Agent Accreditation Scheme
North East Lincolnshire is an area of much diversity and opportunity offering significant development potential.

North East Lincolnshire Council Planning Services is committed to enabling this potential for investment and growth. This leaflet has details of a scheme to help both planning professionals and the local planning service to speed up the processing of Householder Applications.

Welcome

How does the scheme work?

- You can make a free application to become accredited as a Fast Track Planning Agent at any time.
- Once accreditation has been achieved we will ensure that your householder applications are received by the Planning Case Officer within 24 hours of receipt.
- We will endeavour to determine the applications within six weeks, as long as they can be determined under delegated powers.
- Your details will be included on a list of accredited agents on the Council’s website.
- You will be also able to use the ‘Fast Track’ logo on your correspondence if you wish.

How do I apply for accreditation?

To apply for accreditation there are a few things we need you to do:

- Register your interest with the Planning Department to join the scheme.
- Sign up to the Code of Conduct.
- Submit three consecutive valid householder planning applications in accordance with the Fast Track checklist.
- Each of these first three applications will be validated in the normal way by the technical team.
- If all three applications are registered as “valid” then you will be given accreditation status under the Fast Track Scheme and be informed in writing of this achievement.

Once accreditation status has been achieved

- Your details will be included on a list of accredited agents on the Council’s website.
- You will be able to use the ‘Fast Track’ logo on your correspondence.
- Any future Householder applications that you submit will bypass the validation process and be with the officer within 24 hours of submission. The officer will endeavour to determine these applications with six weeks as long as they can be decided under delegated powers.

Terms and Conditions

If, during the accreditation process, an application does not meet the requirements of the checklist, the application will be processed in the normal way without inclusion in the scheme. You will have to submit a further three consecutive valid applications to qualify for the scheme. Each application that is submitted under the Fast Track Scheme must be accompanied by a signed checklist confirming that all documentation has been prepared in accordance with the stipulated criteria. If errors are found in an application following registration, the application will be withdrawn from the scheme. Accreditation will be removed if the accredited agent ceases to trade or operate, or on two occasions within any six month period, the applications submitted under the terms of the scheme are found to have significant errors in them in relation to the signed checklist.