

APPENDIX 2 – PERFORMANCE TARGETS

PERFORMANCE TARGETS

DEVELOPMENT MANAGEMENT

Standard 1	We will acknowledge all applications within 3 working days of receipt.
	Below 90% 90 – 94% 95% and over
Standard 2	We will check all applications for sufficient information within 5 working days of receipt and either: <ul style="list-style-type: none"> • Request further information to validate the application; or • Write to confirm the application is valid.
	Below 90% 90 – 94% 95% and over
Standard 3	We will do a site visit within 20 working days of receiving a valid planning application.
	Below 80% 80-89% 90% and over
Standard 4	We will decide 90% of householder applications (A) within 2 months and 80% of all local applications (B) within 2 months.
	Below 80% 80-89% 90% and over
	Below 60% 60-80% 80% and over
Standard 5	We will issue delegated decisions within 10 working days of the case officer making their recommendation (status changing to pending decision).
	Below 80% 80-89% 90% and over
Standard 6	We will respond to pre-application enquiries within 20 working days.
	Below 60% 60-80% 80% and over

PLANNING AND ACCESS COMMITTEE

Standard 7	The Planning Committee will at all times operate under the terms of its Standing Orders and observe the Code of Conduct for Members.
	NO YES
Standard 8	We will publish an annual diary of Committee meeting dates on our web-site in January of each year.
	NO YES
Standard 9	We will write to anyone who has made a written representation about an application 7 working days before the meeting.
	Below 100% 100%
Standard 10	We will make committee papers available on our web-site and at our headquarters at least 7 working days before the date of each meeting.
	Below 90% 90-99% 100%
Standard 11	We will publish draft minutes on our web-site within 10 working days of each meeting.
	Below 90% 90-99% 100%

APPENDIX 2 – PERFORMANCE TARGETS

LOCAL REVIEW BODY

Standard 12	<i>We will validate a Notice of Review within 7 working days of receipt.</i>	Below 100%	100%	
Standard 13	<i>We will make the Notice of Review available on our web-site and at our headquarters (A), and notify all interested parties (B), within 7 working days of the date of receipt of a valid review.</i>	Below 100%	100%	
Standard 14	<i>The Local Review Body will at all times operate under the terms of its Standing Orders.</i>	NO	YES	
Standard 15	<i>The Local review Body will aim to decide 80% of all reviews within 2 months.</i>	Below 80%	80-89%	90% and over

MONITORING

Standard 16	<i>We will acknowledge Notices of Initiation of Development within 3 working days of receipt.</i>	Below 90%	90 – 94%	95% and over
Standard 17	<i>We will respond to information submitted to meet conditions on a planning permission within 20 working days.</i>	Below 90%	90 – 94%	95% and over
Standard 18	<i>We will determine a written request for a Non-Material Variation to a planning permission within 20 working days.</i>	Below 90%	90 – 94%	95% and over

ENFORCEMENT

Standard 19	<i>We will acknowledge receipt of written enquiries or complaints within 5 working days.</i>	Below 90%	90 – 94%	95% and over
Standard 20	<i>We will respect the confidentiality of anyone raising a concern about a possible breach of planning control as far as is reasonably possible.</i>	NO	YES	
Standard 21	<i>We will write to complainants within 20 working days of receipt of a written enquiry, to advise whether further action will be taken.</i>	Below 80%	80-89%	90% and over
Standard 22	<i>We will do an initial inspection of sites within the following timescales: High Priority – 5 working days / Medium Priority - 15 working days / Low priority - 20 working days.</i>	Below 80%	80-89%	90% and over

APPENDIX 2 – PERFORMANCE TARGETS

DEVELOPMENT PLANNING

Standard 23	<i>We will write all policy and guidance in clear English</i>	NO	YES
Standard 24	<i>We will continue to produce supplementary planning guidance to support the implementation of our Local Plan.</i>	NO	YES
Standard 25	<i>We will always publish draft guidance on our web-site and consult the public, Community Councils and other stakeholders for a minimum of 6 weeks.</i>	Below 100%	100%
Standard 26	<i>We will acknowledge receipt of written consultation responses and update responders at key stages of the process.</i>	Below 100%	100%
Standard 27	<i>We will monitor the adopted Local Plan to review its effectiveness and publish the results on our web-site annually.</i>	NO	YES