

Neighbourhood Planning Independent Referral Service

“A cost efficient service which supports the neighbourhood planning process by providing quick and easy access to impartial and highly qualified examiners on an “as needed” basis. It also provides clarity on how much an examination will cost”

Why should you use the Independent Referral Service?

The Neighbourhood Planning Independent Examiners Referral Service (NPIERS) has been developed to be a key source of independent examiners, and provides communities and local authorities with an accessible service which guarantees high levels of knowledge, professional standards and integrity.

The Independent Referral Service provides Local Authorities and Neighbourhood Groups with three names of independent examiners who:

- Have the skills and experience that meet your particular criteria
- Are available as and when needed
- Are independent and free from conflicts of interest
- Have been trained and assessed to undertake neighbourhood plan examinations by POS, RICS, RTPI, with support from community bodies
- Can be drawn from various professions including RICS, RTPI, POS, RIBA, ICE, IHT etc. This means they are all professionally qualified, and regulated members of at least one professional body
- Have appropriate professional indemnity insurance
- Are continually monitored to ensure they maintain performance and standards
- Will cost only £700 plus VAT per day (plus expenses).

To apply for the referral of three members from the Panel, please read the ‘ENNP’ explanatory notes and complete the ‘NPIERS1’ application in full. The completed application can be submitted by email, fax or post.

For further information contact:

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Product Manager
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REQUEST FOR A REFERRAL OF A NEIGHBOURHOOD PLAN EXAMINER ENNP

These notes form part of, and must be read in conjunction with, the application form (NPIERS1) for the referral of a neighbourhood plan examiner

1. General

- a) The role of RICS when referring a neighbourhood plan examiner is to act independently and transparently. After checking to ensure selected examiners are suitably qualified and free from conflicts of interest, we will refer three names and their contact details along with their CVs to the requesting party.
- b) We rely on information given in your application to help us select suitable examiners for your neighbourhood plan. An incomplete, or incorrect, application can result in a referral that may not be the most suitable for your requirements.
- c) RICS will forward the information contained in your application form, and any supplementary documentation, to the other party. The application details will also be sent to prospective third parties to help them decide whether or not they are able to take on the appointment.
- d) The application form contains five sections, intended to elicit information about the neighbourhood plan, the examination, the examiner, conflicts of interest and the relevant parties. To ensure the referral is made quickly and efficiently it is important that you complete all sections of the application form.
- e) If you are aware of any persons who have conflict of interests, you may provide details separately. Please provide reasons for each person objected to.
- f) The information you provide about the plan, and the Council Parish or Neighbourhood Forum, will be forwarded to prospective examiners. They will be required to disclose any involvements they may have had with the Local Authority, other Local Authorities' and parties connected with the plan within the last 5 years.

2. Information about the Local Authority and Parish Council/Neighbourhood Forum

We need to know about the Parish Council or Neighbourhood Forum to aid the referral of appropriately qualified and experienced examiners. Please provide full postal address, including the post code (even if it is only the first half of the code) of people we should communicate with on behalf of the Local Authority or Parish Council/Neighbourhood forum.

3. Information about the Neighbourhood Plan

- a) Please provide an accurate description of the plan area is provided and/or a statement to that effect.
- b) Please confirm that the Local Authority is satisfied that the plan meets the requirements of the 1990 Act.

4. Information about the examination

The information provided about the examination helps RICS to make a quick and appropriate referral. Please ensure only clear and relevant information is provided. If necessary, please provide additional information on the following:

- Level of complexity
- Level of expectation of public hearings or written only representations
- Whether issues are contentious or non-contentious

5. Information about the examiner

Please provide information about any professional qualifications, experience and skills required of the examiner.

6. Information about conflicts of interest

RICS will take reasonable steps to establish that the referred examiners are free from conflicts of interest. To assist us, please provide details of any known relationships between relevant parties and professionals in the planning sector that could be giving rise to a personal or other interest.

7. Fee scales for examiner

Examiners will charge a daily rate of £700 plus VAT per day plus expenses for each day they are needed.

8. Supplemental

- a) RICS charges a one off administration fee of £350 plus VAT for the referral of three independent examiners.
- b) The fee may be paid by cheque. A cheque can be sent in the post after an application has been submitted by email. Please await/obtain your unique reference number from DRS before posting a cheque.
- c) You will note from the application form that it is assumed you have read and understand these explanatory notes (ENNP) and that this is the basis on which your application is accepted.

**REQUEST FOR A REFERRAL OF A NEIGHBOURHOOD NPIERS1
 PLAN EXAMINER**

Please refer to explanatory notes (ENNP) for information on completing the form.

1. Contact details for the Local Authority

Name	
Address	
Town/City	
Postcode	

Contact details for the Parish Council or designated Neighbourhood Forum -
 (Please refer to ENNP section 2)

Name	
Address	
Town/City	
Postcode	
Description	

2. Information about the Neighbourhood Plan (Please refer to ENNP – Section 3)

A description or statement identifying the area to which the plan relates is attached	Y / N	<u>Comment</u>
Confirmation the LA is satisfied that the neighbourhood development plan meets the requirements of the 1990 Act is attached	Y / N	<u>Comment</u>
Please provide information relating to any arrangements for appointing an examiner through other sources e.g. via an open procurement exercise		

3. Information about the examination (Please refer to ENNP – Section 4)

Select the description that best describes the examination <i>(please put an 'x' in the field underneath your selection)</i>	Large complex plans with site allocations and expectation of public hearing	Less complex plans with little expectation of a public hearing	Non-contentious plans which will be dealt with by written representations
	Additional information		
Estimate number of days the examiner will be needed			
DRS will aim to make a referral within four weeks unless otherwise notified	<u>Comment</u>		

4. Information about the examiner (please refer to ENNP – Section 5)

Professional qualifications required		
Professional experience required		
Specialist skills required <i>(please mark an 'x' alongside the relevant skills)</i>	Policy making and development	
	Master planner	
	Community engagement/communication skills	
	Affordable housing and economy	
	Environment and energy	
	Viability/deliverability	
	Design	

	Other <i>(please specify)</i>	
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5. Information about conflicts of interest (please refer to ENNP – Section 6)

Please identify any potential examiners you are aware of that should not be considered because they may have a personal or other	
Other information that you believe would be helpful in making this referral	

Submitting this application to the RICS Dispute Resolution Service signifies you have read and understand the explanatory notes ENNP. This is the basis on which your application is accepted. Your application is accepted on the basis that the information you provide is both accurate and complete. RICS can not accept liability in relation to the referral, if the information provided is inaccurate or incomplete.

FEE

I enclose a cheque for £350 + VAT payable to RICS

Application submitted by:

Name	
Contact details	
Dated	

Please return the completed form by email, fax or post to:

<p>RICS Dispute Resolution Services Surveyor Court, Westwood Way Coventry, CV4 8JE</p>	<p>t +44 (0) 020 7334 3806 f +44 (0) 020 7334 3802 e drs@rics.org</p>
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Your privacy: RICS takes the privacy and security of the personal information you provide very seriously. Your details are held in a secure database with authorised access only. We apply data processing policies in compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations (EC Directive 2003). Unless you have given consent elsewhere, RICS will **not** use the information you provide in this application to contact you with offers of products and services. Nor will RICS share your information with third parties for the purpose of sending you details of offers of products and services.