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1. PURPOSE

- 1.1 The Ministry of Housing, Communities and Local Government (here after referred to as “The Authority”) requires planning application and development pipeline data for residential applications across England and associated analysis.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Authority is a ministerial department, supported by 12 agencies and public bodies.
- 2.2 The Authority will enable a shift in power from central to local government, with decentralisation bringing power closer to local communities. The Authority wants cities to have more control over transport, housing, skills and healthcare with elected metro mayors. The Authority also supports local authorities to help create strong local economies and deliver high quality, value for money services.
- 2.3 The Authority’s objectives are:
- driving up housing supply
 - increased home ownership
 - devolving powers and budgets to boost local growth
 - supporting strong communities with excellent public services

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Overall quarterly figures on planning applications, decisions, and the speed of decisions are submitted to the Authority via an electronic data collection system. Further information on planning applications can be found at <https://www.gov.uk/government/collections/planning-applications-statistics>.
- 3.2 Whilst the central planning application data provides useful information on the overall quantity of applications and time to make decisions within planning authorities, they do not provide information on the development pipeline from application to completion of the development. Further, they do not provide details on the number of units detailed within applications. Consequently, additional data has been sourced through an external source since 2012. This requirement is to enable the continued supply of the planning application and development pipeline data.
- 3.3 This requirement includes an expanded range of areas covered to meet new policy needs, including enhancing the Authority’s capacity to support place-based policies and understanding of planning impacts on the housing market. This approach will specify the policy questions which the Authority want to be able to answer rather than focussing on a pre-defined set of variables. This should ensure that the service is flexible and can evolve to reflect the Authority’s needs.
- 3.4 Data on planning application and development pipeline data is of interest to a range of Government departments and arms-length bodies, particularly Homes England and the Cabinet Office. Due to its importance, the requirement for this work includes data sharing within Government and arms-length bodies.
- 3.5 At the broadest level the objectives of this data are to:

- Quantify sites and associated units that are at different stages of the planning system;
- Understand the progress of sites through the planning system and determinants of their progress, i.e. from site application to development completion.

3.6 The Successful Provider must:

- Obtain residential planning application data from local planning authorities;
- Enhance the data with additional intelligence on the development pipeline of these sites i.e. tracking the progression through the planning system and construction;
- Validate the data and provide quality assurance to ensure timely and fit for purpose data;
- Maintain a data dictionary, i.e. written guidance on how key terms are defined and must ensure that these are applied consistently to the agreed specification.

3.7 The Contract shall be for an initial period of one (1) year, with an option to extend for an additional one (1) year. The Successful Provider must be able to mobilise by 12th March 2018.

4. DEFINITIONS

Expression or Acronym	Definition
SQL server	means a database management system with the function of storing and retrieving data (This acronym refers to 'Structured Query Language')

5. SCOPE OF REQUIREMENT

5.1 The overall requirement is for the provision of data and analysis on planning applications and the end-to-end development pipeline across England. The service shall be delivered by the Successful Provider through a set of agreed regular outputs and an 'ad hoc' analysis service.

5.2 The requirements of this data are to enable the Authority to:

- Monitor progression of existing residential sites through the planning system i.e. tracking the way and time it takes for sites with full planning permission to progress from application to approval and start of construction;
- Monitor progression of new residential sites through the planning system i.e. tracking the progress of new applications through the planning system to approval and start of construction;
- Identify determinants or characteristics that explain the progression of sites through the planning system e.g. factors that may explain delays in progression from application to full permission granted;

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- Quantify sites and associated residential units at different stages of the planning system (e.g. application, decision) and at different stages of development (e.g. start, complete);
 - Monitor progression of existing sites through development;
 - Monitor progression of new sites through development.
- 5.3 The scope of sites and applications included / excluded in the data shall be agreed with the Successful Provider but must cover all of England. The Successful Provider shall maintain written guidance on how key terms are defined and shall supply the Authority with a data dictionary at Contract commencement. The Successful Provider shall maintain written guidance on the definitions of users and for internal staff to ensure they are applied consistently to the agreed specification.
- 5.4 The following outputs are required and shall be classified as separate products, each of which must be costed for and shall be paid for separately, if the Authority deems that they are at the agreed standard as detailed in Appendix 1:
- 5.4.1 An initial dataset including all residential sites that are currently in the planning system. This includes sites at each stage of the planning system (e.g. application and decision) and permissioned sites in development that are not yet complete. The dataset must detail the planning application number, corresponding number of residential units, the type of application made (e.g. outline, full, permission in principle), the date of application, the decision outcomes at each planning stage, the detail on decision outcomes and the date of planning outcome at each stage. The preferred format is an SQL Server. This dataset should be delivered within two weeks of contract commencement. The Successful Provider shall outline the delivery method for this provision.
- 5.4.2 A monthly update of the planning pipeline dataset described in 5.4.1 containing changes to the initially included sites i.e. where sites have progressed to a new stage in the planning system (e.g. from application to approval) or development. This should also include new sites that have entered the planning system. It is recognised that sites may re-enter the planning system, e.g. where an application is withdrawn and re-entered. The dataset shall identify re-permissions, in order that sites are not counted twice when reporting the number of sites and units at different stages in the planning system. However, the dataset must retain previous applications so that it is possible to track the full site history. The Successful Provider shall provide a monthly report outlining changes to the dataset, including the number of new sites entering the dataset. The preferred dataset format is an SQL Server. The dataset and monthly reports should be delivered on the 1st working day of the month, with an expected delivery date of April 3rd for the first monthly updates. The Successful Provider shall outline the delivery method for this provision.
- 5.4.3 A quarterly figure for the number of residential units with full residential planning permission granted, split by geographical region and by size of site consistent with the Authority's historic permission series. The Successful Provider shall provide four figures over the course of the twelve
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month Contract that relate to each quarter of 2018 (Q1 Jan-Mar, Q2 Apr-Jul, Q3 Jul-Sep, Q4 Oct-Dec) four (4) weeks after the end of the previous quarter. The Successful Provider must include a trend of four previous quarters within the figures (e.g. in Q1 2018 must include a comparison to Q1 2017, Q2 2017, Q3 2017 and Q4 2017). In each quarter all of the previous quarter figures shall be revised to account for any revisions (e.g. where local authorities have backdated planning permissions or re-permissions). The Successful Provider shall outline the delivery method for this provision.

5.4.4 A historic dataset on planning applications and development, as far back as the Successful Provider can provide. This should include the planning application number, corresponding number of residential units, planning application date, planning permission decision date and a confirmed development completion date (i.e. a date checked with the developer or another party following site development, rather than the estimated completion date provided in the planning application), geographic locator. If possible this should include the number of units actually delivered. This shall allow the Authority to conduct historic analysis on the time taken for sites to progress through the planning system, the time for site development and changes in residential units delivered by sites. The preferred dataset format is an SQL Server. The Successful Provider shall outline the delivery method for this provision.

5.4. Alongside the core products above, the Successful Provider must provide a data dictionary which must specify for each data variable (or item), a variable name, a full description, data type (e.g. whether it is categorical or string variable), possible data values (e.g. a list and definition of these), missing value codes etc. The Successful Provider shall provide this at Contract commencement. The Successful Provider shall maintain the data dictionary throughout the course of the Contract to ensure definitions are applied consistently to the agreed specification.

5.5 A full suite of products must be provided by the Successful Provider in line with the policy and data requirements set out in Appendix 1.

5.6 In addition to providing regular outputs detailed above, the Successful Provider must provide responses to ad hoc queries from the Authority's analysts when required. This is to support the Authority's need to respond urgently to requests from policy colleagues, MPs or answer parliamentary questions. Costings for this to be included as part of the service and Potential Providers must cost this separately, in Appendix E, as part of the tender. Section 6.4 specifies in more detail the nature of the ad hoc queries.

6. THE REQUIREMENT

6.1 Data collection

6.1.1 The Successful Provider shall collect planning application (site) level data from each of around 340 planning authorities and/or the Planning Portal; or obtain the data via a third party. The Successful Provider shall provide an initial dataset of all sites currently in the planning system. This shall be

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updated on a monthly basis with updates to the initial dataset. A separately costed product is a historic dataset which includes data on planning applications and development as far back as the provider has. A full suite of products must be made by the Successful Provider in line with the policy and data requirements set out in Appendix 1.

- 6.1.2 Planning applications are lodged via the Planning Inspectorate's 'Planning Portal' (<http://www.planningportal.gov.uk/planning/applications/decisionmaking/>), or directly with the individual planning authorities. Each authority publishes a planning register that is updated on a frequent basis. The authorities record each decision made against each application. Appeals against applications that are refused or not determined are made to the Planning Inspectorate.
- 6.1.3 The Successful Provider must supplement this information with data about the up-to-date status of each site development. This would most likely need to be collected from applicants, site developers, other construction sector leads and planning authorities, at planning application (site) level. This shall be reported to the Authority in monthly datasets and reports.
- 6.1.4 Each Potential Provider will be asked to provide a data sample in response to the separate products which includes 5% of the data the Successful Provider would expect to deliver. As part of the tender process the Authority will assess this data sample. The methods and variables listed in Appendix 1 are not exhaustive and further data outputs to address the policy questions are encouraged. The Successful Provider may consider purchasing data that has already been enhanced from a third party.
- 6.1.5 As the site moves through the various planning stages, from application to construction to completion, the Successful Provider shall maintain accurate and up-to-date records, and ensure that information about the end-to-end planning pipeline has been captured. This is important to inform Government on timelines of planning permission at each stage to site completion or other outcome (e.g site stalled, sold), and to understand how planned residential development might be delayed or changed through the process.
- 6.1.6 It is critical that a geographic locator is applied to the site data if not already available (in addition to supplying postcodes, region and local authority). The preferred method here is to provide the boundary files. It is recognised that sites may re-enter the planning system or multiple permissions may be associated with a single site. The dataset shall identify the spatial boundaries for a site to ensure that permissions so that it is possible to track the full site history. The geographic locator must be defined to enable spatial analysis at a site level.
- 6.1.7 The Successful Provider shall use data collection and enhancement methodologies alongside a completed assessment of data sources and

coverage. A central requirement of the Contract is data completeness and clarity of definitions used.

6.2 Data management and use of IT

- 6.2.1 The Successful Provider shall ensure that data collected is stored in an appropriate secure database (SQL or similar), with monthly updates supplied detailing progress of sites through the planning system and new sites entering.
- 6.2.2 The preferred approach would be the provision of a database layout and data suitable for import into an SQL server. Each Potential Provider should describe their intended method for provision of the data as part of the response to the tender. This will be assessed alongside a data sample, this should be 5% of the data the Potential Provider would expect to deliver.
- 6.2.3 The data collected is at site level. Data shall be stored in accordance with the relevant laws, including adherence to the Data Protection Act (1998) and adherence to relevant EU legislation. Data shall not be passed outside the EU unless specifically agreed in writing between the Authority and the Successful Provider.
- 6.2.4 The Successful Provider must ensure that the use of IT systems is appropriate to the needs of this project. Where any IT software tools are used to share data or analysis with the Authority (e.g. via the web), the necessary training and guidance should be provided. A strategy for maintaining data must be decided prior to commencement between the Authority and the Successful Provider.

6.3 Data outputs

- 6.3.1 A full copy of the database and monthly updates shall be provided to the Authority. The Authority will share the database and monthly updates with the Cabinet Office and Homes England regularly as required and agreed with each partner organisation.
- 6.3.2 Alongside the database, a set of quarterly planning reports is required based on full planning permission granted over the preceding 12 months. These shall be specified and agreed with the Successful Provider but at a minimum shall include the supply of quarterly figures for the number of homes with full residential planning permission granted, split by geographical region and by size of site consistent with the Authority's historic permissions series.
- 6.3.3 The regular reports shall also include tracking of key timelines within the overall development pipeline and an overview of planned development sites per region. The Successful Provider shall agree the content and format of each of the standard regular reports with the Authority.

- 6.3.4 The Successful Provider's database shall be capable of interrogation in an easy, flexible way to allow responsive analysis of up-to-date data. The Successful Provider shall use an appropriate interrogation tool which can be accessed by the Authorities staff. The preference is for the database to be in an SQL server format.

6.4 Ad hoc analysis service

- 6.4.1 In addition to providing regular standard reports, the Successful Provider shall provide responses to ad hoc queries from the Authority's analysts when required. This is to support the Authority's need to respond urgently to requests from policy colleagues, MPs or answer parliamentary questions. The Authority expects that there shall be an average of one ad-hoc request per week though in some weeks there may be multiple requests and other weeks there may be none. In the previous contract there was 4-6 requests for ad hoc analysis in 12 months.

- 6.4.2 The Authority anticipates that the analytical requests shall vary from a quick query to obtain a statistic to more complex queries and analysis. The Authority expects that any individual query will take an average of half a day (FTE equivalent) of the Successful Provider's staff time to deliver (in terms of staff time spent, excluding any time for technical elements such as database scripts to run and excluding any subsequent quality assurance or correction needed).

- 6.4.3 The Successful Provider shall ensure that requests are turned around within 24 hours for Parliamentary Questions (PQs) or otherwise within 48 hours. The Successful Provider shall operate a process for ad hoc requests.

- 6.5 There should be robust procedures for handling missing data and agreed codes to be used when data is missing for different reasons. Possible missing categories include: does not apply, refused to answer, not available (asked and unanswered) and unknown (was not asked).

- 6.6 The Authority is keen to keep definitions consistent with any industry standard definitions, such as those published through other Government statistics or in widely recognised sector indicators and regulator sector reports. The Successful Provider shall be required to be familiar with sector statistics.

7. KEY MILESTONES

- 7.1 The Successful Provider shall be required to meet the following project milestones that the Authority shall measure the quality of delivery against. These set out the regular reports that shall form the basis of the Contract and when the Authority requires to receive them.

Milestone	Description	Timeframe
1	Inception meeting to discuss, agree and sign off on data dictionary, data revision	1 week after Contract commencement

	policy, quality assurance requirements and data plan.	
2	Delivery of the initial dataset of sites in the planning system, the corresponding number of residential units and their progression through the system and site development that meet the Authority's quality assurance requirements.	2 weeks after Contract commencement
3	Historic dataset on planning applications and development as far back as the Successful Provider can provide.	2 weeks after Contract commencement
4	Delivery of quarterly figures for the number of units with full residential planning permission granted, split by geographical region and size of site, consistent with the Authority's historic permission series. From the second quarter onwards these figures should be revised.	4 weeks after the end of the previous quarter
5	Monthly update of the planning pipeline dataset described in Milestone 2 with a report outlining only changes to the dataset	Must be received by authority on 3 rd April and first working day on every subsequent month thereafter

8. AUTHORITY'S RESPONSIBILITIES

- 8.1 A key contact will be identified within the Authority as the Contract Manager to oversee the project.
- 8.2 The quarterly figure used in the quarterly report shall be consistent with the historic data. The Authority shall provide guidance on the definitions for this data which will be discussed with the Successful Provider at the commencement of the contract which shall ensure consistent application of descriptions in the future.

9. REPORTING

- 9.1 The Successful Provider shall maintain clear documentation for the project to be shared on a regular basis, including metadata, any methodologies employed and guidance manuals or similar around data collection and analysis.
- 9.2 The Successful Provider and the Authority shall agree on the monthly and quarterly reports that the Successful Provider shall provide the Authority with in accordance with the key milestones set out in section 7 of this Statement of Requirement.

10. VOLUMES

- 10.1 The Authority's Planning Application statistics demonstrate that in the year ending September 2017 49,700 decisions on residential developments were made by district level planning authorities.
- 10.2 The latest figures from the previous contract show that permission for 304,000 homes was given in the rolling year to 31 March 2017, compared to a revised figure of 281,000 homes granted permission in the rolling year to 31 December 2016.

11. CONTINUOUS IMPROVEMENT

- 11.1 The Successful Provider shall be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 11.2 The Successful Provider should present new ways of working to the Authority during quarterly Contract review meetings.
- 11.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

12. SUSTAINABILITY

- 12.1 The Successful Provider must comply with all applicable environmental laws and regulations in force in relation to the Contract (including the EIRs).
- 12.2 All written work, including reports, in connection with the Contract must (unless otherwise specified) be produced on recycled paper containing at least 80% post-consumer water and used on both sides where appropriate.

13. QUALITY

- 13.1 The quality of the data is very important, since the Authority relies on this data to understand the picture of development across England to inform planning policy. As such it is vital that the Successful Providers supplied data is respected as good quality within the planning and construction sectors as well as by Government and has been successfully peer reviewed.
- 13.2 The Successful Provider shall have a formal process to ensure good quality data collection which should also include an assessment of the limitations to the Successful Providers data outputs.
- 13.3 The Successful Provider shall have a formal process for quality assuring the data collection process and the actions taken when handling errors in data. This should include examples and evidence of checks that support data quality.
- 13.4 Where error or duplication is found in the data by the Successful Provider, the Authority, or authorised parties (such as the Cabinet Office and Homes England), these shall be remedied in accordance with a data revision policy at no cost to the Authority. A data revision policy shall be agreed with the Authority on Contract commencement at the inception meeting.

- 13.5 The preferred approach would be the provision of a database layout and data suitable for import into an SQL server. This database management would help to ensure consistent and accurate data entries which meet set requirements. Detail on quality assurance controls shall be agreed between the Authority and the Successful Provider prior to Contract commencement.

14. PRICE

- 14.1 Potential Providers are required to outline costs by core component, including a breakdown of costs by day rates for each member and the number of days staff are allocated to each core component.
- 14.2 Prices are to be submitted via the e-Sourcing Suite, Appendix E excluding VAT and including all expenses.

15. STAFF AND CUSTOMER SERVICE

- 15.1 The Authority requires the Successful Provider to provide a sufficient level of resource throughout the duration of the Planning Application and Development Pipeline Contract in order to consistently deliver a quality service to all Parties.
- 15.2 Successful Provider's staff assigned to the Planning Applications and Development Pipeline Contract shall have the relevant qualifications and experience to deliver the Contract.
- 15.3 Good practice project management is required by the Successful Provider to oversee the service delivery. The Successful Provider shall be required to attend project meetings held on a quarterly basis with the Authority's Contract Manager. The meetings shall take place at 2 Marsham Street, London, SW1P and shall be attended at the Successful Provider's own expense. More frequent telephone briefings or updates may be necessary from the Successful Provider and these shall be agreed as needed to successfully deliver the Contract.
- 15.4 The Successful Provider shall ensure that staff understand the Authority's vision and objectives and shall provide excellent customer service to the Authority throughout the duration of the Contract.

16. SERVICE LEVELS AND PERFORMANCE

- 16.1 The Authority shall measure the quality of the successful Providers delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Monthly Data Output	Monthly Data output must be delivered on the agreed day of each month	100% on time
2	Data Integrity	Data output must be accurate and all data variables must correspond with the definitions in the data dictionary. For example, the geographical locators must be within the LA	>99% accurate

3	Data Integrity	Monthly data output must contain everything in the planning system. (For example, some LAs do not hold their planning registers on a searchable web portal but these nevertheless must be included in the supplied figures).	100% complete
4	Ad hoc Data	Parliament Requests	Within 24 Hours (During Monday to Friday)
5	Ad hoc Data	Standard Requests	Within 48 Hours (During Monday to Friday)

- 16.2 Where the Authority identifies poor performance against the agreed KPIs, the Successful Provider shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than 10 working days from the date of notification at the Authority's premises.
- 16.3 The Successful Provider shall be required to provide a full incident report which describes the issues and identifies the causes. The Successful Provider shall also be required to prepare a full and robust 'Service Improvement Action Plan' which sets out its proposals to remedy the service failure. The Service Improvement Plan shall be subject to amendment following the performance review meeting and agreed by both parties prior to implementation.
- 16.4 The Authority agrees to work with the Successful Provider to resolve service failure issues. However, it shall remain the Successful Providers sole responsibility to resolve any service failure issues.
- 16.5 Where the Successful Provider fails to provide a Service Improvement Plan or fails to deliver the agreed Service Improvement Plan to the required standard, the Authority reserves the right to seek early termination of the contract in accordance with the procedures set out in Appendix C - Terms and Conditions.

17. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 17.1 The Intellectual Property Rights to the data are set out in the Terms and Conditions of Contract. The Contract requires the sharing of this data with other Government departments and arms-length bodies.

18. PAYMENT

- 18.1 Payment will only be made following satisfactory delivery of pre-agreed certified products and deliverables set out in this document (Appendix B – Statement of Requirements) as agreed between the Authority and the Successful Provider.
- 18.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 18.3 Invoices must be sent to the following address:
- 18.4 Ministry of Housing, Communities and Local Government
Invoice Processing team.
Finance Shared Services Division
High Trees
Hillfield Road,
Hemel Hempstead,
Herts.
HP2 4XN
- Email: CLGInvoices@communities.gsi.gov.uk
- 18.5 Payment will be made in line of receipt of each product and must be itemised on invoices.

19. ADDITIONAL INFORMATION

- 19.1 The Successful Provider shall be required to set out and deliver to the Authority an exit strategy and plan for the migration of any data, databases, data definitions, analysis outputs, methodologies, operational guidance and contact lists for transfer to the Authority in the event that the subsequent delivery of this project is taken in-house, or is assigned to an alternative external provider at the end of the Contract. This should be provided to and then agreed with the Authority two (2) months before the end of the Contract.

20. LOCATION

- 20.1 The location of the Services shall be carried out at Successful Providers premises.

APPENDIX 1: POLICY OBJECTIVES AND DATA REQUIREMENTS

Policy objectives

At the broadest level the objectives are to:

- Quantify sites and associated units at different stages in the planning system
- Understand the progress of sites through the planning system and determinants of their progress, i.e. from site application to development completion

Policy objectives as separate products

Each policy objective will be classed as a separate product which will be costed for and invoiced separately, with the exception of a data dictionary which must be supplied prior to commencement. This is a non-negotiable product without which no further products will be paid for. The dictionary must specify for each data variable (or item), a variable name, a description, data type (e.g. whether it is a categorical or string variable), possible data values (e.g. a list and definition of these), missing value codes etc.

The policy objectives and related products more specifically:

- 1) Publish a quarterly statistic on the flow of residential planning permissions (units and sites) over the last 12 months by local authority and site size for major and minor sites.
 - a. For example 'the latest figures show that permission for 304,000 homes was given in the rolling year to 31 March 2017.'
 - b. The broad policy aim is to monitor the number of new homes that are expected to be delivered.
 - c. Products: Dataset and quarterly report of sites progressing through the planning system
- 2) Dataset of sites detailing their progression of sites through the planning system with the view of informing future policy regarding the time taken for progression
 - a. For example, X% of sites took x time from entering the planning system to gaining planning permission in x quarter/year.
 - b. Product: Dataset and monthly report of how long sites take to progress through the planning system
- 3) Dataset of the progress from site permission to completion of development with a view to understanding how long sites take to start and to complete.
 - a. For example, X% of sites took x time to begin development following gaining planning permission. X% of sites took x time to complete development. X% of sites stopped construction completely, while X% were cancelled.
 - b. Product: Dataset and monthly report of sites construction progress (contract date onwards)
- 4) A historic dataset on planning applications and development, as far back as the Successful Provider can provide. The preferred method is in the form of an SQL server dataset. The Dataset must include the planning application number, corresponding number of residential units, planning application date, planning permission decision date and a confirmed development completion date (i.e. a date checked with the developer or another

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party following site development, rather than the estimated completion date provided in the planning application) and geographic locator. If possible this should include the number of units actually delivered. This will allow the Authority to conduct historic analysis on the time taken for sites to progress through the planning system, the time for site development and changes in residential units delivered by sites. The Successful Provider will outline the delivery method for this provision.

Data Requirements

Planning data

In order to address the above there is a requirement to collect site level data from the planning system on:

- Local authority
- Location corresponding to the planning application – the preferred method is the site boundary file. However, this could be another recognised geospatial locator. Every effort must be taken to ensure this corresponds with the LA.
- Number of units
- Size category
- Site size (e.g. hectares)
- Floor space
- Tenure
- Developer name
- Expected commencement date
- *This list is not exhaustive and the provision of further site level data is encouraged and should be included in the response to tender.

Further it is expected that site characteristics are likely to influence the journey from application to completion, therefore it will be necessary to collect:

- Methods of construction
- S106
- Land type (e.g. brownfield/greenfield)
- Land owner (e.g. public sector / developer)
- Status in five year plan
- Status in local plan
- *This list is not exhaustive and the provision of further site characteristics is encouraged and should be included in the response to tender.

For each stage of the planning system (e.g. application to permission) there is a requirement to collect:

- Type of application made (e.g. outline, full, permission in principle)
- Decision outcomes at each planning stage
- Detail on decision outcomes e.g. number of pre commencement conditions, number of objections received
- Date of decision at each planning stage

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It is recognised that sites may re-enter the planning system, e.g. where an application is withdrawn and re-entered. The dataset will need to identify whether a site is a re-entry, in order that such sites are not counted twice when reporting the number of sites in the planning system and to allow for separate analysis of such sites.

Data described can be collected from the existing planning system.

For the published quarterly and annual statistic on the flow of residential planning permissions it is important to ensure consistency with previously published figures. This statistic must follow these guidelines:

- Residential planning permissions (units and sites) over the last 12 months by local authority and site size for major and minor sites.
- Units granted residential planning permission are recorded when a residential development site receives:
 - detailed residential planning permission; or
 - approval of reserved matters.
- The figures exclude elderly people's homes, hostels and student accommodation.
- They include mixed use developments (commercial and residential) involving more than ten residential units.
- They are for England only.
- Units from different phases of a single residential development site are included in these figures only when planning permission is obtained for that phase.
- To avoid double counting units on residential development sites with planning permission are excluded where the residential development site has already received a planning permission within the previous twelve months. Only the units from the most recent planning permission are included.
- Where multiple planning permissions are given to a residential development site in the same quarter, only the most recent planning permission is included for the purpose of counting units with permission.

Development data

In order to address the objectives around construction data it will be necessary to collect data on:

- Development start date
- Development end date (the actual date that site is designated as complete)
- Expected development end date
- Number of units delivered

The Authority does not currently have a set definition of a site start or site completion. The Successful Provider is expected to define this, in line with industry standards, and to provide a definition to the Authority within the data dictionary. It is expected that such definitions will be applied consistently across the dataset.

Further, to monitor whether site construction progress was as expected or whether there were barriers to this it will be necessary for data to be collected at regular intervals on:



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- Current status of site, this may include (not an exhaustive list) e.g. not yet started, continuing, stalling (stopping for a period of time) cancelling or selling site.
 - Number of units started
 - Number of units completed

As above, the Authority does not have a set definition of site status and expects the Successful Provider to define this as part of the data dictionary which will be agreed prior to commencement.

Data relating to construction will not be publicly available. It may be possible to acquire this data through direct communication with developers (e.g. telephone surveys) and/or indirect site monitoring (e.g. satellite mapping of sites). It should be noted that the Authority accepts novel methods of data collection (e.g. a combination of telephone surveys and satellite mapping) to address the policy objectives.