

Entry requirement for the Slough Accreditation Scheme (Terms and Conditions)

Accreditation Process

Any agents that want to join the Slough Accreditation Scheme will be expected to undergo the following accreditation process:

- five consecutive householder applications are to be submitted with plans and information that adhere to the requirements of the Council's validation checklist for Householder Consent Applications;
- each of these five applications will be validated in the normal way by the Council's validation team. If all five applications conform to the Council's validation checklist then the agent will be given accredited agent status and will be informed in writing of this achievement;
- vetting by Slough Borough Council Trading Standards in terms of the 'Buy With Confidence' scheme;
- on achieving accreditation, but before being accepted into the Scheme, the agent must agree in writing to the terms and conditions set out below.

Successful accreditation

Having successfully undergone the accreditation process, any subsequent planning applications submitted under the scheme will be registered on the Council's planning application system and then sent directly to the Case Officer within 48 hours of receipt. Slough Borough Council will endeavour to determine these applications within six weeks, as long as they remain as a delegated application under the Council's approved scheme of delegation. With the agreement with the applicant, a longer period may be agreed in order to resolve objections to the proposed development.

Terms and conditions

- Each householder application that is submitted under the Agent Accreditation Scheme must be accompanied by a copy of the Certificate of Accreditation. The purpose of this requirement is to notify the Council's Validation Team that the application does not need to be formally validated.
- If significant errors are found by officers in an application following registration the case officer will contact the agent to advise them of the errors. The application will be invalidated until such time as the agent rectifies the errors.

Removal of accreditation

Accreditation will be removed if:

- on three occasions within any one year the applications submitted by an agent under the terms of the scheme are found to have significant errors in them in relation to the validation checklist;
- the accredited agent ceases to trade or operate;
- the accredited agent is deemed to have brought the Agent Accreditation Scheme into disrepute.

The decision to remove accreditation shall be taken by the Development Control Manager.

If accreditation is to be removed, the agent will be informed in writing. The correspondence shall clearly indicate why accreditation has been removed and the date from which this takes effect. Once accreditation has been removed the agent must not make any references to having Accredited Agent status in their marketing activities.

Marketing of Accredited Agent Status

The accredited agent may use their accredited agent status for the purpose of marketing.

Agent Accreditation only certifies that the agent has been accredited as submitting good quality planning applications and that the agent understands and submits all of the information required for Slough Borough Council to make an accurate planning decision.

Any marketing of the agent's accredited agent status should in no way imply that the Council has accredited the agent as giving good advice regarding planning applications or that accreditation guarantees that the application will be approved.

The accredited agent will not do anything to prejudice or to endanger the value or validity of the Slough Agent Accreditation Scheme.

By signing this acknowledgment, you agree to abide by the terms and conditions set out above for so long as you are recognised as an accredited agent under the Slough Agent Accreditation Scheme.

Signed: Company:

Date: