

# The Clarified Pendleton Criteria 2005 - Scottish Planning Authorities

Criterion Number	Criteria Description	Criteria Definition
<b>1</b>	Planning page accessible from council home page	Has a direct link from the home page to the planning page(s) e.g. has a link to 'Planning' or enables the user to directly locate the planning page through a simple one-step A-Z or key word search.
<b>2</b>	Online application register	<p>The user can view an online list of planning applications lodged with the council. As a minimum, all applications validated on or after the 1<sup>st</sup> December 2005 should be listed, the information provided should include site address, application number and description of the proposed development.</p> <p>The online register must be frequently updated, at least weekly, ideally daily, and it should be clear when the information was last updated.</p>
<b>3</b>	Can you view application drawings & attachments?	<p>Enables the user to view and download digital copies of drawings and documents accompanying a planning application. Documents must be available for all applications validated on or after the 1<sup>st</sup> December 2005, and in a freely available format.</p> <p>The information must be frequently updated, at least weekly, ideally daily, and it should be clear when it was last updated.</p>

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4	Can you view appeals?	<p>Users can access a record of appeals against the council lodged with the Scottish Executive Inquiry Reporters Unit. As a minimum, information provided should include site address, council application reference number &amp; proposal description. All appeals from 1<sup>st</sup> December 2005 should be included.</p> <p>Where appeal information is located within committee minutes, PPA cannot guarantee that the information will be found. In such cases it should be clearly stated on the planning webpage(s) where appeal information is located and how to access it.</p> <p>Information must be frequently updated, at least weekly, ideally daily, and it should be clear when the information was last updated.</p>
5	Facility to comment on applications?	<p>Representations about individual applications can be submitted electronically. Does not include forms that have to be printed and posted to the Council. It must be specified on the planning webpage(s) that this facility is available.</p>
6	Facility to monitor applications online	<p>User can track progress of an application from registration to determination. As a minimum, information provided should include:</p> <ul style="list-style-type: none"> <li>• Date received</li> <li>• Validation/registration date</li> <li>• Start and end dates of public consultation period</li> <li>• Decision date</li> </ul> <p>Stating whether an application is received, pending or decided on its own is not sufficient to be awarded a point. Councils are encouraged to provide users with more than the minimum tracking information.</p> <p>Information must be frequently updated, at least weekly, ideally daily, and it should be clear when the information was last updated.</p>

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7	Online decision registers?	<p>Users can access a record of applications determined by the council. As a minimum, all decisions from 1<sup>st</sup> December 2005 should be listed, information provided should include site address, application reference number, description of the development and whether permission was granted or refuse.</p> <p>Both delegated and non-delegated decisions should be included. Information must be frequently updated; at least weekly, ideally daily, and it should be clear when the information was last updated.</p>
8	Can decision notices be viewed?	<p>Scanned copies of the statutory decision notices issued by the planning authority are available to view in full online. The signature may be removed, but it should be made clear that the information within the online version is as equally binding as the original and explained why the authority has removed the signature.</p> <p>All decision notices from 1<sup>st</sup> December 2005 should be included. Information must be frequently updated; at least weekly, ideally daily, and it should be clear when the information was last updated.</p>
9	Are the conditions/reasons for refusal listed?	<p>The user can view conditions attached to a planning permission or reasons for refusal for each application in full for delegated and non-delegated decisions as part of the decision register. All decisions from 1<sup>st</sup> December 2005 should be included.</p> <p>Information must be frequently updated, at least weekly, ideally daily, and it should be clear when the information was last updated. If the authorities meet criteria 8 they will also fulfil criteria 9.</p>

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<b>10</b>	Can Officer's Reports be viewed?	<p>The user can view electronic versions of officer's reports for committee-determined applications. Reports must be provided in full. All reports from 1<sup>st</sup> December 2005 should be available online.</p> <p>Information must be regularly updated, and it should be clear when the information will become available (e.g. following publication of the committee agenda) and when it was last updated.</p>
<b>11</b>	Can Committee meeting schedule/agenda be viewed?	<p>The user can view an online calendar or schedule for forthcoming planning committee meetings. This must enable the user to look up, at a minimum, the date of the next meeting.</p>
<b>12</b>	Can records of committee meetings be viewed?	<p>Online minutes from previous planning committee meetings must be available on the web site, and should appear no later than a week after the meeting approving them.</p>
<b>13</b>	Is there online planning help text?	<p>Users can view web-based planning guidance and answers to basic planning enquires. These can include planning FAQ's and leaflets. Links to advice on other planning related websites will meet the criterion where the service description and link is clear and functioning.</p>
<b>14</b>	Online application submission?	<p>Users can complete a planning application form online and submit it electronically, either directly to the council or via a supporting external planning site, where a description and link to the service is clear.</p>
<b>15</b>	Downloadable forms?	<p>Electronic copies of standard planning forms can be downloaded and printed from the Councils website (or via a supporting external planning site where a description and link to the service is clear).</p>

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<b>16</b>	Can you pay the application fee online?	The statutory application fee can be paid online, either via the local authority planning pages or via an external site (where a description and link to the service is clear).
<b>17</b>	Can drawings/documents etc associated with the online application be attached to an electronic application?	Applicants can attach electronic documents and drawings when submitting online applications. Guidance on the online process should be given.
<b>18</b>	Is the local development plan text available?	Users can view the local plan text. This must include, as a minimum, either the adopted or draft local plan in full text format. Councils providing only a synopsis of their plan, design briefs, master plans, Reporter's Reports or summary of the development plan review process are not awarded a score for this criterion.
<b>19</b>	Is the proposals map available?	<p>The proposal map accompanying the local plan is available to view online. Can be presented as a single map or in sections but must cover the whole council area.</p> <p>It may be provided on the council's website or via a supporting external planning site, where a description and link to the service is clear.</p>
<b>20</b>	Is the proposals map linked to policy?	<p>The user can access a list of relevant policies and designations for an individual site by either: clicking on that area on the proposal map, using an address or postcode search, or by clicking on the accompanying key.</p> <p>The map/key must either link to the relevant development plan text or provide a 'pop-up' listing at minimum the relevant policy number and policy text itself (not a summary).</p>

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<b>21</b>	Is the proposals map comprehensive and easy to use?	<p>The user is able to identify street names and/or locate an individual site on the map, via a postcode and/or street name search, or by magnifying the map (zoom in/out functionality). Users must be able to adequately locate and determine policy designations for application sites.</p> <p>Inset maps covering all of the area (or built-up area in the case of remote rural areas e.g. National Parks), that are comprehensive and easy to use, will be awarded a point for the criterion.</p>