

Report to	Cabinet 09 March 2016	Item
Report of	Executive head of service for regeneration and development	13
Subject	Planning pre-application advice – review of charges and service standards	

Purpose

To review the existing planning pre-application charging structure and service standards and recommend changes.

Recommendations

To:

1. agree the new charging levels and service standards as specified in Appendix 1 and 2 from 1 April 2016; and,
2. delegate authority to the head of planning services, in consultation with the relevant cabinet member, to agree any future minor revisions or adjustments relating to charges for planning advice by other organisations.

Corporate and service priorities

The report helps to meet the corporate priority value for money services

Financial implications

An increase of income is expected. However this is difficult to forecast precisely as it will be dependent on the state of the property market nationally and locally, as well as the willingness to take-up the services by developers. Additionally some of the charges are directly linked as a percentage of statutory fee levels. Therefore any changes to the latter will result in changes to the associated pre-application fee. The budgeted income is £60,000 for 2015-16 and it is anticipated that the proposals will increase income to £100,000 in a full year.

Ward/s: All Wards

Cabinet member: Councillor Bremner – Environment and sustainable development

Contact officers

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Background documents

None

Report

Introduction

1. Fees for pre-application planning advice and service standards were last revised and agreed by Cabinet in December 2012.
2. Statutory fees for planning applications are fixed by government and there is no local discretion available. However other optional services, particularly pre-application advice, are discretionary and can be charged for – providing that the income does not exceed costs. Norwich was the first local planning authority in Norfolk to introduce charges for pre-application advice in 2010. This has been followed locally by Kings Lynn and West Norfolk, North Norfolk, and South Norfolk. Most local planning authorities in southern England now charge for such advice.
3. Some of the service standards are directly related to the charging and this is therefore a good opportunity to review them to make sure that they relate well to the fees charged, and remain appropriate. In particular there is a need to consider how the council handles comments from the public in the interest of efficiency.

Discretionary charges

4. The government's planning practice guidance states "Local planning authorities are encouraged to take a flexible, tailored and timely approach to the pre-application services they offer, which are appropriate to the nature and scale of a proposed development. Local planning authorities may charge for providing discretionary services under section 93 of the Local Government Act 2003. Where charges are made they must not exceed the cost of providing the service. It is important that any charging does not discourage appropriate pre-application discussions. In this context, local planning authorities need to consider whether charging is appropriate in all cases, given the potential for pre-application engagement to save time and improve outcomes later in the process. Where possible, local planning authorities are strongly encouraged to provide at least a basic level of service without charge."
5. A review has been made of how the income relates to the time expended. It is clear that there is no profit being made from the charges currently being charged. There is also still a considerable amount of time spent dealing with informal queries where there is no charge. Consideration has been given to whether it is possible to reduce this time down to zero. However, in practice, there is some need to deal with telephone calls, emails and face to face queries. Signposting to the paid-for services can be improved with additional staff training but it is considered that radical steps to remove any contact with planning staff would be counter-productive as there is a need to provide accurate information on how to correctly engage with the planning service whether by a paid for pre-application process or to save time later on in getting accurate and complete planning applications submitted.
6. Appendix 1 shows all the existing discretionary charges in column 1 and proposed changes in column 2, with comments in the third column.
7. The key changes are:
 - The introduction of new fees for pre-application advice on listed building consent applications

- The deletion of the pre-application meeting fee. This is being misused by developers and there were unrealistic expectations and pressure for advice. The fees do not cover the costs.
 - The deletion of the intermediate advice fee category. This has proved to be problematic as the advice offered is so similar to the advanced level and developers had an unrealistic expectation of the level of advice.
 - Other fixed charges are generally increased to take account of inflation and the actual costs being expended.
 - Developers may need advice from other organisations and a review of how these organisations deal with organisational advice has been undertaken. A summary of the findings are in appendix 2. Initially it was thought that a “one-stop shop” approach would be feasible and this would assist developers by streamlining how they get advice. Some of the bodies would only give advice on a very few occasions annually and be highly specialist in nature. As the developer may wish to have the advice at a different time to their advice from the City Council, and due the unwillingness of some agencies to divert from their standard, national, procedures then the complexities of trying to merge external bodies into one service would, in practice, be extremely difficult to achieve. It could worsen the service and result in potentially complex and expensive administrative arrangements and cause confusion amongst all parties. However, on occasions, there will be the chance to integrate the advice on an ad-hoc basis and it is envisaged that there would continue to be a close working relationship with external bodies to minimise the complexity for developers.
 - For sites where the County Council as Highway Authority (impacts on the strategic highway network only), Lead Local Flood Authority or providing archaeological advice are involved this will be charged in addition to the City Council officer's time.
8. It will be important to ensure that all sections of the council provide comments on potential developments via the planning service and respond promptly to requests for advice. Similarly where proposals involve the highway authority and there are effects on the main road network, the County Council, as highway authority have agreed that they will not deal with developers direct but route their advice via the planning service and identify their fees and this will be incorporated as an additional charge to the developer.
 9. VAT is payable as the service is a discretionary one. For simplicity and clarity, all fees listed are inclusive of VAT.
 10. Since the GNDP design review arrangements ended in 2014, a service is currently offered by an external agency, Design South East. If a developer wishes to avail themselves of this service the costs would be additional to the normal pre-application fees.

Service Standards (pre-application advice)

11. The full wording of the existing service standards relating to pre-application advice are listed in the appendix and have been reviewed. Some changes are proposed.

12. The measure of success will be via the results of feedback by using the survey method developed by the Planning Advisory Service's Planning Quality Framework. This involves contacting agents, applicants, and third objectors or supporters by email and asks them questions about the quality of the experience of the planning service. It will enable robust data to be available to see how the quality of the service, as defined by customers, changes over time and how it compares with other local planning authorities as the questions and survey methods will be identical. It is envisaged that this will commence on April 1st.

Service Standards (other)

13. There is a need to change how schemes amended following the grant of planning permission are handled. At present there are unclear and inconsistent working practices between staff which need to be clarified. It is proposed that amended plans are only subject to re-advertisement or letters sent to neighbours with a 14 day period for comments if there is a significant, adverse, impact on properties. Minor changes, reductions in scale or alterations to reduce impact on neighbours would not be routinely re-notified to all the original neighbours, nor be re-advertised on site or in the press. However the amended details would be published on the website and be available for public inspection in the normal way. This would reduce costs in re-notification, often remove the need for a second site visit, and speed up decisions. There may be a need for an individual communication with specific objectors, for example, if the amended plans address the specific objection.
14. In order to streamline procedures and to ensure that there are fewer last-minute changes to Committee reports it is proposed that third party comments from the public that are received beyond the relevant consultation period (normally 21 days) in letters, press advertisements or site notices are not taken into account, trigger a committee referral and not be referred to in committee or delegated reports. In addition any correspondence received following the publication of the Committee report (7 days ahead of the meeting), will not be summarised and referred to Committee unless the report contains factual errors which need correcting. This will reduce workload and remove the need to prepare last-minute drafting of updates and reduce the information that Committee members have to read at the start of the meeting.

Service standards (planning enforcement)

15. The current service standard states "If you complain about someone breaching planning rules we will assess and classify the urgency of this within a day. We will acknowledge emailed queries immediately and letters within four calendar days. We will advise complainants of the outcome of investigations within 7 days of a decision or, if 8 weeks have elapsed (and in the 9th week), to advise of progress".
16. This differs from the corporate standard and has not always been observed. It is proposed to change this to make it clear that acknowledgement takes place within 5 days, a new standard to advise the complainant where there is, or is not, a substantive case, or not, to be investigated after 14 days, and then an update of progress, if not resolved, by the 8th week. Work processes will be amended to ensure that this is done in a consistent manner.

Pre-application charging

Existing wording	Proposed wording
<p>For advice on the need for listed building consent, where there is no associated planning application, for advice on the acceptability of alterations to listed buildings (i.e. proposals are internal and/or minor external changes which do not require planning permission).</p> <p>Advice will be provided directly by the design and conservation section.</p> <p>Where there will be an associated planning application one of the paid for services below should be used and listed building advice will be provided as part of the service.</p> <p>Fee: Free Timeframe: 21 calendar days</p>	<p>For advice on the need for listed building consent and the acceptability of alterations to listed buildings.</p> <p>Where there will be an associated planning application one of the paid for services below should be used and listed building advice will be provided as part of the service.</p> <p>Fee: £150 Timeframe: 21 calendar days</p>
<p>For advice on works to trees, only where the works relate solely to trees protection via a tree preservation order or conservation area. Advice will be provided directly by the council's tree protection officer.</p> <p>Fee: Free Timeframe: 21 calendar days</p>	<p>No change</p>
<p>Advice on the need for planning consent.</p> <p>The council's website along with the planning portal offers detailed advice on the need for planning consent. It is recommended that the website be used in the first instance to answer these enquiries.</p> <p>Written confirmation that the works proposed do not require planning permission, would require an application for a lawful development certificate.</p> <p>Alternatively, informal written advice on the need for planning permission can be requested by filling in an online form and paying a lower fee than the formal Lawful Development Certificate process, although this will not constitute a formal decision and a lawful development certificate is the statutory</p>	<p>No change</p>

<p>process which may be useful in the future if you sell your property and queries are raised by a potential purchaser.</p> <p>Fee: £50 Timeframe: 21 calendar days</p>	<p>Fee: £60 Timeframe: 21 calendar days</p>
<p>Planning history A planning history of the site and copies of the decision notice and any plans associated with the decisions which are available.</p> <p>Fees Planning history and up to two decision notices £65 Additional decision notices £10.50 each Copy of S106 agreement or tree preservation order. Copy of other documents £65 per hour (or part thereof)</p> <p>Timeframe: 21 calendar days</p>	<p>Free for decisions that can be emailed where the reference no is known. History searches and copies of plans/legal agreements/tree preservation order charged at £65 per hour of actual time (min time is 1 hour)</p> <p>Timeframe 14 calendar days.</p>
<p>Householder For advice on the likelihood of gaining planning permission for alterations and extensions to residential dwellings or flats which require planning permission.</p> <p>Fee: £50 Timeframe: 21 calendar days</p>	<p>£100 Timeframe: 21 calendar days</p>
<p>Change of use For advice on the likelihood of gaining planning permission for a change of use only or with very minor external alterations (i.e. amended shop front).</p> <p>Fee: £150 £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback.</p> <p>Timeframe: 21 calendar days</p>	<p>£195 £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback. Timeframe: 21 calendar days</p>
<p>Minor commercial development For advice on minor commercial developments or extensions of no more than 1,000sqm gross floor space.</p> <p>Fee: £100 per 75 sq.m. Timeframe: 21 calendar days</p>	<p>£195/per 75 sq.m. Timeframe: 21 calendar days</p>
<p>Advice on significant development proposals</p>	<p>For advice on developments of one</p>

<p>For advice on developments of one dwelling or more, or 1,000sqm gross floorspace or more, or a combination of the two.</p> <p>Four levels of service are provided. Should developers wish to, they can progress through each level with any fee paid for the earlier level of service discounted from the latter level, subject to being within 12 months of the original advice being given. Developers can seek advice at any level from the outset, subject to sufficient information being provided.</p>	<p>dwelling or more, or 1,000sqm gross floorspace or more, or a combination of the two.</p> <p>Basic and advanced services are provided. Should developers wish to, they can progress from basic to advanced level with any fee paid for the lower level of service discounted from the higher level, subject to being within 12 months of the original advice being given.</p>
<p>Pre-application meeting</p> <p>An initial meeting to discuss the parameters of likely future pre-application discussions. Officers are unlikely to be able to give any detailed feedback on the merits of proposals, but can provide some general feedback and advice on how best to take the proposals forward. An e-mail with a very brief summary of the meeting will be provided (not full minutes).</p> <p>Fee: £72</p> <p>Timeframe: Aim for meeting within 14 calendar days of request.</p>	<p>Delete</p>
<p>Basic enquiry</p> <p>Advice will be provided only on the principle of the development and no other matters. Information to be provided by the applicant should include a description of the proposals, including proposed uses and numbers of dwellings or floorspace, and possibly a site plan. Applicants may wish to submit a sequential or impact assessment for main town centre uses where they are aware that this may be an issue.</p> <p>No internal or external consultation would take place. The officer response will outline relevant policy, constraints, the acceptability of the principle of development and other main issues (as bullet points only e.g. design, trees, contamination, etc). This can include the earlier stage of a pre-meeting.</p> <p>Fee: £150</p> <p>£300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback.</p>	<p>No change but with addition of a comment pointing out this service may be useful for those wanting information prior to an auction. The council will endeavour to respond more quickly than the 21 days if the information is needed for an imminent auction date.</p> <p>10% of statutory fee with a minimum of £250</p> <p>Timeframe: 21 calendar days</p>

<p>Timeframe: 21 calendar days 32 calendar days where detailed feedback on a sequential or impact assessment is required</p>	<p>35 calendar days where detailed feedback on a sequential or impact assessment is required</p>
<p>Intermediate enquiry This goes a step further than the basic enquiry and would require submission of a full set of plans and other supporting information. Feedback would be provided on all areas of the proposal within the remit of the information provided.</p> <p>Internal consultations would be carried out, however the applicant would be advised to approach external consultees themselves for advice. The need to screen the development under the EIA regulations would also be considered. This can include the earlier stage of a pre-meeting.</p> <p>Fee: 20% likely full application fee plus VAT subject to a minimum fee of £250. Timeframe: 42 calendar days.</p>	<p>Delete. This is similar to the advanced level and is often used by applicants but, in practice, the advice given often exceeds the service level and is more akin to the advanced level.</p>
<p>Advanced enquiry Again this goes a step further than the intermediate enquiry. Where all other levels of enquiry are intended to involve a single submission and single response from the LPA, it is intended that this level can be more flexible and involve ongoing correspondence between the LPA and the applicant, including providing the applicant with opportunities to submit revisions to respond to initial comments.</p> <p>The LPA would also undertake external consultations where the necessary information has been submitted (e.g. if flood risk assessment is submitted we can consult the Environment Agency). External consultees' fees for pre-application advice would need to be met by the applicant.</p> <p>For larger schemes the applicant may also be invited to present the proposals to the design review panel, and the proposals can be presented to planning applications committee for information only at pre-application stage.</p>	<p>All other levels of enquiry are intended to involve a single submission and single response from the LPA, it is intended that this level can be more flexible and involve ongoing correspondence between the LPA and the applicant, including providing the applicant with opportunities to submit revisions to respond to initial comments.</p> <p>The LPA would also undertake external consultations where the necessary information has been submitted or would advise the applicant on using other bodies paid-for services, if necessary, where these exist (e.g. Environment Agency, Historic England, etc.)</p> <p>The applicant may also be invited to present the proposals for design review by an independent panel (additional charges would apply). Proposals may be presented to planning applications committee</p>

<p>The council can also assist with the content of pre-application public consultations.</p> <p>EIA screening will be undertaken as part of the process.</p> <p>This is the only level of enquiry where we will consider development viability. Where viability is a matter for consideration a further charge will be levied. Clearly such charges can be included as costs within the viability appraisal.</p> <p>This can include the earlier stage of a pre-meeting.</p> <p>Fee: 30% of the likely full application fee plus VAT subject to a minimum fee of £750 plus VAT (£900 inclusive of VAT). £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback.</p> <p>Timeframe: 56 calendar days, plus time to consider any amendments</p>	<p>for information at pre-application stage and advice will be given on how to organise such a presentation.</p> <p>The council can also advise on how to do pre-application public Consultations.</p> <p>EIA screening, where necessary, will be undertaken as part of the process.</p> <p>This is the only level of enquiry where we will consider development viability. Where viability is a matter for consideration a further charge will be levied. Clearly such charges can be included as costs within the viability appraisal.</p> <p>This can include the earlier stage of a pre-meeting.</p> <p>Fee: 30% of the likely full application fee plus VAT subject to a minimum fee of £750 plus VAT (£900 inclusive of VAT). £300 Additional charge where the applicant has submitted a main town centre uses sequential and/or impact assessment and is seeking detailed feedback.</p> <p>Timeframe: 56 calendar days, plus time to consider any amendments</p>
<p>Bespoke services for extremely large scale and complex proposals</p> <p>For extremely large development proposals the standard ways of dealing with pre-application advice may not be achievable or desirable. As part of an additional service to developers, a potential timetable for submission, consultation, amendment, re-consultation can be agreed (similar to a Planning Performance Agreement). An estimate will be made of the council's total costs and a fee quoted. Actual time expended will be measured and actual costs will be paid either by refund or by supplementary estimate.</p>	<p>Bespoke services for large scale or complex proposals</p> <p>For large development proposals the standard ways of dealing with pre-application advice may not be achievable or desirable. As part of an additional service to developers, a potential timetable for submission, consultation, amendment, re-consultation can be agreed (similar to a Planning Performance Agreement). An estimate will be made of the council's total costs and a fee</p>

<p>The minimum fee is £5,000.</p>	<p>quoted. The initial fee payable is £5,000 and supplementary payments will be payable within 14 days of request once council costs are within £1,000 of the amount already paid. Timeframe: By agreement</p>
<p>Post approval feedback, amendments or variations For advice after receiving planning approval, particularly where amendments or variations to a consent are sought or advice is needed on the discharge of planning conditions.</p> <p>Fee: £100 Timeframe: 21 calendar days</p>	<p>5% of fee or £100 (whichever is the higher) Conditions advice £75/condition This would also apply to listed building applications.</p> <p>Timeframe: 21 calendar days</p>
<p>Post refusal feedback and advice For advice after receiving a refusal of planning permission, in general where the applicant did not enter into pre-application discussions prior to submission. The applicant can seek advice on a resubmission for the set fee detailed below. This can involve an initial meeting with the case officer to discuss how the scheme could be amended.</p> <p>Fee: £300 Timeframe: 21 calendar days.</p>	<p>10% of fee or £300 (whichever is the higher) Timeframe: 21 calendar days.</p>
<p>Exceptions and reductions to fees The council offers a 50% reduction in fees for charities and community groups providing services to the whole community and relating to the local provision of that service (although please note that this excludes private schools).</p> <p>No fee is required for developments which solely relate to the provision of disabled access or alterations and extensions to residential dwellings to facilitate disabled access.</p> <p>No fee is charged for city council proposals, unless the site is being or to be disposed of for commercial or housing (including affordable</p>	<p>No change.</p>

<p>housing) development, in which case normal charges apply.</p> <p>No fee will be charged where the application is required only because of an article 4 direction or planning condition removing normal permitted development rights.</p>	
<p>Refunds for poor service If the council fails to meet the performance standards in respect of paid pre-application advice and there is no fault or delay caused by the applicant then 50 per cent of any fee paid will be refunded.</p> <p>It should be stressed that although all advice will be issued in good faith, it cannot constitute a formal decision of the council and will not in any way prejudice the council's consideration of any subsequent application. The nature of advice given will be considered relevant to any subsequent planning application so will be in the public domain at that time, although it may have to be made available if a relevant Freedom of Information request is made.</p>	<p>Refunds for poor service If the council fails to meet the performance standards in respect of paid pre-application advice and there is no fault or delay caused by the applicant then 50 per cent of any fee paid will be refunded. Exclusions apply to the Christmas period when additional 10 calendar days are required to cover the period when City Hall is closed and cases where the applicant has agreed to extend the time period.</p> <p>It should be stressed that although all advice will be issued in good faith, it cannot constitute a formal decision of the council and will not in any way prejudice the council's consideration of any subsequent application. The nature of advice given will be considered relevant to any subsequent planning application so will be in the public domain at that time, although it may have to be made available at pre-application stage if a relevant Freedom of Information request is made.</p>

Other related charges

Organisation	Summary of charging	Comments
Norfolk County Council - Lead Local Flood Authority (sustainable drainage details)	Charges may be introduced later in 2016.	This would be an additional charge based on rates yet to be established by the Council and be operated and be a supplement.
Norfolk County Council – Highway Authority	For most applications the highway authority functions are operated by the City Council under the Highways Agency agreement - unless there is an impact on the strategic network. The County Council intend to introduce a charge for advice and as part of that process they will introduce fees for developments in Norwich for the few cases where their input is necessary.	It is proposed that for bespoke cases this would be an additional charge, For other cases this would be capped at £250 of advice per case, with a supplement payable before the formal advice is released.
Norfolk County Council – Historic Environment Service	Fees for archaeological work relating to the precise requirements and specifications for briefs to be submitted with a formal planning application. A fee of £175 (minors), £315 (majors) with a bespoke service available for very large cases. http://www.norfolk.gov.uk/view/NCC167428	The fees will be advised at the start of the consideration of the case, if archaeological work will be required. The applicant will have the option of incorporating with the pre-application advice with a supplement payable before the formal advice is released This work may be required by the developer at a different time to the planning advice and the option of going direct to the HES remains available.

Historic England	<p>For grade 1 and 2* listed buildings. For informal advice, free advice to the applicant is capped at 15 hours, and thereafter charged for as "Extended pre-application advice". Formal pre-application advice to the council is not charged.</p> <p>http://content.historicengland.org.uk/content/docs/planning/enhanced-advisory-service-descriptions.pdf</p>	<p>Very few cases will invoke charges in Norwich and will be most likely for schemes at early stages being revised and refined. Too complex to integrate our charging structure.</p>
Natural England	<p>Detailed standing advice is available in respect of protected species. For development that might affect a SSSI or other nationally protected sites further guidance may be needed and there are a variety of free and paid for service available for some developments such as those involving loss of high grade agricultural land, affecting marine conservation areas, loss of ancient woodland etc.</p> <p>https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals</p>	<p>Apart from protected species information which is available on-line as standing advice the likelihood of the need to contact Natural England by a developer for development in Norwich would be rare. Therefore there is no need to attempt to incorporate into the council's paid for service.</p>
Environment Agency	<p>High level overviews are free. Charges are imposed for more detailed advice, answering specific questions, reviewing technical documents such as a Flood Risk Assessment.</p> <p>https://www.gov.uk/government/publications/planning-advice-environment-agency-standard-terms-and-conditions</p> <p>https://www.gov.uk/government/publications/pre-planning-application-enquiry-form-preliminary-opinion</p>	<p>The free advice would be incorporated in the relevant categories of paid for advice by the council. Other specific and technical queries are best handled directly with the EA as it is possible that they will be required at a different time to the council enquiry and the involvement of the council is only likely to complicate and confuse matters, rather than to simplify them. In addition the EA have confirmed that they would not be willing to incorporate their services into our service.</p>

Health and Safety Executive	<p>A web app would give the same advice as could be provided via the council as part of it's normal pre-application service. For advice on a particular proposal a fee of £350 would be charged to the developer. A consultancy service is available for the more complex proposed developments where the developer is unable to use the above Planning Advice Web App, or where HSE may be able to engage with the developer to consider if changes could be made to a proposal which would lead HSE to reconsider its advice. Advice on proposed plans, advice on re-designing lay-outs and any other specific tasks will be quoted for.</p> <p>http://www.hse.gov.uk/landuseplanning/developers.htm</p>	<p>Standing advice taken from the HSE's mapping system would be incorporated as part of our service. The option for the developer to go direct to the HSE gives them a chance to discuss changes to a proposal to make it acceptable and where the HSE's advice is needed to remove an objection. This would apply to very few sites or development types and as the specialist advice may be needed at a different time to the planning advice it is too complex to integrate.</p>

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:

Committee date:

Head of service:

Report subject:

Date assessed:

Description:

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act</u> 1998	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

Positive

Negative

Neutral

Issues