

**Estates Services**  
**ASSET & SPACE MANAGEMENT**



Planning Procedure  
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## **Reasons for revision:**

Document changed to Estates Services document template; withdrawal of applications added to section: *Projects that are reported to BESC but do not normally require BESC approval.*

The original document is held by Estates Services, University of Oxford. The most current copy is available on the Estates Services website [Planning procedure | Estates Services \(ox.ac.uk\)](#).

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Other information to be inserted here - TBC

# Contents

<b>1</b>	<b>Introduction</b> .....	<b>4</b>
<b>2</b>	<b>Roles and Responsibilities</b> .....	<b>5</b>
2.1	Project Managers.....	5
2.2	Estates Services team.....	5
2.3	Head of Town Planning.....	5
<b>3</b>	<b>Key Meetings</b> .....	<b>7</b>
3.1	Buildings and Estates Sub-committee (BESC).....	7
3.2	Project Boards.....	7
<b>4</b>	<b>Planning Procedure</b> .....	<b>8</b>
4.1	Early stages (pre-feasibility) RIBA 0.....	8
4.2	Pre-application advice.....	8
4.3	Tendering and appointment of planning consultants.....	8
4.4	Screening of Environmental Impact Assessments (EIA).....	9
4.5	Guidance on planning application submissions.....	11
4.6	Conduct with officers and members of Local Planning Authorities.....	16
4.7	Approach to public consultation.....	17
4.8	Reporting requirements for University governance.....	18
4.9	Timescales for a planning application.....	20
4.10	Appeals.....	20
4.11	Planning process flowchart.....	20
4.12	RIBA Stages.....	27
4.13	Glossary and definition of terms.....	28
<b>Appendices</b> .....		<b>29</b>
	Appendix A – Key elements of the planning process for minor projects.....	30
	Appendix B – Design Review Panel Template.....	31
	Appendix C – Key contacts.....	38
	Appendix D –Service Level Agreement Guidance for Project and Programme Managers (PMs).....	39

# 1 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 Head of Town Planning 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 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 longer than 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*
- *Guidance on the Service Level Agreement the University has with Oxford City Council*

## 2 Roles and Responsibilities

### 2.1 Project Managers

- *Produce the necessary technical and supporting materials required for all elements of the planning process, including obtaining land ownership 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*
- *Budget for the requirements of the Service Level Agreement (SLA) and/or Planning Performance Agreement (PPA)*
- *Are responsible for finalising the terms of engagement and processing of consultants appointed by the Head of Town Planning, 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*

### 2.2 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*

### 2.3 Head of Town Planning

- *Reports to 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, and legal matters*
- *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 Section 4.4)*
- *Is the first point of contact, and offers general planning advice on day-to-day planning enquiries*
- *Advises on the requirements for a specialist consultant for communications*
- *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 Board 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 all applications to Buildings & Estates Sub-committee (BESC)*
- *Works with the planning, EIA and highways consultants and project managers*
- *In consultation with LSO, confirms whether or not a proposal benefits from permitted development rights*
- *Has delegated authority to respond to the University's "Permit to Dig" process*
- *Provides guidance on how to use this Planning Procedure*

## 3 Key Meetings

### 3.1 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 on development management planning matters is given below but if in doubt seek advice from the Head of Town Planning:

- ***Projects requiring BESC approval include:*** Planning applications (major and minor schemes), change of use applications, listed building applications, reserved matters for major schemes, demolitions that require planning permission, variation of conditions applications, and works by third parties requiring planning permission on University owned land.
- ***Projects that are reported to BESC but do not normally require BESC approval:*** Minor Material Amendments, Certificate of Lawfulness applications (confirming permitted development rights), prior approvals, approval/minor variation or discharge of conditions, screening and scoping opinions for EIAs, works to trees covered by Tree Preservation Orders and advertisement applications, footpath diversions and withdrawal of applications. There will also be regular progress update reports on Planning & Housing Strategy Group proposals.
- ***Projects that do not require reporting to BESC:*** Non-Material Amendments, works that are permitted development (including demolitions) or de minimus, discharge of conditions, tree works in a Conservation Area.

### 3.2 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.

## 4 Planning Procedure

### 4.1 Early stages (pre-feasibility) RIBA 0

Project Managers will advise the Head of Town Planning 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 Head of Town Planning 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 Head of Town Planning.

### 4.2 Pre-application advice

All planning applications require pre-application advice unless otherwise agreed by the Head of Town Planning. Where the development is taking place within the Oxford City Council administrative area, Project Managers must liaise with the Head of Town Planning and/or the Head of Conservation and Buildings so that the proposals may be considered at the regular meetings between the University and Oxford City Council.

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

The University currently has a Service Level Agreement with Oxford City Council which means that there is no charge for the pre-application advice. Please see the details attached at Annex D.

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 Head of Town Planning.

### 4.3 Tendering and appointment of planning consultants (and other consultants on planning-related matters)

Project Managers, along with the Head of Town Planning, 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 Head of Town Planning under authority delegated by the Director of Estates.

The process for appointing consultants is:

- *The Head of Town Planning 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 Head of Town Planning, 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 Head of Town Planning*

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.

## 4.4 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 Head of Town Planning.

The Head of Town Planning 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 Head of Town Planning can offer advice regarding survey requirements.

### 4.4.1 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 Head of Town Planning 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 4.3).

#### 4.4.2 If an EIA is considered advisable but is not necessary:

Where the Head of Town Planning 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.

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

Time must be allowed for:

- *Preparing an EIA* *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 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.

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

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 Director of Asset & Space Management and the LSO.

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

## 4.5 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 Head of Town Planning. 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 Head of Town Planning 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 Director of Asset & Space Management and evidence copied to the Information Records Manager.

#### 4.5.1 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 Head of Town Planning and, if required, a member from the LSO team.

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

#### 4.5.2 Public consultations

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

- *Set up a briefing meeting with the Head of Town Planning 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 Head of Town Planning to determine the approach to public consultation for the particular project. The recommended course of action shall be agreed by the Head of Town Planning and minuted accordingly by reporting to the Project Board.*

Proposals which are classified as 'Major development', for example, the construction of a building with floor space of 1000m<sup>2</sup> 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.

The approach to public consultation needs to be assessed on a case-by-case basis. Please refer to Section 4.7.

### 4.5.3 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 Head of Town Planning to determine the approach, with the final decision on the matter resting with the Head of Town Planning.

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 £6,000. 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.

### 4.5.4 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. All proposed draft planning conditions must be reviewed with the Head of Town Planning and the LSO.

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

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.

#### 4.5.5 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.

#### 4.5.6 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 £148.64\* per sqm for uses falling within Use Classes for shops (including some services), dwelling houses, HMOs and student accommodation. All remaining uses (businesses and non-residential education) will be charged at £29.72\* per sqm (\*as at January 2022 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. Failure to obtain confirmation of the exemption will mean that CIL is payable, even if the exemption would otherwise apply.

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.

#### 4.5.7 Discharge of conditions

The planning consultant and Project Manager, in consultation with the Head of Town Planning, 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 Head of Town Planning.

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.

#### 4.5.8 Non-material amendments

Any amendments to the design should be kept to an absolute minimum, especially where an EIA is involved. The Head of Town Planning 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. It is assumed that projects will be built in accordance with the approved drawings as submitted with the application.

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 Head of Town Planning.

#### 4.5.9 Listed Buildings, Conservation Areas, and other Designated Heritage Assets

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

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.

#### 4.5.10 Planning records

All relevant information must be recorded electronically as PDFs and sent to the Information Records Manager to add to the site 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 Head of Town Planning 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”.

## 4.6 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 permissions and/or listed building consent.

The Director of Estates and the Head of Town Planning 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 Head of Town Planning 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 Head of Town Planning 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 Head of Town Planning.

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 Head of Town Planning 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 Head of Town Planning and the Project Board.

## 4.7 Approach to public consultation

### 4.7.1 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 Head of Town Planning 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 Head of Town Planning 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 Head of Town Planning to determine the approach to public consultation for that particular project. The recommended course of action shall be agreed by the Head of Town Planning, and minuted accordingly, by reporting to the Project Board.*
- *Keep the Head of Town Planning 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:

- *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.*
- *Layout and content (words and images) for public consultation exhibition boards. Examples of template consultation boards can be sought from the Head of Town Planning*
- *Creation of a feedback form for comments and subsequent analysis*
- *Venue for the event*

The above should be approved by the Head of Town Planning.

The approach to public consultation needs to be agreed for each proposal. Unless in exceptional circumstances, 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. Opportunities for online consultations can be explored as an option. Local residents and others who are, or may be, affected by the proposed development must be informed of the proposals, the dates of 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 will be retained for future reference by the Head of Town Planning 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 and the Head of Town Planning – 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 Head of Town Planning 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.

#### 4.7.2 Approach to communications

In all cases communication around the project shall be undertaken in consultation with, and with the approval of, the Head of Town Planning.

The Project Manager shall seek a communication assessment of the project from the Head of Town Planning

An outline Communications strategy shall be determined encompassing:

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

This strategy shall be approved by the Head of Town Planning for agreement at the Project Board.

### 4.8 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 Head of Town Planning, who prepares the necessary paperwork. BESC also needs to be advised in advance of any consultation events.

When reporting to BESC, the following information is required:

- *Description of development*
- *Level of engagement and feedback from the LPA and other relevant statutory consultees*
- *Confirmation that funding is in place*
- *Confirmation of other University committees to which the proposal may have been presented*
- *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 Head of Town Planning should be invited to Project Board meetings during the planning application process. In the absence of a planning consultant on the project, the Head of Town Planning 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 Head of Town Planning prior to the Project Board papers being circulated.

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 Head of Town Planning 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 Head of Town Planning.

## 4.9 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 longer than 12 months, and could be longer.

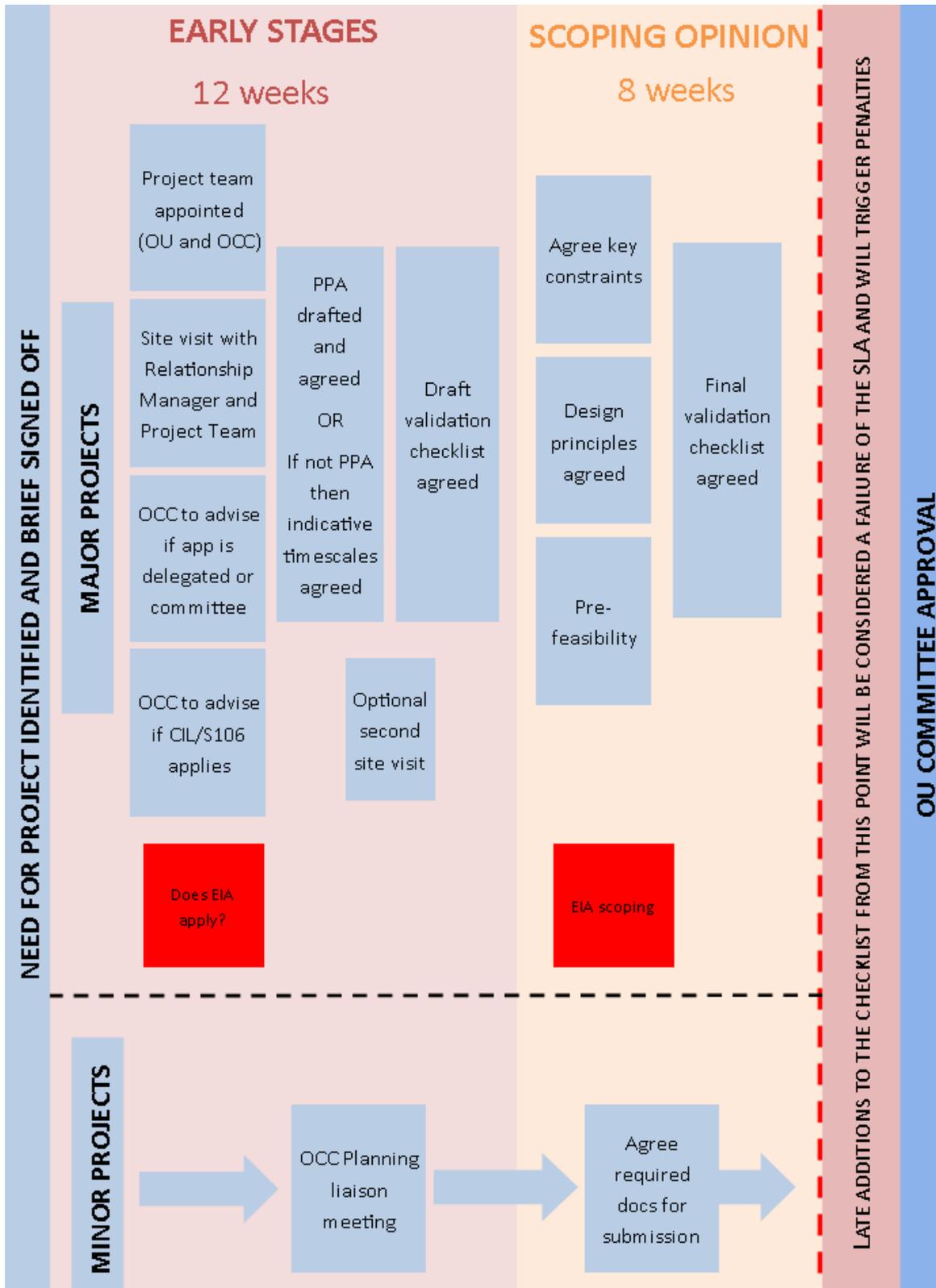
No public consultation can take place during school holidays, including half term breaks. If the event is scheduled for any time in December or August, a decision needs to be taken by the Project Board to whether it is felt essential for the project to be held at this time. Similarly, the submission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

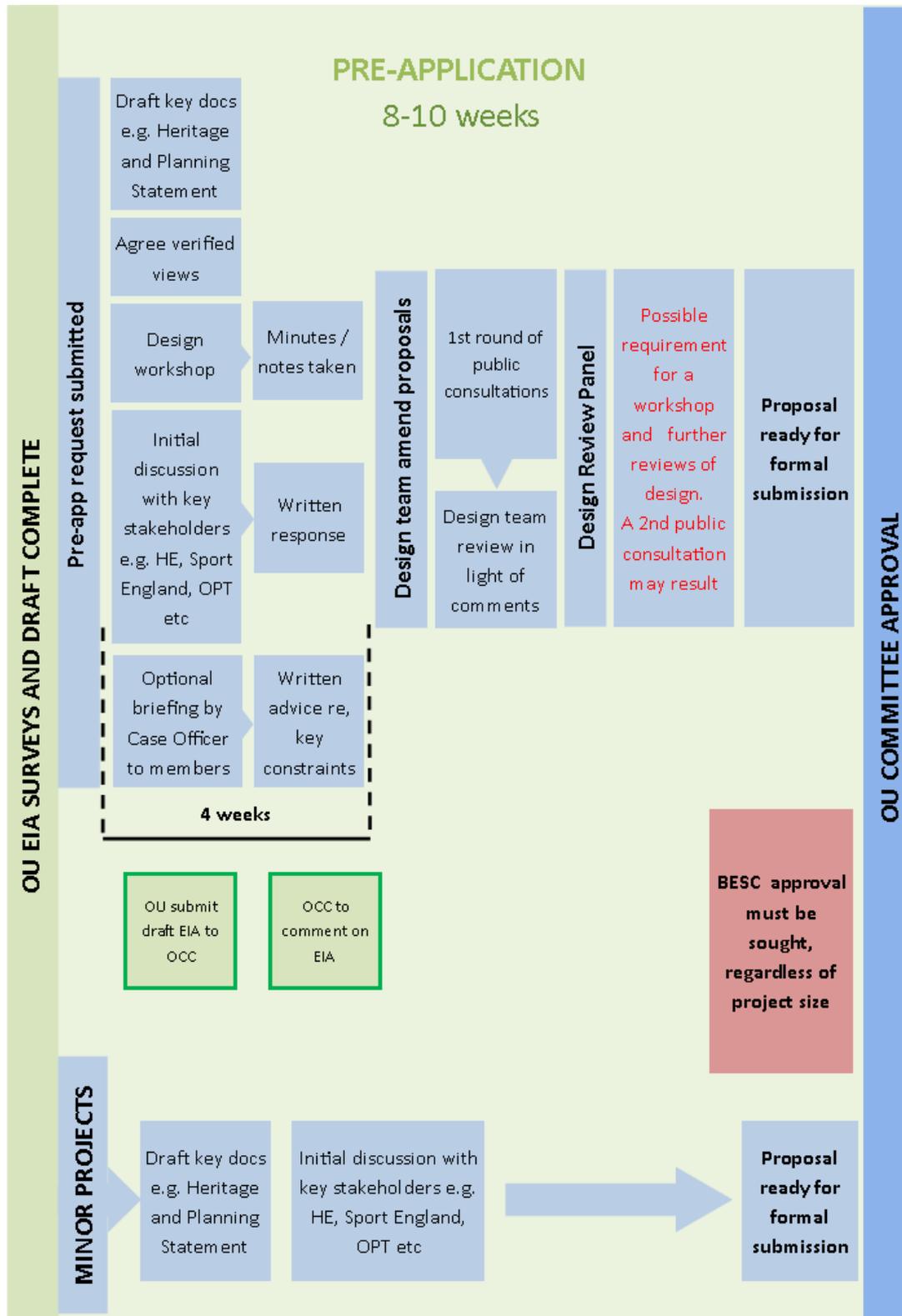
## 4.10 Appeals

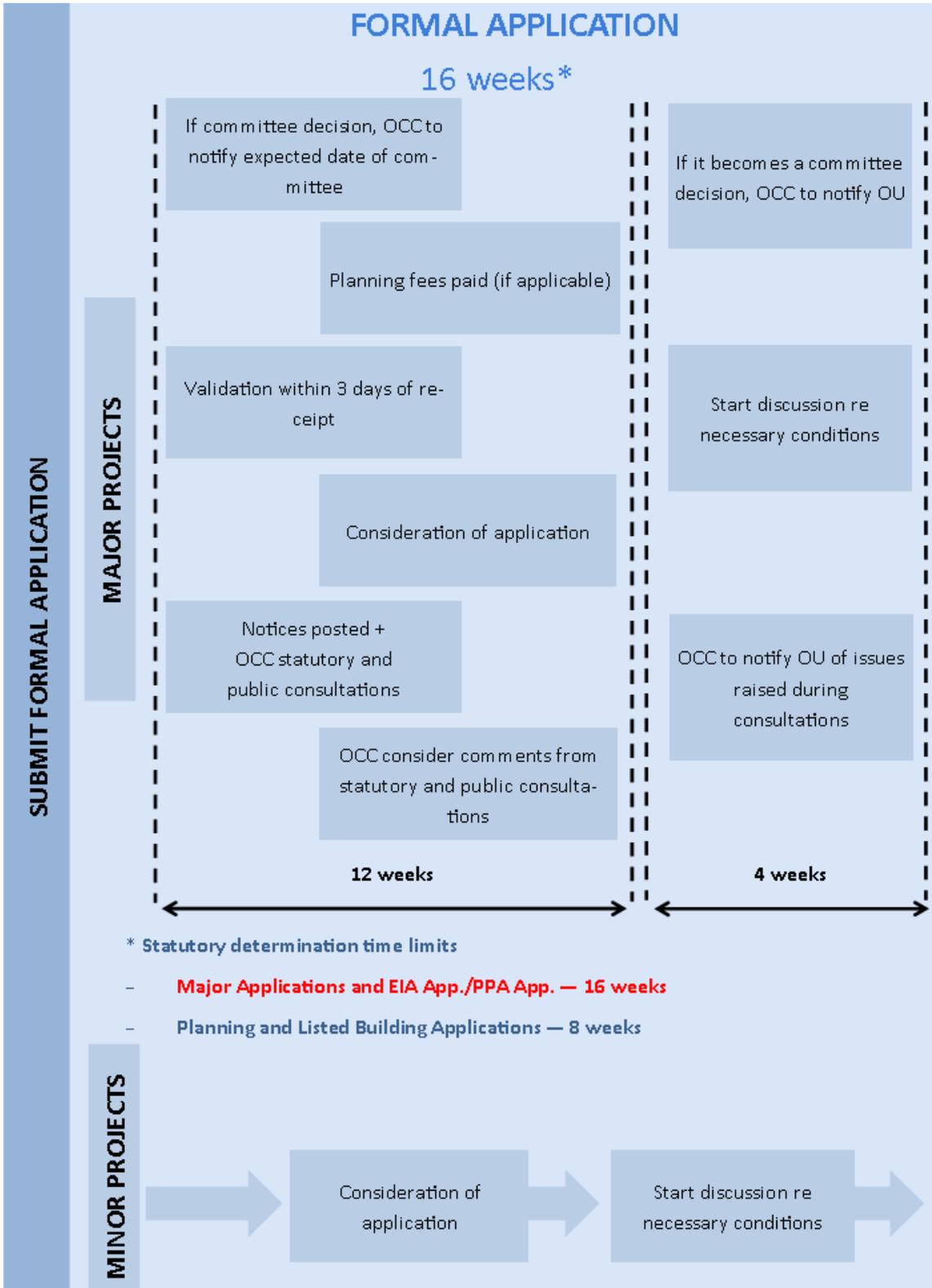
The vast majority of planning applications are successful. In the event of refusal or of non-determination, it is possible for the University to appeal. The level of information required for an appeal is relative to the complexity of the case. All statements that are submitted pursuant to appeal must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

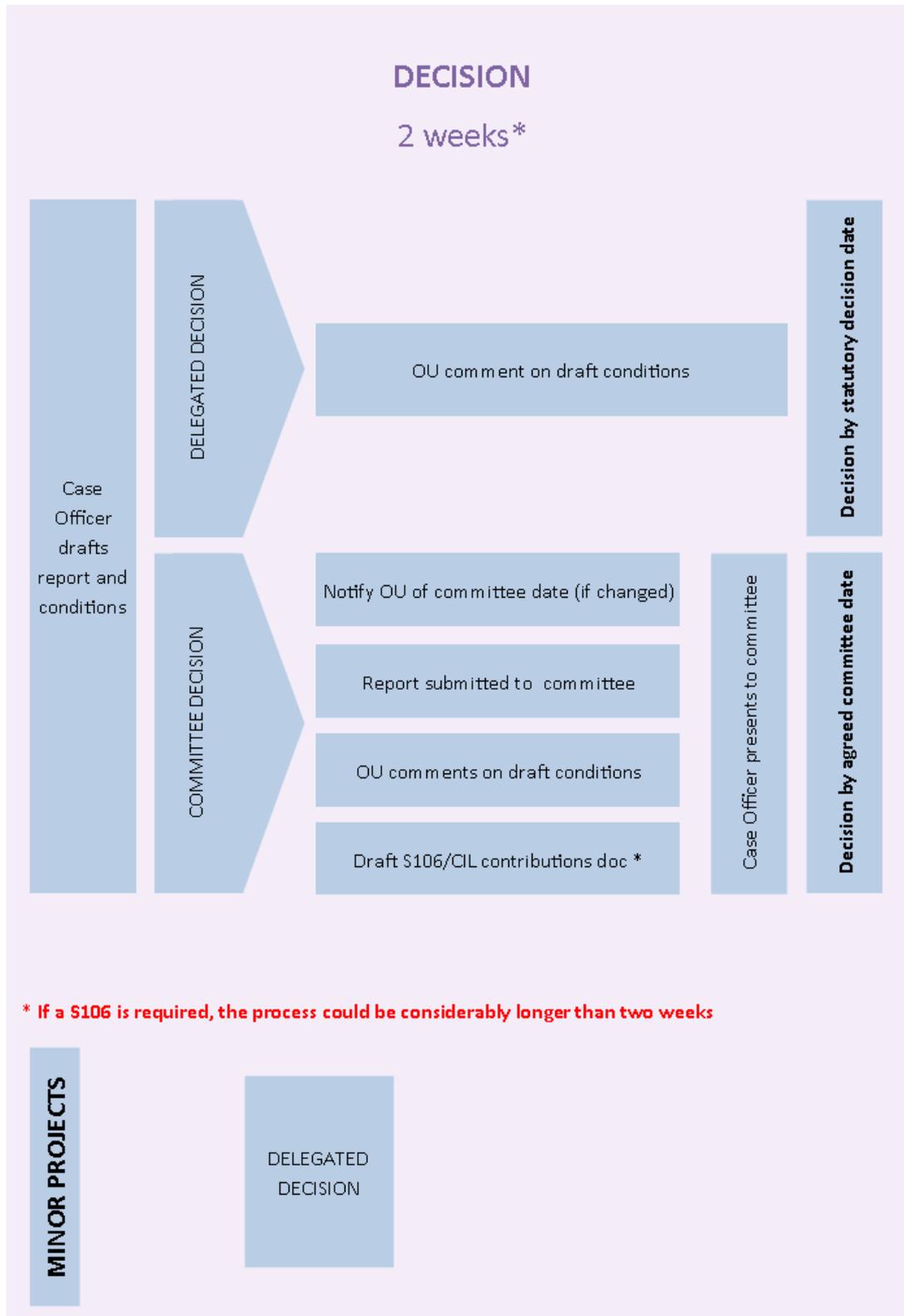
## 4.11 Planning process flowchart

The following flowchart gives time frames 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.



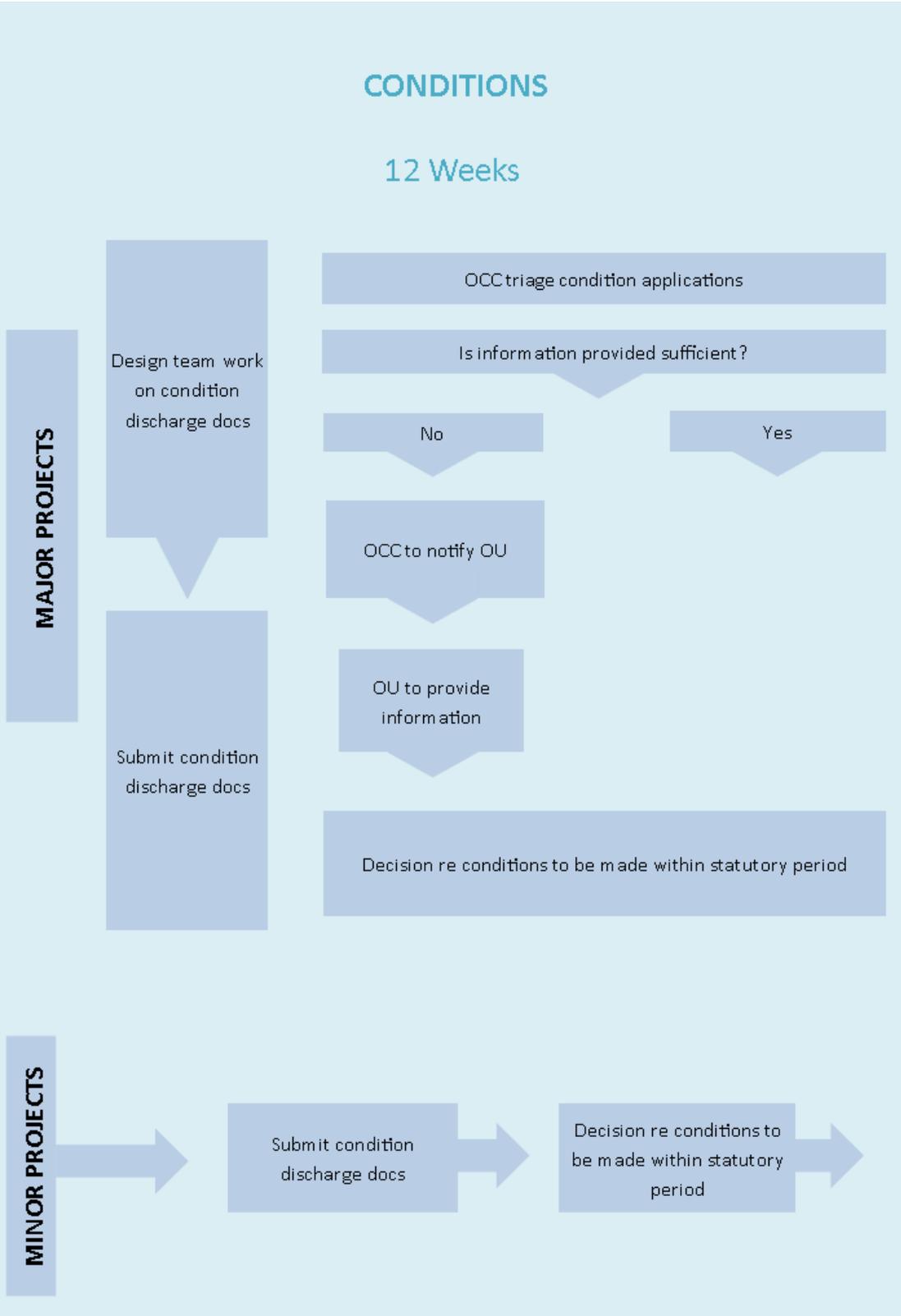


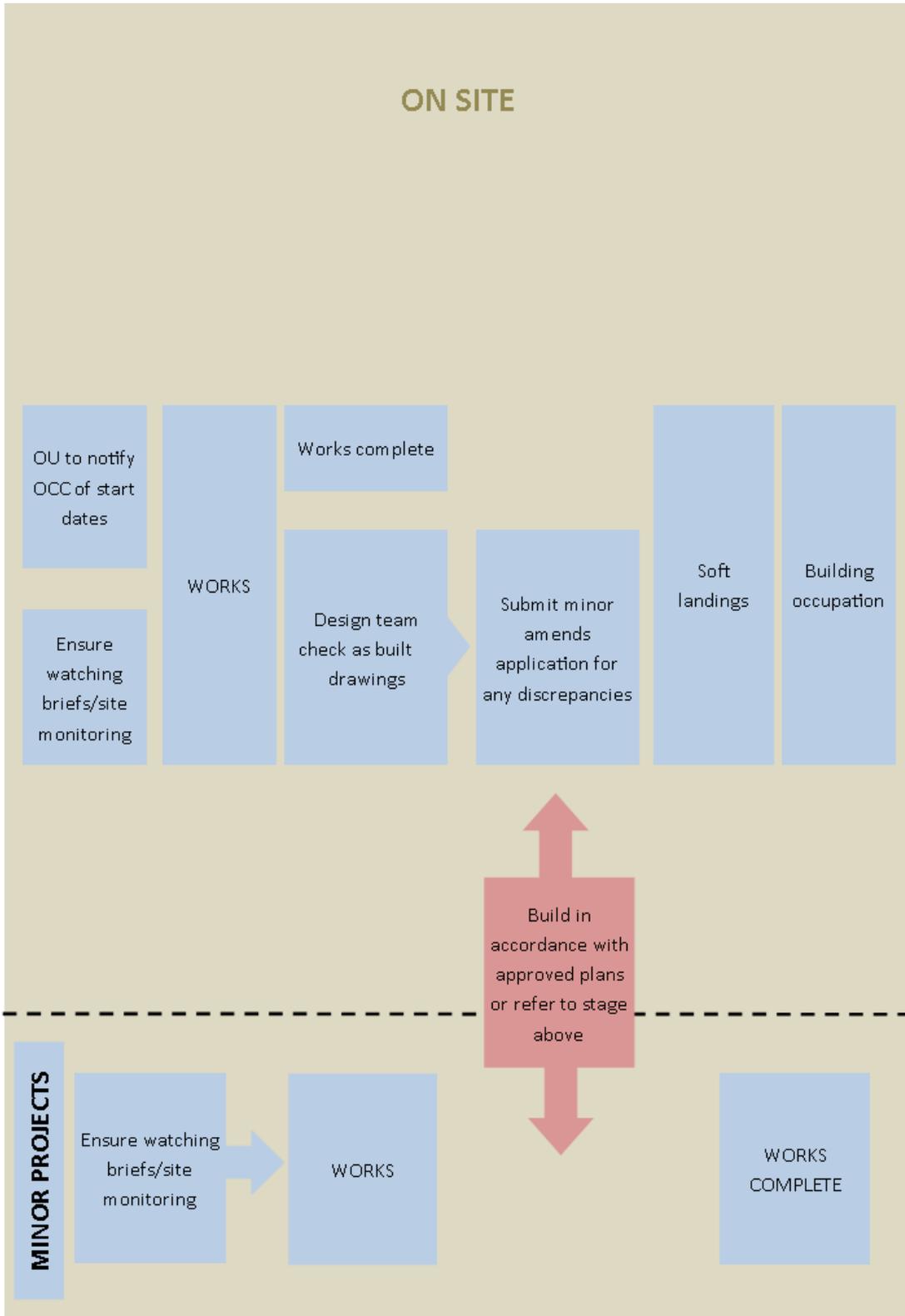




# CONDITIONS

12 Weeks





## 4.12 RIBA Stages

### Stage 0 – Strategic definition

Identification of the client's strategic brief, business case, general and specific project requirements.

### Stage 1 – Preparation and Brief

Development of project objectives. This includes budget, objectives, and sustainability aspirations.

Undertake feasibility studies, review site information, develop initial project brief.

### Stage 2 – Concept Design

Preparation of concept design including outline proposals for structural design, specifications, building service systems. Development of project strategies and cost information in accordance with the design programme.

Final alterations and sign off of the final project brief.

### Stage 3 – Developed Design

Preparation of developed design, including structural, services and architectural designs, cost information and project strategy.

### Stage 4 – Technical Design

Preparation of technical design, in accordance with the Design Responsibility Matrix. Project strategies and specifications finalised, and specialist contractor appointments made.

### Stage 5 – Construction

Offsite manufacturing of pre-fabricated parts, and onsite construction of the project following the Design Programme.

Reactive resolution of Design Queries as and if they arise.

### Stage 6 – Handover and Close Out

Handover of building by contractor to client and conclusion of Design Contract, including any administration.

### Stage 7 – In Use

Undertake post occupation evaluation exercise and performance reviews, plus any further activities required from the handover strategy.

[View the full description and overview document](#) on the RIBA website.

## 4.13 Glossary and definition of terms

Term	Definition
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 – requires 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.

# Appendices

## 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 Head of Town Planning. 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 Head of Town Planning (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:

- 1) *The Project Manager for the project presents the proposal, with all the necessary supporting documentation, drawings, and plans, to the Head of Town Planning and – where a project relates to or affects a heritage asset – to the Head of Conservation & Buildings for their review and comments.*
- 2) *If the project falls within the administrative boundary of Oxford City, the Head of Town Planning 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.*
- 3) *The Head of Town Planning 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).***
- 4) *The Project Manager then drafts the planning and/or listed building application for review by the Head of Town Planning 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.*
- 5) *All projects should be built in accordance with the drawings approved by the LPA.*

## Appendix B – Design Review Panel Template

### ODRP Project Submission Form

This form provides us with information on the scheme being proposed and will be shared in confidence with the panel. Please submit a minimum of 1 week prior to the Design Review meeting.

<b>Scheme Name:</b>		
<b>Site area (m<sup>2</sup>)</b>		
Estimated date of proposed planning submission		
Estimated date of proposed start on site		
Estimated date of proposed completion		
Has this scheme been subject to an ODRP review or workshop previously?	YES/NO/NOT SURE	
If yes, please outline any key changes since the scheme was reviewed previously; this could include changes to project team members, planning policy, uses, the design approach, height, density or other.		
If yes, please provide the list of panel members who attended. We will do our best to keep the reviews consistent.		

Proposed procurement route (choose one option)	
Traditional	
Single stage design and build	
Two stage design and build	
Management contract	
Design, build, finance and manage	
Custom or self-build	
TBC	
Other (please specify below)	
Planning-related designations that apply to site or surrounding context	
	YES/NO
Air Quality Management Area	
Ancient Woodland	
Area of Outstanding Natural Beauty (AONB)	
Brownfield	
Conservation Area	
Flood Zone	
Green Belt	
Heritage Coast	
Housing Zone (London)	
Listed Building	
Locally Designated Conservation Area	
Local Geological Site	
Locally Listed Building	
Local Nature Reserve	
Local Wildlife Site	
National Park	
Opportunity area (London)	
Ramsar Wetland	

Registered Parks and Gardens	
Special Area of Conservation (SAC)	
Site of Importance for Nature Conservation (SINC)	
Special Protection Area (SPA)	
Site of Special Scientific Interest (SSSI)	
Tree Protection Orders	
Other (please specify below)	
Is the scheme part of a wider strategic masterplan?	<b>Delete as appropriate</b>
	YES/ NO/ NOT SURE
Please specify below:	
Does a tall building strategy/policy apply here?	<b>Delete as appropriate</b>
	YES/NO
Please specify below:	
Please provide a short planning history of the site.	
<b>Key features</b>	<b>Number</b>
Public Transport Activity Level (in London)	

Number of proposed parking spaces					
Number of proposed cycle spaces					
Maximum proposed building height <b>(storeys)</b>					
Maximum proposed building height <b>(metres)</b> . This should include ground floor, plant and lift overruns.					
Average proposed building height <b>(storeys)</b>					
Average proposed building height <b>(metres)</b> . This should include ground floor, plant and lift overruns.					
Estimate project budget (£)					
<b>Proposed uses: housing</b>					
Number of homes proposed (this may be an estimate)					
Proposed residential density <b>(units per hectare)</b>					
Number of homes meeting M4 Category 2/ Lifetime Homes Standards					
<b>Housing Types and numbers proposed</b>					
Flats		Maisonettes		Houses	
Other housing type (please give details below)					
<b>Number of dwellings by bedroom count</b>					
Studio dwellings		1-bedroom dwellings		2-bedroom dwellings	
3-bedroom dwellings		4-bedroom dwellings		5+ bedroom dwellings	
<b>Number of dwellings by tenure</b>					
Private sale		Private rented		Social or housing association rented	
Other tenure (please give details below)					
<b>Number of the following</b>					

Affordable homes		Single aspect homes		Homes with balconies or private gardens	
<b>Proposed uses (except housing)</b>					
		<b>Proposed floor area (m<sup>2</sup>)</b>		<b>Number</b>	
Shops and restaurants					
Hotels and residential institutions					
Business					
Industrial and storage					
Leisure					
Community and non-residential institutions					
Outdoor space					
Other (please give details below)					
<b>Other uses (please mark with an X all that apply; some may be indicative)</b>					
Road		Railway		Power Station	
Airport		Port		Wind Farm	
Sewers		Pipeline		Under Sea Cable	
Electric Grid		Power Line		Fuel Storage	
Water					
Other (please give details below)					
The following questions ask for a brief description of the scheme. Feel free to refer to any attached drawings, plans or illustrations as appropriate.					
Please summarise the main elements of the brief (this could include key objectives and principles as well as proposed uses and built form).					

Please briefly describe the existing site and its wider context (this could include an urban design and/or landscape analysis, connectivity and wayfinding, local amenities, key views, local characterisation, public transport and movement routes, and key buildings and landmarks).
Please briefly describe the vision and narrative for the scheme (this could include your objectives, an explanation of the type of people who will live and work in this place, or how it will contribute or add to the wider quality of place).
Please briefly describe the proposed site layout, including site planning, arrangement of accommodation and movement routes.
Please briefly describe the proposed building design (this could include the height and massing, elevational treatment, approach to materials and internal layout).
Please briefly describe the proposed landscape plans (this could include the landscape strategy, uses, the mixture of private, shared and public spaces, materials, trees, ecology, water management, planting, and maintenance and management strategy).

Please briefly describe your approach to the creation of inclusive environments.
Please briefly describe your approach to creating healthy places.
Please briefly describe your approach to creating sustainable places.

If you have any questions about this form, how the information is used, or the Design Advice process, please contact the Design South East team on: 01634 401166

## 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**

Head of Town Planning

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

T: 01865 288457 M: 07799 658763

E: [rebecca.horley@admin.ox.ac.uk](mailto:rebecca.horley@admin.ox.ac.uk)



**Iain Critchlow**

Director of Asset & Space Management

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**Dr Richard Jones**

Head of Capital Projects

T: 01865 614809 M: 07717 891232

E: [richard.jones@admin.ox.ac.uk](mailto:richard.jones@admin.ox.ac.uk)



**Paul Rhymes**

Head of Conservation and Buildings

T: 01865 610977

E: [paul.rhymes@admin.ox.ac.uk](mailto:paul.rhymes@admin.ox.ac.uk)



**Elizabeth Liddiard**

Construction and Planning Solicitor

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E: [elizabeth.liddiard@admin.ox.ac.uk](mailto:elizabeth.liddiard@admin.ox.ac.uk)



**Harriet Waters**

Head of Environmental Sustainability

T: 01865 278769

E: [harriet.waters@admin.ox.ac.uk](mailto:harriet.waters@admin.ox.ac.uk)



**Lomin Saayman**

Information Records Manager

T: 01865 278790

E: [estates.library@admin.ox.ac.uk](mailto:estates.library@admin.ox.ac.uk)

## Appendix D – Service Level Agreement Guidance for Project and Programme Managers (PMs)

Within Oxford City Council (OCC), all major capital projects, which are generally large, complex development proposals with prolonged planned timescales are required to be supported by a Planning Performance Agreement (PPA) with the City Council. PPAs are bespoke agreements covering all stages of the project from pre-application through to application and post-application conditions compliance detailing. Ordinarily, PPAs are supported with a fee which is negotiated on a case-by-case basis with OCC. However, the University and OCC, have a Service Level Agreement (SLA) which is an overarching agreement addressing resourcing and fees including any cost associated with PPAs.

The SLA has been in operation since February 2019 and, following a renewal will now expire in February 2025. The SLA has a fixed cost to the University and this may be financed, in part, through each of the major projects which require a PPA. The fee that the project would have paid to support the PPA is, instead, paid to the University. To this end all projects should continue to set a budget aside to service the SLA at a similar level to that which would have been allowed for as a PPA, as agreed by BESC (Reference BESC(20)3 and BESC (22)02). This fee is guided by advice and agreement between the University's Head of Town Planning, the planning consultant and the PM, and is benchmarked against similar schemes.

On a quarterly basis the University's Head of Town Planning will ask the Capital Projects Administrator (CPA) to recover any outstanding fee from the project cost centre (usually after signing the PPA with OCC) and the CPA will record the payment of the fee in the Concerto decision log (type = Director of Estates).

Action required by the PM:

- *Contact the University's Head of Town Planning - for advice about whether or not a PPA is appropriate to the project and also to gauge the fee that is likely to be required to be set aside to fund the SLA.*
- *Include a budget for the fee in the project cost plan.*

Estates Services

## ASSET & SPACE MANAGEMENT

T: 01865 280808

E: [assetmanagement@admin.ox.ac.uk](mailto:assetmanagement@admin.ox.ac.uk)

estates.admin.ox.ac.uk

