

# Appendix F - Specification

This document sets out the Council's requirements, quality standards and key performance indicators with respect to the proposed contract. Please ensure that you read this carefully and ensure these requirements are incorporated into your pricing submission and the quality of services provided.

## 1. Overview of the Council's Requirements

As part of this contract the provider will be required to review daylight/sunlight assessments submitted in planning applications and pre-applications on behalf of the local planning authority (LPA) and to produce professional reports to advise the local planning authority on the acceptability of daylight/sunlight/solar glare impacts of proposed development within the borough and daylight/sunlight performance of proposed development themselves, including:

- Assessment and professional recommendations against BRE guidance, national, regional, and local policies and guidance, industry standards, and relevant British standards and taking account of relevant planning decisions.
- Those with Environmental Impact Assessments / Environmental Statements.
- To attend meetings where necessary.
- Modelling of daylight/sunlight impacts from proposed development where necessary.
- To attend planning committee and contribute to the officer presentation/committee report (including the production of visual aids such as window maps demonstrating impacts where necessary) and questioning from members where appropriate.

## 2. Volumes

Table 1 below gives an indication of the volume of daylight/sunlight assessments received in the last three years:

Table 1

<b>No. of Applications Received</b>	2019/20	2020/21	2022/23	YTD (Sep 2023/24)
<b>Year</b>	18	9	7	6

Whilst the Council cannot guarantee the volume of enquires it will receive, this should be used as a reference point for the Pricing Schedule in Appendix B on the basis of 11 applications on average per year.

## 3. Technical Requirements of Contract Delivery

- The provider should have knowledge and competence delivering daylight/sunlight assessments on a variety of different development schemes.
- The provider should have a thorough understanding of the BRE guidance (Site Layout Planning for Daylight and Sunlight – a Guide to Good Practice, 3<sup>rd</sup> edition).
- The provider must be able to navigate and adhere to statutory planning instruments (i.e., policies, regulations) and having account of relevant planning decisions, including appeals.

## Appendix F - Specification

- The provider should apply software techniques such as visual mapping, 3D modelling etc. in the preparation of the reports.
- The provider should use requisite tools to calculate Vertical Sky Components (VSC), Daylight Distribution (DD) / No-Skyline (NSL), Annual Probable Sunlight Hours (APSH), Overshadowing, Illuminance method, Daylight Factor method, and Solar Glare.

### 4. Insurance Requirements

The Service Provider shall maintain at its own cost a policy of insurance to cover its liability in respect of any act or default for which it may become liable to indemnify the Council under the terms of this Contract in the following minimum sums:

- (a) Employers' liability of £5,000,000 (five million)
- (b) Public liability of £5,000,000 (five million)
- (c) Professional indemnity of £2,000,000 (2 million)

The Service Provider shall provide the insurance policies to the Authorised Officer on request.

### 5. Quality Standards

- The provider should provide evidence of compliance with BRE daylight/sunlight 2022 guidelines inclusive of its tests.
- The provider should have RICS membership.

### 6. Skills and Experience

The provider should have the following skills and experience:

- experience of assessments for small and large development schemes
- experience conducting daylight/sunlight assessment and applying the develop guidance.
- experience tailoring bespoke daylight/sunlight to client needs, especially within a local authority context.

The provider should have the Royal Institute of Chartered Surveyors (RICS) Membership.

### 7. Frequency of Contract Meetings

- The provider will be required to attend quarterly contract management meetings led by the Contract Management Board to discuss progress, issues etc.

### 8. Contract Management Arrangements

- The contract will be managed by the Head of Strategic Applications and monitored closely by the Contract Management Board. Activities such as the Contract Management Meeting will provide a forum for all stakeholders to consult on a frequent basis.