

COSBEDCL4009

Determine and negotiate proposals in planning, conservation and building control



Overview

This unit is about processing, assessing and determining building control proposals, town planning applications and conservation consents in the agreed manner. You will negotiate where necessary with the applicant and other interested parties.

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Performance criteria

Determine proposals against statutory and policy requirements

You must be able to:

- P1 assess **proposals** in detail against the relevant technical regulations, policy and **evaluation criteria** and process those which are likely to meet the **evaluation criteria**
- P2 identify inconsistent and incomplete **information** in **proposals** and ask applicants for more **information**, clarification and proof
- P3 evaluate in detail those **applications** which meet the assessment criteria, and identify the options available to process the **applications**
- P4 determine **proposals** in line with the **evaluation criteria** and prepare a report justifying the recommendations
- P5 draft the conditions or reasons for rejections in an appropriate legal format
- P6 complete the decision making process within agreed time and to meet legal requirements

Negotiate the content of proposals

You must be able to:

- P7 consider the **evaluation criteria** and identify the scope for **negotiation**
- P8 **negotiate** with applicants to change their **proposals** to meet the **evaluation criteria**
- P9 agree changes to **proposals** which meet the expectations which have been identified
- P10 complete the **negotiation** process within the agreed time limits and to meet legal requirements

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Knowledge and understanding

Determine proposals against statutory and policy requirements

You need to know and understand:

- K1 how and why to assess **proposals** in detail against the relevant technical regulations, policy and **evaluation criteria** (analysis)
- K2 how to process **proposals** which are likely to meet the **criteria** (application)
- K3 what to identify as inconsistent and incomplete **information** in **proposals** (understanding)
- K4 how to ask applicants for more **information**, clarification and proof (application)
- K5 how and why to evaluate in detail those **proposals** which meet the assessment criteria (evaluation)
- K6 what to identify as the options available to process the **proposal** (understanding)
- K7 how and why to determine **proposals** in line with the **evaluation criteria** (evaluation)
- K8 how and why to draft the conditions or reasons for rejections in an appropriate legal format within the report (evaluation)
- K9 how to complete the decision making process within agreed time limits and to meet legal requirements (application)

Negotiate the content of proposals

You need to know and understand:

- K10 how and why to consider the **evaluation criteria** (analysis)
- K11 what to identify as the scope for negotiation (understanding)
- K12 how to **negotiate** with applicants to change their **proposals** to meet the **evaluation criteria** (application)
- K13 how and why to agree changes to **proposals** which meet the expectations which have been identified (evaluation)
- K14 how to complete the negotiation process within the agreed time limits and to meet legal requirements (application)

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Scope/Range

Determine proposals against statutory and policy requirements

- 1 Proposals: (Performance in 2 of the following and knowledge and understanding of the rest):**
 - 1.1 the development and use of land
 - 1.2 structures/buildings
 - 1.3 environmental impact
 - 1.4 conservation and heritage
 - 1.5 energy and carbon use
 - 1.6 advertisement
 - 1.7 trees/hedgerows
- 2 Evaluation criteria:**
 - 2.1 local
 - 2.2 regional
 - 2.3 national
 - 2.4 organisational
 - 2.5 results of consultation, publicity or notification
- 3 Information - type:**
 - 3.1 application documents
 - 3.2 plans, drawings, calculations
 - 3.3 technical information
 - 3.4 test data
 - 3.5 consultations/notifications

Negotiate the content of proposals

- 4 Evaluation criteria:**
 - 4.1 local
 - 4.2 regional
 - 4.3 national
 - 4.4 organisational
 - 4.5 results of consultation
- 5 Negotiate:**
 - 5.1 orally
 - 5.2 in writing
 - 5.3 electronically
 - 5.4 formally
 - 5.5 informally
- 6 Proposals: (Performance in 2 of the following and knowledge and understanding of the rest):**
 - 6.1 the development and use of land

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- 6.2 structures/buildings
- 6.3 environmental impact
- 6.4 conservation and heritage
- 6.5 energy and carbon use
- 6.6 advertisement
- 6.7 trees/hedgerows

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Relevant occupations Town planners; chartered surveyors (not quantity surveyors); building inspectors; construction project manager and related professions

Suite Town Planning, Conservation and Building Control

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