TerraQuest G-Cloud 14 Pricing: Planning Services

RATE CARD

In addition, customisation in line with customer scope and requirements will need to be discussed and costed in line with the rates below, either based on per application charge or role

All our planning services have a Service Setup Cost, please refer to 1.4 for a breakdown.

1.1

TABLE 1: Rates by Application Type

Planning Application Validation Service (PAVS):

Description	Unit Price (excl. VAT)
Minor & Other Planning Applications	£93
Major Planning Applications	£111
Paper applications (Minor & Major)	£120

Discounts on the unit prices can be offered which will be dependent upon the volume of applications per week /month, the level of invalid applications, the term of any Call Off Contract and the period within which the requirement is identified.

Notes:
- PAVS is priced on a per application basis
- Minor & Other applications include such applications as Householder, Full, Lawful Development Certificate, Listed Building, Prior Approval, Tree Preservation Orders and more.
- The Unit Price stated is our fixed maximum price charged per application
- The unit price is based on a minimum volume of 75 applications per month to be worked on. This represents the minimum chargeable cost per month during the term.
- Assumes 50% of received applications will be valid and processed first time.
- The processes involved with validating all application types can be discussed and clarified prior to an agreement
- Subject to agreement being reached by both parties prior to any Call off Contract award, pricing may be reviewed later during the Call off Contract term
- The Contract term length will be agreed upon project engagement. If the contract has reached its completion date and work remains outstanding, then an out-of-contract rate of agreed unit price + 8% will be applied.
- Unit price assumes applications returned to the LPA for withdrawal if not valid within 35 days

1.2

TABLE 2: Planning Application Case Evaluation Service (PACES): Standard Rate Card

Application Type	Description	Unit Price (excl. VAT)
Simple Other	Householder Prior Approvals Advertisements - Relating to the business on the premises Householder Discharge of Condition Householder Non-Material Amendments (NMAs) Residential Certificates of Lawful Development	£320
Standard Other	Prior Approvals - Change of Use (per house), Change of Use (specific use of dwelling, including building operations) Householder - Single Dwellinghouse Lawful Development Certificate - Existing use or operation Non-Material Amendments - All other NMAs Discharge of Condition - All other permissions (dependent on no. of conditions).	£480
Complex Other	Advertisements - Other advertisements Prior Approvals - Communications Removal or variation of a condition	£820
Simple Minor	Full Applications - Alterations to single dwellinghouse/Flat, erection of buildings (not houses) less than 40sqm increase, car parks, service roads Development of less than 100 sqm, development ancillary to a new dwelling	£545
Standard Minor	Full Applications - Alterations to 2 or more dwellings for house/Flat, erection of buildings (not houses) between 40 and 75sqm increase, new dwelling houses per house (Not more than 50sqm), Change of Use to dwelling houses per house (Not more than 50sqm) Outline and reserved matters applications.	£935
Complex Minor	Development of less than 1,000 sqm, development of less than 10 dwellings, application in previous category with protracted history or outstanding enforcement action or becomes especially contentious during its life, renewal applications.	£1,300

Discounts on the unit prices can be offered which will be dependent upon the volume of applications per month, the term of any Call Off Contract and the period within which the requirement is identified

Notes:

- PACES is priced on a per application basis.
- The above table is for Minor & Other application types
- Major applications will be charged as per the 'Rates by Role' table as detailed in 'Table 2' below
- These unit rates are based on volumes that need to be agreed with the contracting party.
- Subject to agreement being reached by both parties prior to any Call off Contract award, pricing may be reviewed later during the Call off Contract term
- Contract length will be agreed upon project engagement. If the contract has reached its completion date and work remains outstanding, then an out-of-contract rate of agreed unit price + 8% will be applied.
- Additional charges to be agreed with LPA, for applications within conservation areas or for listed building consent
- Any application types that fall outside of the mentioned in the Standard Rate Card (Table 2) will be charged at 90% of the LPA published fees.

1.3

TABLE 3: Rates By Role

Role	Day Rate
Director	£2,100
Programme Manager	£1,350
Contract Manager	£1,350
Solution Architect	£1,000
Business Analyst	£1,155
Technical Manager	£1,110
Quality Manager	£1,110
Planning Service Manager	£1,090
Planning Officer	£830
Project Manager	£830
Senior Developer	£1,000
Senior Referencer	£445
Senior Data Analyst	£445
Senior Case Worker	£445
Referencer	£390
Data Analyst	£390
Case Worker/Planning Technician	£390

Standards for Consultancy Day Rate cards

Consultant's Working Day – 8 hours exclusive of travel and lunch

Working Week – Monday to Friday excluding national holidays

Office Hours - 9am to 6pm Monday to Friday

Travel, mileage Subsistence - Payable at department's standard T&S rates

Mileage – As above

Professional Indemnity Insurance – included in day rate

1.4
Service Setup

PAVS Service Setup	£5,000
PACES Service Setup	£3,500

Service Setup Notes:

- Service setup cost is based upon an initial 4-week onboarding process.

- Our setup fee can be discounted by 50% if project implementation timelines of 4-weeks are met from the agreed commencement date

- Service setup cost includes, project management, IT connectivity, documentation of service standards/processes and creation of Management Information Reporting during the onboarding period.

- Service Setup cost is based on Scope of Works initially agreed with the Client. This cost may increase if the Scope of Works set out by the Council were to differ from previously agreed setup requirements

- Should the onboarding process exceed the initial 4-week period, TerraQuest reserves the right to charge additional costs for the extended period. This will be charged based upon the additional hours and the role(s) involved using the rates indicated in 'Table 2: Rates by Role' above.

1.5
Additional Costs (Optional):
- Processing and sending out neighbour letters: 50p per letter (standard A4 letter)

Additional cost per print and postage:
- A0 = £1.00 per print

- A3 = included within total price

- A4 = included within total price

- £1.06 per franked A4 letter

- £1.95 per cheque via recorded delivery

2. Skills for the Information Age (SFIA) definitions & Rate Card

Standard Rate Card

	Strategy and architecture	Business change	Solution development and implementation	Service management	Procurement and management support	Client interface
1. **Follow**	£390	£390	£445	£445	£445	£445
2. **Assist**	£445	£445	£445	£445	£445	£445
3. **Apply**	£445	£445	£830	£445	£445	£445
4. **Enable**	£830	£830	£830	£830	£830	£830
5. **Ensure or advise**	£830	£830	£830	£830	£830	£830
6. **Initiate or influence**	£1,000	1,000	£1,350	1,000	£2,100	£2,100
7. **Set strategy or inspire**	1,000	1,000	£1,350	1,000	£2,100	£2,100

Standards for Consultancy Day Rate cards

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Travel, mileage Subsistence – Payable at department's standard T&S rates

Mileage – As above

Professional Indemnity Insurance – included in day rate

Level definitions

	Autonomy	Influence	Complexity	Business Skills
1. Follow	- works under close supervision - uses little discretion - is expected to seek guidance in expected situations	Interacts with immediate colleagues.	- performs routine activities in a structured environment - requires assistance in resolving unexpected problems	- uses basic information systems and technology functions, applications, and processes - demonstrates an organised approach to work - learns new skills and applies newly acquired knowledge - has basic oral and written communication skills - contributes to identifying own development opportunities
2. Assist	- works under routine supervision - uses minor discretion in resolving problems or enquiries - works without frequent reference to others	- interacts with and may influence immediate colleagues - may have some external contact with customers and suppliers. - may have more influence in own domain.	Performs a range of varied work activities in a variety of structured environments.	- understands and uses appropriate methods, tools and applications - demonstrates a rational and organised approach to work - is aware of health and safety issues. Identifies and negotiates own development opportunities - has sufficient communication skills for effective dialogue with colleagues. Is able to work in a team - is able to plan, schedule and monitor own work within short time horizons - absorbs technical information when it is presented systematically and applies it effectively
3. Apply	- works under general supervision - uses discretion in identifying and resolving complex problems and assignments - usually receives specific instructions and has	- interacts with and influences department/project team members - may have working level contact with customers and suppliers	Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.	- understands and uses appropriate methods, tools and applications. - demonstrates an analytical and systematic approach to problem solving - takes the initiative in identifying and negotiating appropriate development opportunities. - demonstrates effective communication skills. - contributes fully to the work of teams - plans, schedules and monitors own work (and that

	● work reviewed at frequent milestones ● determines when issues should be escalated to a higher level	● may supervise others in predictable and structured areas ● makes decisions which may impact on the work assigned to individuals or phases of projects		of others where applicable) competently within limited deadlines and according to relevant legislation and procedures ● absorbs and applies technical information ● works to required standards ● understands and uses appropriate methods, tools and applications ● appreciates the wider field of information systems, and how own role relates to other roles and to the business of the employer or client
4. Enable	● works under general direction within a clear framework of accountability ● exercises substantial personal responsibility and autonomy ● plans own work to meet given objectives and processes.	● influences team and specialist peers internally. Influences customers at account level and suppliers ● has some responsibility for the work of others and for the allocation of resources ● participates in external activities related to own specialism ● makes decisions which influence the success of projects and team objectives.	● Performs a broad range of complex technical or professional work activities, in a variety of contexts.	● selects appropriately from applicable standards, methods, tools and applications. Demonstrates an analytical and systematic approach to problem solving ● communicates fluently orally and in writing, and can present complex technical information to both technical and non-technical audiences ● facilitates collaboration between stakeholders who share common objectives ● plans, schedules and monitors work to meet time and quality targets and in accordance with relevant legislation and procedures. ● rapidly absorbs new technical information and applies it effectively ● has a good appreciation of the wider field of information systems, their use in relevant employment areas and how they relate to the business activities of the employer or client. ● maintains an awareness of developing technologies and their application and takes some responsibility for personal development
5. Ensure or Advise	● works under broad direction ● is fully accountable for own technical work	● influences organisation, customers, suppliers and peers within industry on the	● Performs a challenging range and variety of complex technical	● advises on the available standards, methods, tools and applications relevant to own specialism and can make correct choices from alternatives ● analyses, diagnoses, designs, plans, execute and

	and/or project/ supervisory responsibilities ● receives assignments in the form of objectives ● establishes own milestones and team objectives, and delegates responsibilities ● work is often self-initiated	contribution of own specialism ● has significant responsibility for the work of others and for the allocation of resources ● makes decisions which impact on the success of assigned projects i.e. results, deadlines and budget ● develops business relationships with ● customers	or professional work activities ● undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts ● understands the relationship between own specialism and wider customer or organisational requirements.	evaluates work to time, cost and quality targets ● communicates effectively, formally and informally, with colleagues, subordinates and customers ● demonstrates leadership ● facilitates collaboration between stakeholders who have diverse objectives ● understands the relevance of own area of responsibility or specialism to the employing organisation ● takes customer requirements into account when making proposals ● takes initiative to keep skills up to date. Mentors more junior colleagues ● maintains an awareness of developments in the industry ● analyses requirements and advises on scope and options for operational improvement ● demonstrates creativity and innovation in applying solutions for the benefit of the customer
6. Initiate or influence	● has defined authority and responsibility for a significant area of work, including technical, financial and quality aspects ● establishes organisational objectives and delegates responsibilities ● is accountable for actions and decisions taken by self and subordinates	● influences policy formation on the contribution of own specialism to business objectives ● influences a significant part of own organisation and influences customers and suppliers and industry at senior management level ● makes decisions which impact the work of employing organisations,	● performs highly complex work activities covering technical, financial and quality aspects ● contributes to the formulation of IT strategy ● creatively applies a wide range of technical and/or management principles.	● absorbs complex technical information and communicates effectively at all levels to both technical and non-technical audiences. Assesses and evaluates risk ● understands the implications of new technologies ● demonstrates clear leadership and the ability to influence and persuade ● has a broad understanding of all aspects of IT and deep understanding of own specialism(s). ● understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation ● takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry

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		achievement of organisational objectives and financial performance • develops high-level relationships with customers, suppliers and industry leaders		
7 Set Strategy and inspire	• has authority and responsibility for all aspects of a significant area of work, including policy formation and application • is fully accountable for • actions taken and decisions made both by self and subordinates	• makes decisions critical to organisational success • influences developments within the IT industry at the highest levels. • Advances the knowledge and/or exploitation of IT within one or more organisations • develops long-term strategic relationships with customers and industry leaders	• leads on the formulation and application of strategy • applies the highest level of management and leadership skills • has a deep understanding of the IT industry and the implications of emerging technologies for the wider business environment	• has a full range of strategic management and leadership skills • understands, explains and presents complex technical ideas to both technical and non-technical audiences at all levels up to the highest in a persuasive and convincing manner • has a broad and deep IT knowledge coupled with equivalent knowledge of the activities of those businesses and other organisations that use and exploit IT • communicates the potential impact of emerging technologies on organisations and individuals and analyses the risks of using or not using such technologies • assesses the impact of legislation, and actively promotes compliance • takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in IT in own area(s) of expertise.