-commencement conditions has consequences for the timescale of the programme. Therefore, the intention should always be to avoid any pre-commencement conditions being attached to the decision notice. This is done by providing the LPA with the fullest information possible.

Pre-commencement conditions on a development which has been positively screened for EIA must be screened again before the conditions are discharged. If an EIA was originally required this may need to be updated and submitted with the condition discharge information.

A schedule of all conditions, together with timescales for discharge, should be prepared by the planning consultant. This schedule should be monitored at Project Board meetings to ensure that arrangements for discharge of the conditions are being complied with.

The Project Board must be informed when the details to discharge the conditions are submitted to the LPA and when approval has been received.

The Project Manager and planning consultant must ensure that details are discharged within the timescales set out in the planning permission.

All proposed draft planning conditions must be reviewed with the Town Planning Manager and the LSO.

The Project Board must be asked to confirm in writing that pre-commencement conditions have been discharged satisfactorily before any commencement on site.

v. Section 106 agreements

The LSO can advise on whether a particular development proposal is likely to warrant a S106 obligation. For all S106 agreements, sufficient time must be allowed to prepare and complete the agreement; this can impact on the programme because planning permission cannot be issued until the agreement has been signed by all parties. The Heads of Terms should be agreed with the relevant LPA, and County Council officers, so far as possible before the application goes to the Planning Committee.

Potential S106 payments may include contributions towards, for example, affordable housing or road improvements but they must always be directly relevant to the proposed development. S106 agreements must be discussed with the LSO as soon as possible after the application has been made.

An allowance for the payments must be made in the project costs.

vi. Community Infrastructure Levy

The Community Infrastructure Levy (CIL) will be due for payment on all new developments within Oxford City unless the University is able to rely on the charitable exemption under Regulation 43 of the CIL Regulations.

CIL is payable within 60 days of the commencement of development. In Oxford, the standard rate is £125.93*per sqm for uses falling within Use Classes for shops (including some services), dwelling houses, HMOs and student accommodation. All remaining uses will be charged at £25.18* per sqm (*as at January 2018 and subject to change).

The charitable exemption can only be granted before the commencement of development. To avoid impacting on the project costs, both the application for exemption and the LPA's decision on the application for exemption must be received before the development starts.

Potential CIL liability must be discussed with the LSO at the beginning of the project and once the scheme has been finalised.

Each LPA can adopt its own charging schedule, the above applies to Oxford City Council only.

Failure to obtain confirmation of the exemption will mean that CIL is payable, even if the exemption would otherwise apply.

vii. Discharge of conditions

The planning consultant and Project Manager in consultation with the Town Planning Manager must provide the Project Board and the Head of Capital Projects with a tracker list of all the conditions attached to the planning permission. These shall be entered onto Concerto for monitoring purposes.

The tracker must identify any conditions which need to be discharged before works begin or before occupation is allowed. The tracker should be updated regularly and an up-to-date version must be included in the Project Board report and be copied to the Town Planning Manager.

Details of any conditions which need to be discharged before works start on site must be approved in writing by the LPA before any works on the site begin, even if the LPA's planning officers have verbally consented to the works.

viii. Non-material amendments

Any amendments to the design should be kept to an absolute minimum, especially where an EIA is involved. The Town Planning Manager can advise if a proposal is likely to be acceptable as a Non-Material Amendment (NMA). If such amendments are necessary, details must be submitted to the LPA with accompanying drawings at the earliest possible opportunity and before the works are carried out.

Current legislation does not allow non-material amendments to be made to listed buildings or reserved matters applications.

Development must not take place on any amended design until written approval has been received from the LPA (usually 28 days). If any works are undertaken before the approval has been received from the LPA, there is a risk that these changes will be treated as unauthorised and the original proposals will need to be reinstated. The Project Board must be advised of this risk. Further BESC approval would not ordinarily be needed but if in doubt please contact the Town Planning Manager.

It is assumed that projects will be built in accordance with the approved drawings as submitted with the application.

ix. Listed Buildings, Conservation Areas, and other Designated Heritage Assets

Project Managers should make themselves familiar with the Conservation Management Plans for buildings where available. In addition, written guidance which details the requirements for planning submissions relating to the Heritage Assets can be obtained from the Head of Conservation and Buildings. Current legislation does not allow non-material amendments to be made to listed buildings so all development should be carried out in accordance with the approved plans.

Listed building proposals must be discussed with the Head of Conservation and Buildings.

x. Planning records

This includes: copies of correspondence with the LPA, planning permissions, listed buildings consents, any accompanying drawings, public comments, any EIA reports and any details submitted to discharge conditions.

All planning applications (including reserved matters, non-material amendments, conditions etc) must be approved by the necessary University committees prior to submission i.e. Project Board, BESC and, where necessary PMSC. Confirmation of this shall be reported in writing to the Town Planning Manager and copied to the Information Records Manager.

On completion of the project, the architect will review the development "as built" against the LPA "approved" scheme and note any differences. These will need formal approval by the LPA either by submission of an NMA or confirmation that the matters are "de minimus".

All relevant information must be recorded electronically as PDFs and sent to the Information Records Manager to add to the site records.

6. Conduct with officers and members of Local Planning Authorities

The LPA should be consulted when a feasibility study is started for a development which may require planning permission and/or listed building consent.

The Director of Estates and the Town Planning Manager have regular meetings with Oxford City Council at which strategic planning issues are discussed. Where a development proposal may have strategic importance to the University, or where it affects a site on which more than one development will eventually take place, the Director of Estates must be made aware of the development so that any strategic issues arising can be discussed with the LPA at the earliest possible opportunity.

Where the development is taking place within the Oxford City Council administrative area, Project Managers must liaise with the Town Planning Manager so that the proposals may be considered at the regular meetings between the University and City Council. Presenting projects to these meetings may not be necessary where project specific meetings are already taking place and where a Planning Performance Agreement has been finalised. The Town Planning Manager will advise in advance of the timing of any meetings.

Minutes of all meetings and telephone calls with local authorities, statutory consultees and interested parties must be taken and **subsequently approved by all the attendees**. Such minutes shall be reported to the Project Board in the monthly report. The Project Manager must review these minutes and note any actions arising. The Project Manager is responsible for ensuring that the planning consultant is aware of any outstanding actions. All minutes must be copied to the Head of Capital Projects and the Town Planning Manager.

The planning consultant and/or Project Manager should liaise with the planning officers to invite the committee members to visit the site before the committee meeting and ensure that the committee has all the information it requires to take the decision on the development.

The Project Manager and planning consultant must attend the planning committee meeting with a prepared presentation which has been checked by the Town Planning Manager and approved by the Project Board in advance. It may also be appropriate for a member of the University to speak in support of the application. This must be discussed with the Town Planning Manager and the Project Board.

7. Approach to public consultation

i. Consultation requirements

For major developments, the University must allow for at least one round of public consultation, and potentially two, before a planning application is submitted.

The form consultations take will be agreed with the Town Planning Manager and endorsed by the Project Board.

The preferred level of design for early public consultation is RIBA Stage 2 (Concept Design) where there is sufficient information to enable meaningful input into the next stage 3 (Developed Design).

From the outset, the Project Manager is required to:

- Set up a briefing meeting with the Town Planning Manager, Capital Projects Communications Manager, and relevant consultants to establish the team's roles and responsibilities and to raise awareness of the University's approach to public consultation.
- Together with the planning consultant, work with the Town Planning Manager and Capital Projects Communications Manager to determine the approach to public consultation for that particular project. The recommended course of action shall be agreed by the Town Planning Manager and minuted accordingly by reporting to the Project Board.
- Keep the Town Planning Manager up-to-date with any information regarding consultation events so that BESC can be kept informed.

The Project Manager, planning consultant and architect will supply the following information in consultation with the Capital Projects Communications Manager:

- Scope of geographical consultation area (with University input /advice and local knowledge)
- Proposed list of statutory consultees (Environment Agency, County, LPAs etc)
- Proposed list of named stakeholders (ward councillors, residents associations, interest groups, etc)
- Draft communication materials e.g. neighbour letters, posters, leaflets etc for the Communications Manager to review
- Layout and content (words and images) for public consultation exhibition boards. Examples of template consultation boards can be sought from the Capital Projects Communications Manager
- Creation of a feedback form for comments and subsequent analysis
- Venue for the event

The above should be approved by the Town Planning Manager

The approach to public consultation needs to be agreed for each proposal.

The pre-application consultation procedure should assume at least one public exhibition over 1 or 2 days, but not in school holiday periods. A record must be kept of all attendees at the public exhibition and feedback forms made available to capture any comments following the consultation exercise. This information shall be reported by the Communications Manager to the planning consultant within 2 weeks.

Local residents and others who are or may be affected by the proposed development must be informed of the proposals, the dates of the public meetings, and be invited to participate in the consultation process with at least 2 weeks' notice. Notices may be posted close to the site and/or letters delivered to local community groups, residents, interested parties and statutory stakeholders.

Copies of notices and correspondence must be retained for future reference by the Capital Projects Communications Manager to provide to the planning consultant for them to use in the preparation of the Statement of Community Involvement.

Representatives of the University – to be agreed between the Project Board, the Town Planning Manager and Communications Manager – will attend public meetings and exhibitions, meetings with the LPA, and meetings with statutory consultees.

All feedback from the public consultations on proposed planning applications, including that resulting from engagement with the Design Review panel (and/or workshop), must be provided to the Project Board, the Design Team, the Head of Capital Projects and Town Planning Manager together with recommendations as to responses, actions, changes to design. If changes are required, the Project Board must agree to these and instruct the team accordingly.

The Project Manager shall advise the Project Board of the programme and cost implications as a result of the consultation process itself and, where changes to the development become necessary, to respond to consultation feedback.

ii. Approach to communications

In all cases communication around the project shall be undertaken in consultation with, and with the approval of, the Capital Projects Communications Manager.

An outline Communications strategy shall be determined encompassing:

- Requirements for consultation process
- Stakeholder groups (identifications of)
- Risks and opportunities

The Project Manager shall seek a communication assessment of the project from the Capital Projects Communications Manager

This strategy shall be developed in consultation with the Communications Manager and approved by the Town Planning Manager for agreement at the Project Board.

8. Reporting requirements for University governance

All projects shall be undertaken in accordance with this Planning Procedure.

Approval to submit any planning application is given by BESC.

The Director of Estates has delegated authority from BESC to submit non-contentious applications relating to minor works; the Director must report any such applications to BESC.

The Chairman of BESC is able to approve other applications between meetings of BESC following consultation with the parties involved and the Director of Estates; any such actions must be reported to BESC.

All applications must be submitted via the Town Planning Manager, who prepares the necessary paperwork.
BESC also needs to be advised in advance of any consultation events.

BESC requires as much detail as possible, with at least scaled drawings (site location plan, block plan, floor plans, and elevations) similar to a planning application, along with a description of the works and materials to be used, if possible. Rendered 3D images are helpful as these will add to BESC's understanding of the proposal.

There must be a formal section in all Project Board reports relating to planning while planning is an active element of the project

The Town Planning Manager should be invited to Project Board meetings during the planning application process. In the absence of a planning consultant on the project, the Town Planning Manager will assist with the planning section of the Project Board report.

The requirement for a planning section applies whether the project is at pre-application stage, during public consultation, submission and consideration of the planning application, and the discharge of all conditions attached to a planning permission.

The planning update for these meetings must be prepared by the planning consultant where appointed, and agreed by the Town Planning Manager prior to the Project Board papers being circulated.

The Project Board should consider whether to instruct the Design Team to prepare alterations to the proposed development.

If the Project Board decides to proceed without addressing consultation responses, the Project Board minutes must record the discussion which took place and the reasons for the decision.

Any updates on planning related matters, including public consultation responses, must be reported to the Project Board and are the responsibility of the Project Manager.

If the Project Board considers that amendments are required as a result of public consultation, design review or development, a further full round of consultation may be required to ensure the public and interest groups are aware of the proposals.

Where a statutory consultee has objected to the development

The reasons for the objection and the options for resolving the objection must be reported to, and recorded by, the Project Board. Where the objection is capable of being addressed by a condition, the Project Manager must ensure that the Project Board is made aware of the implications of the condition, including timescales for carrying out the development.

Departures from this governance process may be considered where the application is for a development which could be treated as “permitted development” or for minor alterations (non-material amendment applications).

The Town Planning Manager must be consulted if it is thought that the application may constitute permitted development. Proceedings cannot continue until the position has been confirmed either by the LSO or the LPA. Any proposals for departures from this process must be approved in writing in advance by the Town Planning Manager.

Timescales for a planning application

Although Government is seeking ways to speed up the planning process, there are several components to it which will inevitably remain as statutory. Added to those are the unique elements of each project and the requirements of the LPA. If these are identified early in the process, then this will assist in clarifying a more certain timeframe.

It should be assumed from the outset that the process of securing a planning permission for major schemes from the first team site visit to the issuing of a decision notices often takes around 12 months, and could be longer.

No public consultation can take place during school holidays, including half term breaks. If the event is scheduled for any time in December, a decision needs to be taken by the Project Board to whether it is felt essential for the project to be held at this time.

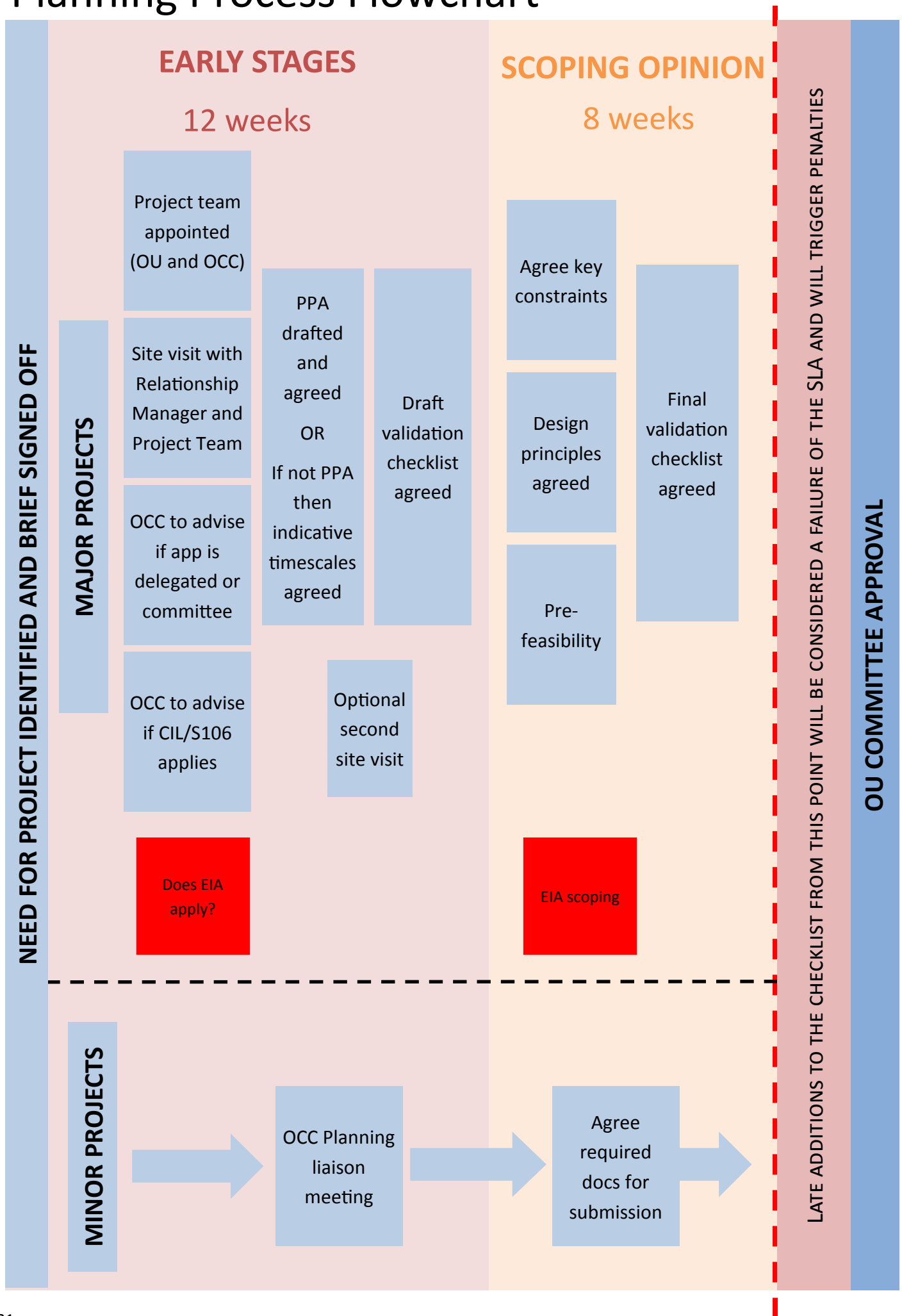
Appeals

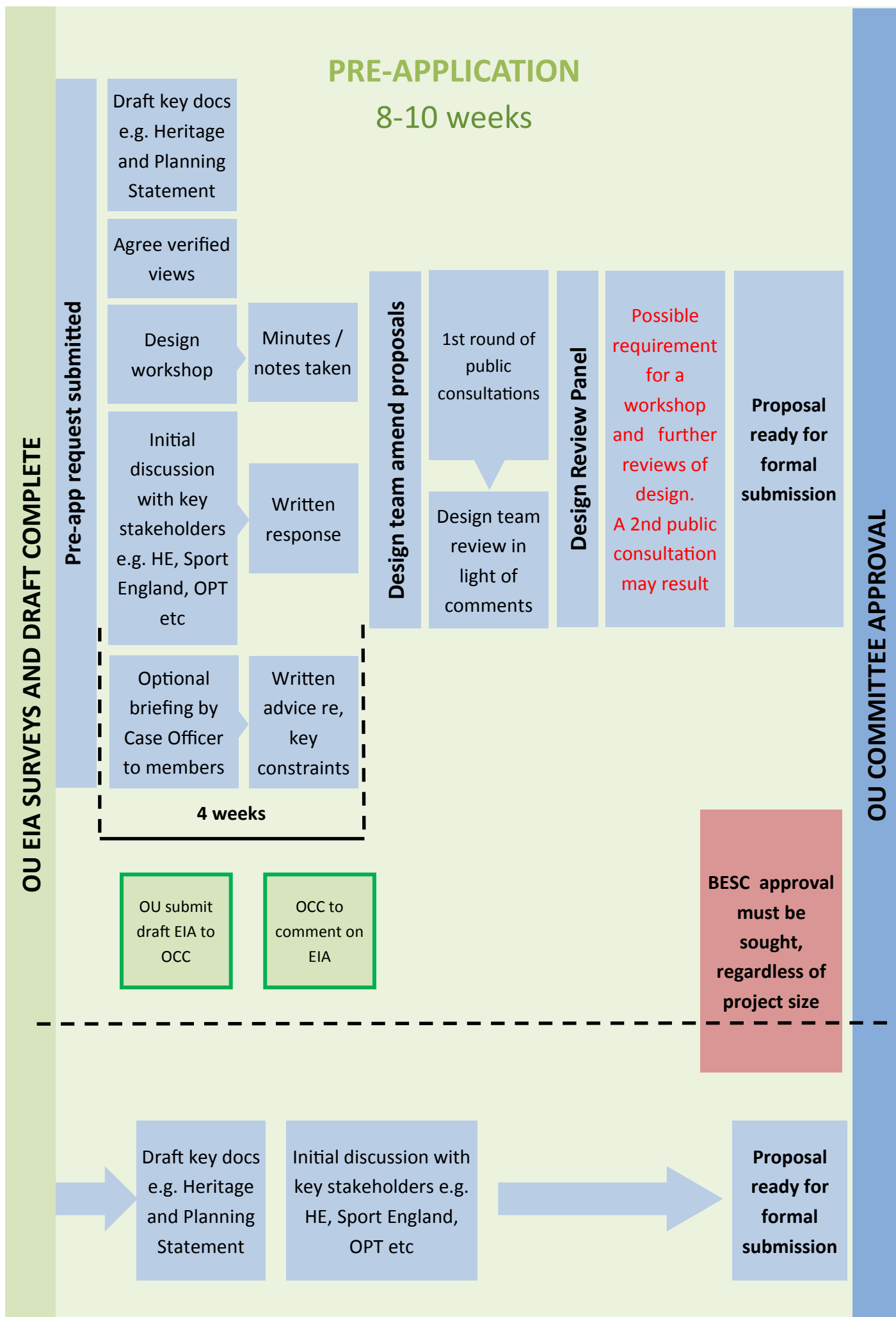
The vast majority of planning applications are successful. In the event of refusal or of non-determination, it is possible for the University to appeal. The level of information required for an appeal is relative to the complexity of the case. **All statements that are submitted pursuant to appeal must be approved by the Director of Estates.** Further advice on the appeal procedure can be obtained from the Town Planning Manager.

Planning Process Flowchart

The following flow-chart gives timeframes for an 'ideal', uncomplicated planning process. It should be noted that the complexity of the project will impact on the timeline for planning and allowances should be made for this when planning projects.

Planning Process Flowchart





FORMAL APPLICATION

16 weeks*

SUBMIT FORMAL APPLICATION

MAJOR PROJECTS

If committee decision, OCC to notify expected date of committee

Planning fees paid (if applicable)

Validation within 3 days of receipt

Consideration of application

Notices posted +
OCC statutory and
public consultations

OCC consider comments from
statutory and public consultations

12 weeks

If it becomes a committee decision, OCC to notify OU

Start discussion re
necessary conditions

OCC to notify OU of issues
raised during
consultations

4 weeks

* Statutory determination time limits

Major Applications and EIA App./PPA App. — 16 weeks

Planning and Listed Building Applications — 8 weeks

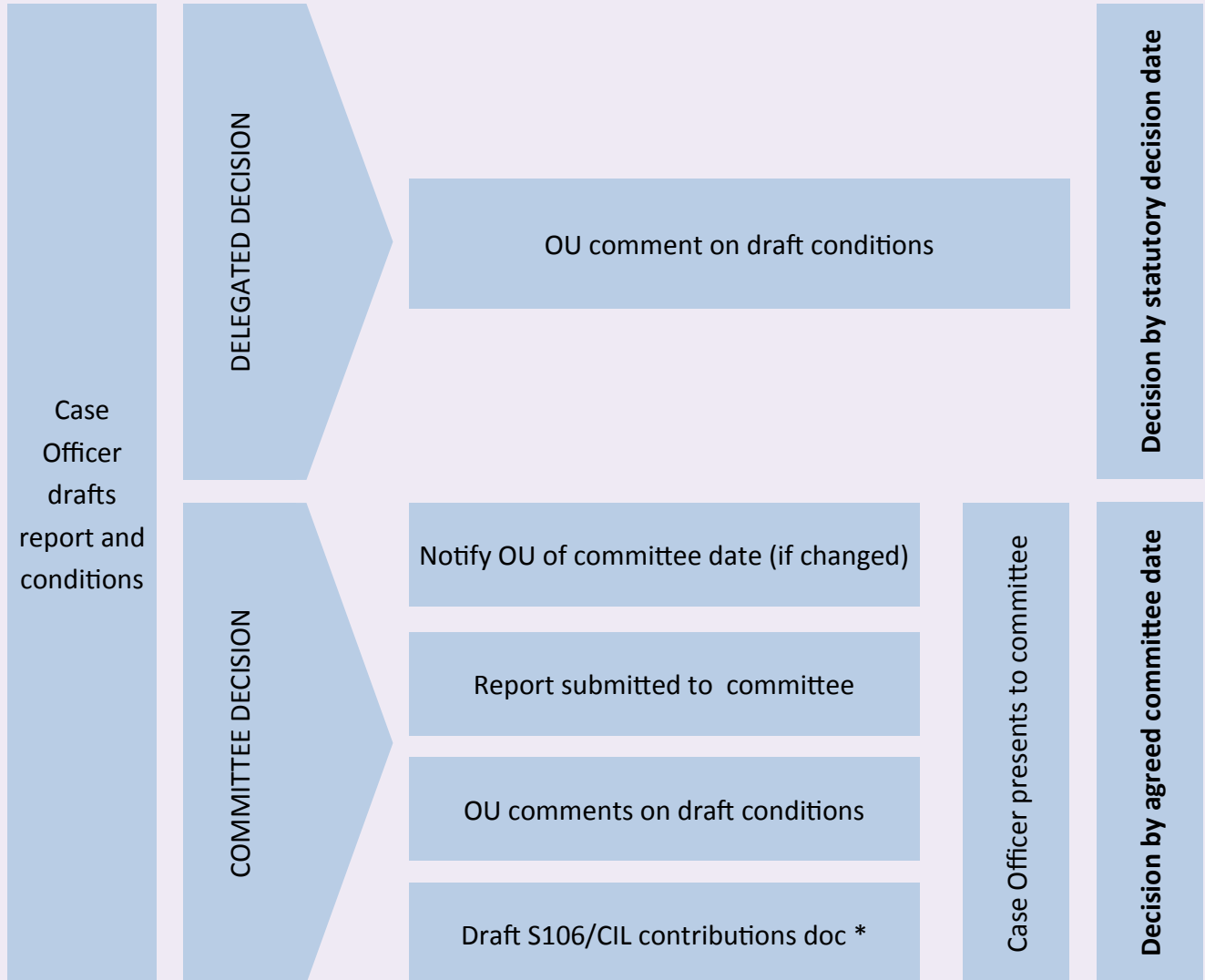
MINOR PROJECTS

Consideration of
application

Start discussion re
necessary conditions

DECISION

2 weeks*

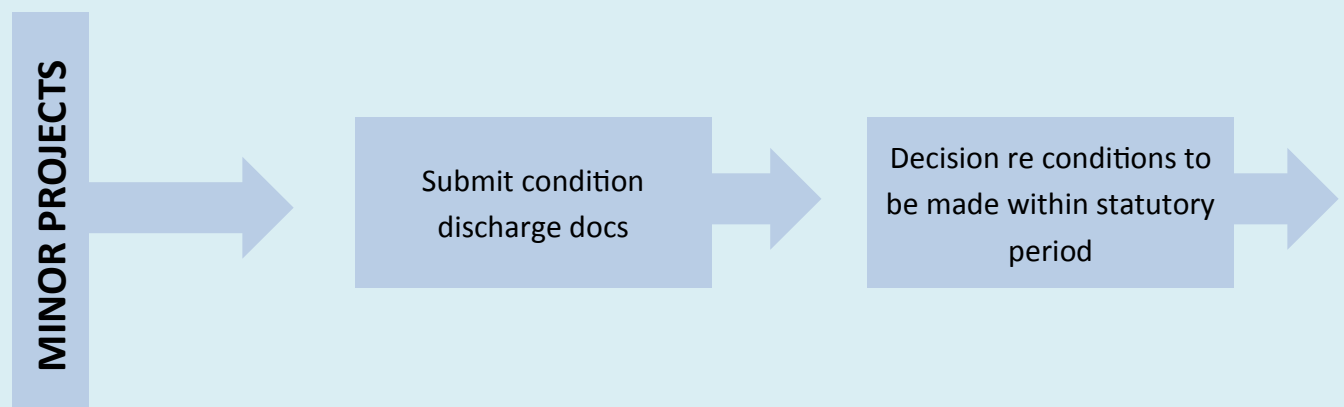
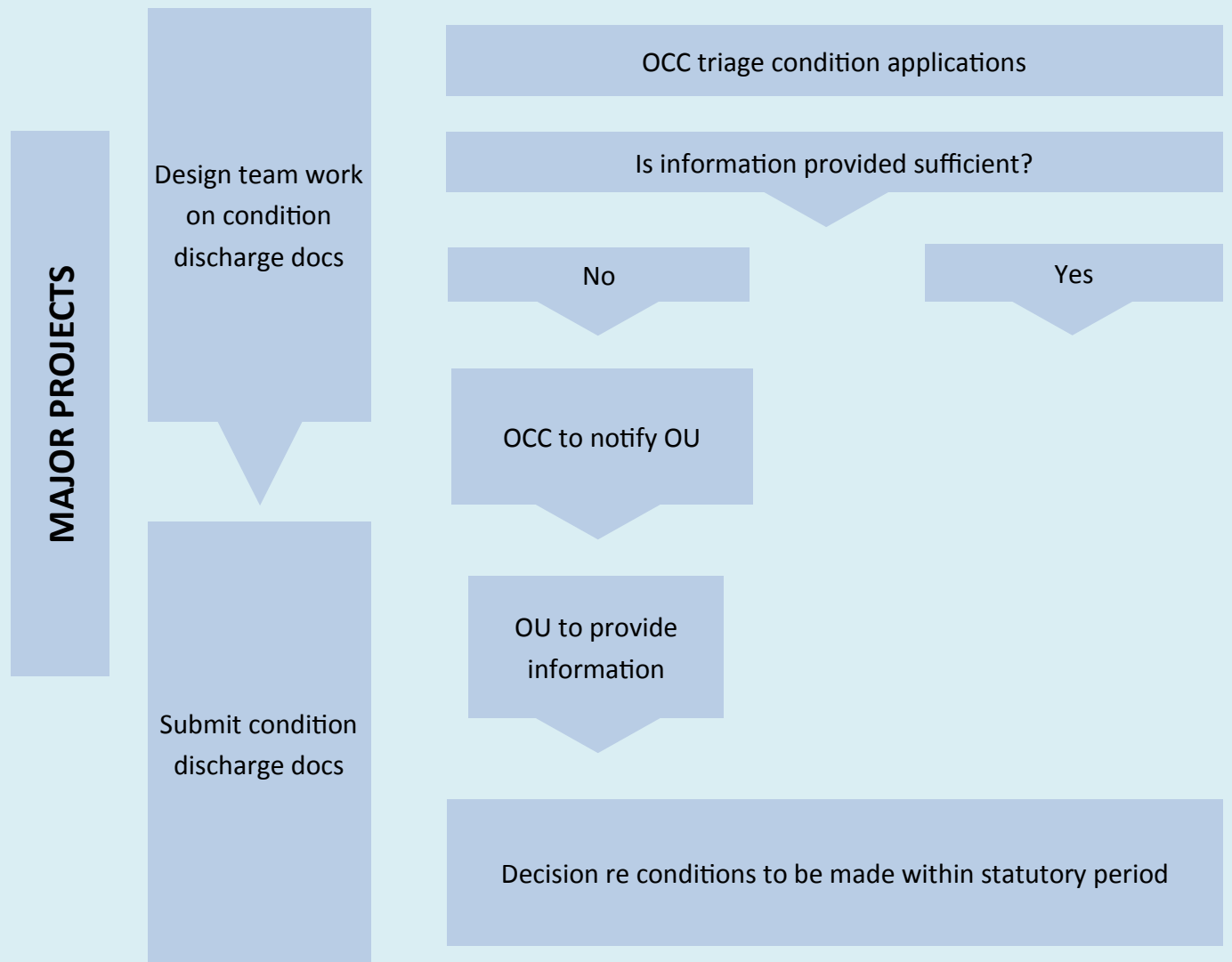


* If a S106 is required, the process could be considerably longer than two weeks

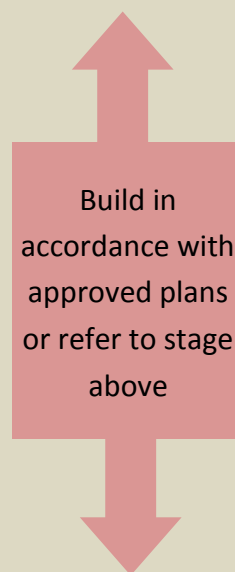
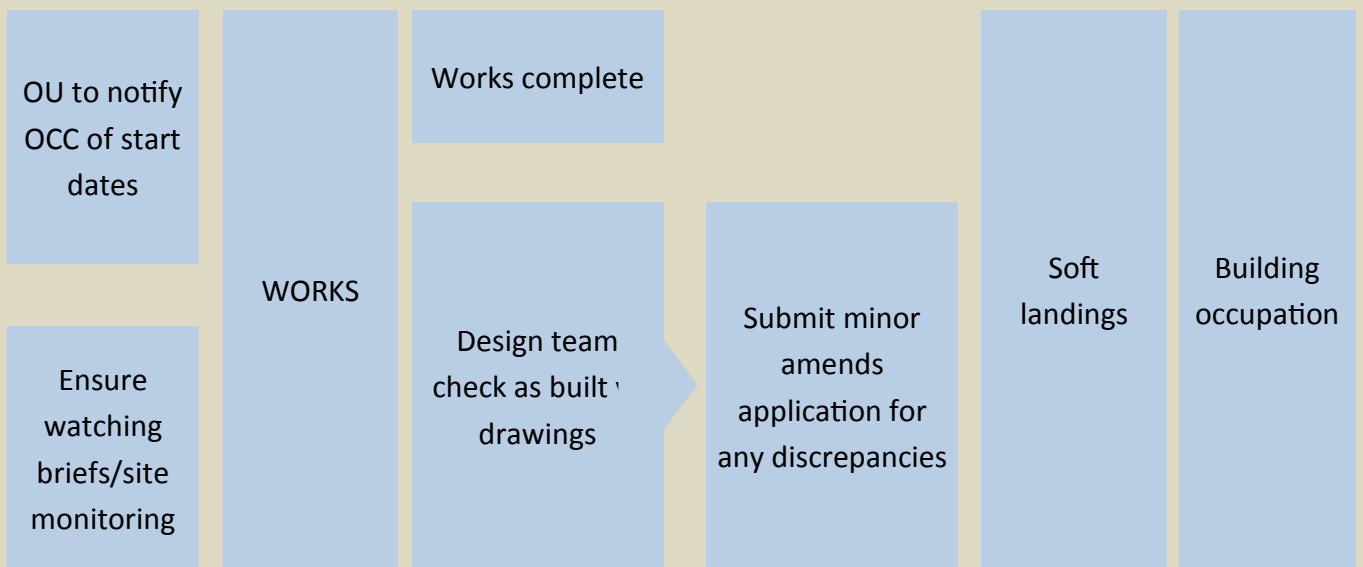
DELEGATED
DECISION

CONDITIONS

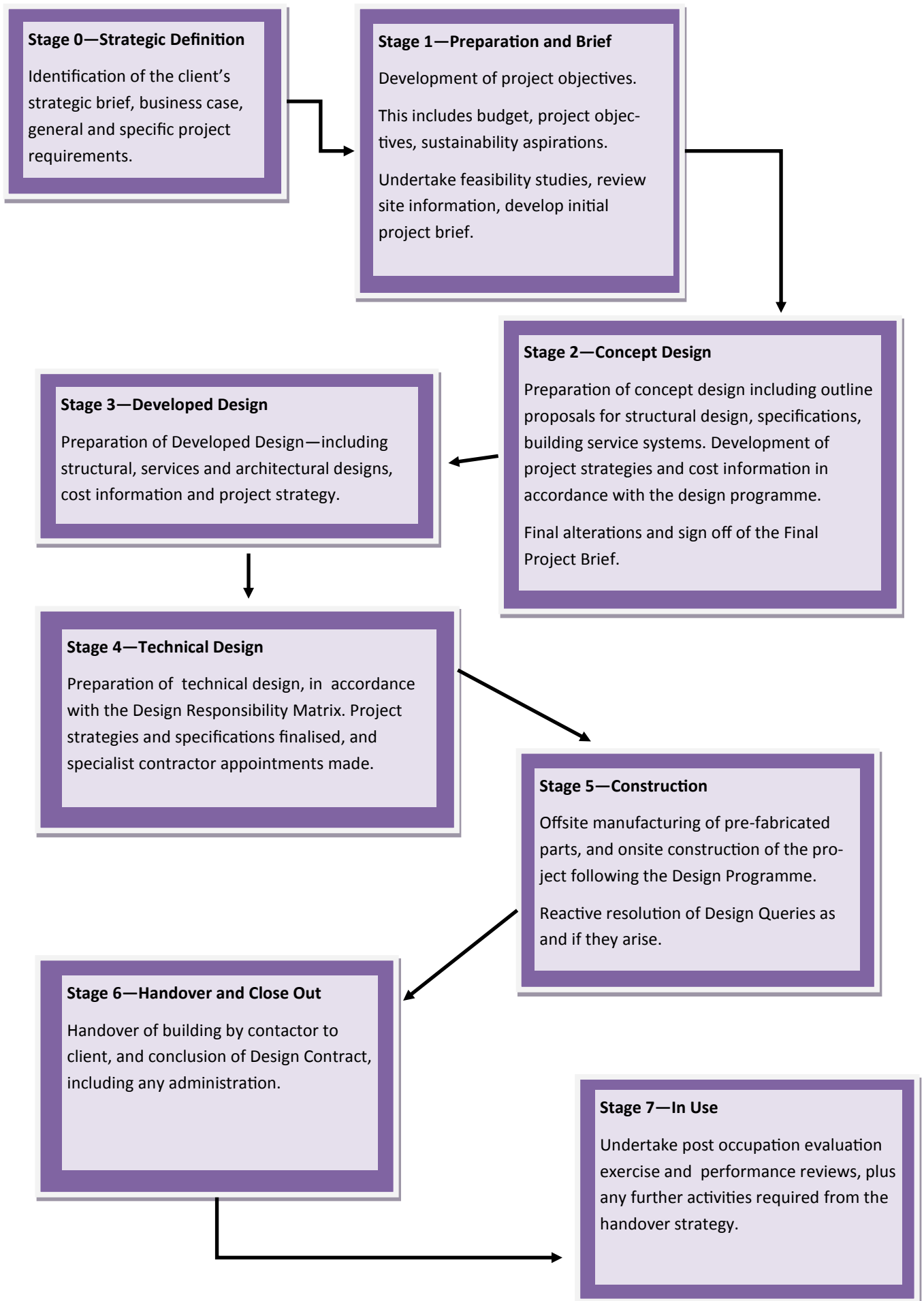
12 Weeks



ON SITE



RIBA Stages



Full description and overview document on the RIBA website : <https://www.ribaplanofwork.com/Download.aspx>

Glossary and Definition of Terms

BESC	Building and Estates Sub-committee. The University Sub-committee which is responsible for matters relating to the University estate
CIL	Community Infrastructure Levy – a charge which Local Authorities can set on new development to raise funds for the infrastructure which is needed to support the development e.g. roads, schools
EIA	Environmental Impact Assessment – a report which evaluates the likely impact on the surrounding environment of any development
HMO	Houses in Multiple Occupation. Require planning permission and the Local Authority sets a limit on the number of HMOs in an area
LPA	Local Planning Authority
LSO	Legal Services Office
PMSC	Property Management Sub-committee
PRAC	Planning and Resource Allocation Committee – the Committee responsible for scrutinising requests for funding, and requesting their approval from the University's Council if accepted
Project Board	Formerly Project Sponsor Group – the senior management group responsible for a project
RIBA	Royal Institute of British Architects
S106	Section 106 Agreement (S106 of the Town and Country Planning Act 1990) Agreements entered into between a Local Authority and the developer (and

APPENDIX A—Key elements of the planning process for minor projects

The Planning Procedure relates to all projects requiring planning permission or listed building consent. Given the relative simplicity of the process for minor projects, this appendix highlights the main key points.

Most minor projects are managed by the Conservation and Buildings team within Estates Services, with support from the Town Planning Manager. All costs related to the project, such as planning applications, surveys, drawings etc. are funded through the project's budget. Any services required from another team, such as the provision of drawings from the Conservation & Buildings team, are chargeable.

Facilities/Building Managers must either consult with the Town Planning Manager (procedures must be followed) or commission the work through the Conservation & Buildings team who will seek the necessary planning permissions as part of the works.

Minor projects process:

- The Project Manager for the project presents the proposal, with all the necessary supporting documentation, drawings, and plans, to the Town Planning Manager and – where a project relates to or affects a heritage asset – to the Head of Conservation & Buildings for their review and comments.
- If the project falls within the administrative boundary of Oxford City, the Town Planning Manager and the Head of Conservation & Buildings will hold discussions with the Oxford City Council planners at their monthly meeting. This is only required where it is considered that there are aspects of the project that the City Council may wish to comment on. Following each meeting, formal minutes are circulated and agreed.
- The Town Planning Manager is responsible for preparing the monthly BESC (Building and Estates Sub-committee) paper, which outlines the project and seeks the Sub-committee's approval to submit a planning application or listed building consent application. **Only once the proposed application has been approved by BESC can the application be submitted to the Local Planning Authority (LPA).**
- The Project Manager then drafts the planning and/or listed building application for review by the Town Planning Manager or the Head of Conservation and Buildings. When agreed, the project manager submits the application to the LPA. A decision is usually issued within eight weeks of the application being validated. All formal documentation needs to be forwarded to the Information Records Manager.
- All projects should be built in accordance with the drawings approved by the LPA.

APPENDIX B — Design Review Panel Template

Should you require a copy of this template, please contact the
Town Planning Manager

**Design
Council**

Design review scheme information

Section 1 - please return a minimum of 2 weeks prior to review

Scheme Information	
Scheme name:	
Site address & postcode:	Address Postcode
Address & postcode of meeting point:	Address Postcode
Planning information	
Status of scheme:	Preplanning (confidential) Planning (public)
Type of application:	Outline Detailed Hybrid Other Reserved Matters
Contact Details	
Client/Developer:	
Landscape architect:	Name Organisation Email Telephone
Planning consultants:	Name Organisation Email Telephone
Local Authority/GLA contact :	Name Local Authority Email Telephone
English Heritage contact if known:	Name Email Telephone
Structural engineer:	Name Organisation Email Telephone
Sustainability consultants:	Name Organisation Email Telephone
Other consultants:	Name Organisation Email Telephone



Design review scheme information

Section 2 – please return a minimum of 1 week prior to review

Scheme Description for Panel Review

Please provide **concise** information about the project to brief the panel members in advance of the meeting. Please follow the format set out below including font and layout.

NB: we regret that we cannot accept separate text documents neither in place of, nor in addition to, your completed scheme description.

Attending panel

List up to six people from your practice or your associates who shall attend the review to present and answer questions (NB - In addition to these people, we'll invite the Local Planning Authority and, where appropriate, English Heritage, Greater London Authority, Design for London and any Development Corporation involved.)

Name	Company/Organisation	Email	Telephone
Name	Company/Organisation	Email	Telephone
Name	Company/Organisation	Email	Telephone
Name	Company/Organisation	Email	Telephone
Name	Company/Organisation	Email	Telephone
Name	Company/Organisation	Email	Telephone

1 Scheme Description

Short Description:

1.1 Project data

Public consultation process

Outline here



Main elements of the brief

list or describe the **main** elements of the brief here

Important constraints

list or describe the **important** constraints here eg statutory constraints (listed buildings, conservation areas) / LPA guidance (Concise guidance) etc

Outline schedule of accommodation: provide a schedule of **principal** areas under these headings:

Use: provide a schedule of **principal** areas with m²/ft², units and use classes as necessary

Dwellings per hectare: units/Ha if relevant here

% affordable housing: % here

Procurement route: >

Project budget: >

Key dates up to start on site: Please list the key dates up to start on site



2 Scheme description

Please provide a **brief factual** description, in no more than two A4 pages, of the project under the following headings:

2.1 Site context

Please provide information about the context including urban design analysis, characterisation, existing site and buildings. Please ensure that this information can be read with the site plan provided (reference to street names, north point etc.)

2.2 Project description

Built form

This should include reference to site planning, arrangement of accommodation, form, massing and height (in metres and number of storeys), approach to architecture and materials

Public realm and landscape design

This should include reference to landscape design strategy, uses, public and private space, materials and the maintenance strategy

Access and inclusion

This should include reference to transport, car parking and inclusive design.



Sustainability



Please provide a brief description, and score if available, under each heading

for either BREEAM or Code for Sustainable Homes as appropriate.

BREEAM Assessment Criteria:

Management

Health and Wellbeing

Energy

Transport

Water

Materials

Waste

Land Use & Ecology

Pollution

Innovation

Overall BREEAM rating

BREEAM Communities Assessment Criteria:

Climate and Energy

Place Shaping

Community

Ecology

Transport

Resources

Business

Buildings

Overall BREEAM Communities rating



Code for Sustainable Homes Assessment Categories:

Energy and Carbon Dioxide Emissions

Water

Materials

Surface Water Run-off

Waste

Pollution

Health & Wellbeing

Management

Ecology

Overall Code for Sustainable Homes level

Proposed site plan & visuals

Please also send a *jpeg* of the proposed site plan at A4 size (including street names where relevant and a north point etc) and one A4 key image(s) (eg. visualisation, concept diagram)

NB - if the scheme is being reviewed as a planning application, please provide appropriate high resolution images and the right for external use in the event the scheme is made public. Please name the file/s in this format 'web image xxxxx'. Feedback forms will be sent out after the review; please fill out and return to Cabe.

Revised November 2014



The review process (visual guide from the Design Council)



10 Suggestions for Design Review Presentations

(guidance from the Design Council)



1. Site plans

Site plans should clearly show where the project under review is located in terms of the wider town or city, and the full extent of the site in relation to its immediate surrounds. It is not possible to properly assess the success of a scheme without a full understanding of the context in which it sits, and the design team must give a clear sense of this in their presentation panels.

The site plan board could give a clear indication of the site's 'red line' boundary; local access to public transport; the location and extent of buildings and areas of historic interest or protection; public open spaces; and how people and vehicles move through the site. The site plan should also show the land within the client's ownership, and which parts of the site are in the public or private realms. Aerial photographs and historic maps can also be very useful in illustrating the surrounding context.

2. Design iterations

It is important that the panel are given a clear understanding of why certain decisions were made by the design team as they seek to fulfil their brief within the constraints of the site in question. Design is an iterative process and the panel will need to understand how various ideas and options were tested and re-tested to arrive at the design solution being presented at the Design Review.

The process of iteration can be illustrated with diagrams, sketches, montages and models. The most important consideration is conveying the reasoning behind final design decisions that are illustrated across the rest of the presentation, and how potential solutions were tested.

3. Form and massing

A study of massing and form will illustrate the building envelope and the manner in which the scheme's component shapes are arranged. It is useful to see how the bulk of the proposed building fits with the shape and size of the surrounding built form, and there should be space allocated to illustrating this relationship. Form and massing diagrams and models also offer a good opportunity to illustrate the extent of any overshadowing on surrounding spaces, for example. Diagrams or drawings depicting the micro-climate could relate to further information or studies which are not necessarily provided on the presentation boards.

4. Plans

Plan drawings should be clear and presented at a scale that ensures legibility from a distance. Design teams should strive for clarity over quantity of information. We recommend avoiding over use of text, whilst providing sufficient annotation to explain the purpose of rooms and spaces. It is important that a clear sense of the orientation and scale of a project is conveyed in plan drawings, and accurate north arrows should always be provided. For larger schemes, it would be useful to include information on phasing strategies.

5. Sections

Section drawings should be read alongside plan and elevation drawings, helping to give the review panel a clear sense of the dimensions, character and materiality of the spaces described. Section drawings should also give a clear indication of how the various elements of a buildings programme are accessed and combined. In addition to building sections, the design team should also provide street sections and site sections, providing clarity about how the design negotiates a site's topography.

6. Elevations

Elevation drawings should illustrate the external appearance of a project as seen from its key views. It is up to the discretion of the design team as to which views to illustrate, but it is our experience that review panels prefer as much elevation information as possible. Elevation drawings should show the proposal in its context through the use of whole street elevations, with a clear sense of the proposal's materiality, massing and fenestration conveyed.

7. Construction

The method of construction should be an integral part of a design from its inception. In a well-designed building this is likely to be apparent from plans and sections, but we feel there is merit in clearly illustrating how a project fits together and operates. This clarity of thinking should be demonstrated through to the level of detail, which ideally gives a flavour of the architecture and materials, demonstrating refinement and consideration. Details drawn at 1:10 or 1:20 scale are usually sufficient.

The choice of materials is also of vital importance, and related to an understanding of context, maintenance and durability. It may also be useful to show how the building's construction might allow it to adapt to changing requirements in the future.

8. Visualisations

Visualisation of a project, whether computer generated or hand rendered, can be extremely powerful tools in explaining how a project will ultimately appear and interact with its surroundings. Visualisations should represent a project honestly, with the review panel able to relate them to other drawings such as plans and sections. There should be an attempt made to cover the key views of a project, from close quarters and from distance, and include people to give a clear idea of scale and proportion.

Visualisations can also provide information on the extent of overshadowing or glare, which is useful for a review panel.

Visualisations are particularly useful when presenting tall buildings at Design Review. In this instance images should provide a sufficient number of views to allow for a full assessment of the impact of the proposal on its surroundings.

9. Landscape and public realm

Successful projects integrate with their surroundings at ground level, contributing to attractive outdoor spaces that are valued and used. The design team should show the contribution and impact their scheme has on the wider city, incorporating urban design analysis and a considered public realm treatment.

There should be clear distinctions made between public and private spaces, options for moving around the building, and an easily understood public image. We suggest including examples of details, materials and site sections through areas of landscaping to enable a clear understanding of the scale and robustness of proposals.

10. Sustainability

Well-designed buildings are economically, environmentally and socially sustainable. This means giving consideration to whole life costs rather than short term economic returns; making efficient use of building materials, natural resources and energy; reducing emissions and engaging and recognising the needs of stakeholders throughout the design process.

Design teams should show how sustainability issues have been considered and realised in the scheme under review.

Further advice and guidance available at the Design Council website:

www.designcouncil.org.uk



APPENDIX C — Key Contacts

The scope of any project will be defined in the brief. However, compliance with this Planning Procedure will require the involvement of the University's Estates Services department, who are based at The Malthouse, Tidmarsh Lane, Oxford OX1 1ND. Key contacts for the purposes of this planning procedure (as at September 2018) are:



Rebecca Horley

Town Planning Manager

T: 01865 288457 **M:** 07799 658763

E: rebecca.horley@admin.ox.ac.uk

First point of contact for initial planning-related queries, including pre-feasibility work



Iain Critchlow

Acting Director of Asset & Space Management

T: 01865 280804 **M:** 07881 512973

E: iain.critchlow@admin.ox.ac.uk



Dr Richard Jones

Head of Capital Projects

T: 01865 614809 **M:** 07717 891232

E: richard.jones@admin.ox.ac.uk



Maternity leave until August 2019 - alternative contact tbc

Head of Conservation and Buildings



Elizabeth Liddiard

Construction and Planning Solicitor

T: 01865 278765

E: elizabeth.liddiard@admin.ox.ac.uk



Vacant - alternative contact tbc

Capital Projects Communications Manager



Harriet Waters

Head of Environmental Sustainability

T: 01865 278769

E: harriet.waters@admin.ox.ac.uk



Lomin Saayman

Information Records Manager

T: 01865 278790

E: estates.library@admin.ox.ac.uk

UPDATED BY: Rebecca Horley (February 2018, as amended September 2018)

APPROVED BY: Buildings and Estates Sub-committee (February 2018)



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