

**For the provision of specialist advice services in respect of the historic environment, listed buildings and conservation areas.**

Tendring District Council is seeking an external organisation to provide specialist advice services in respect of the historic environment, listed buildings and conservation areas.

Whilst no set hours and days of work will be set, it is expected that successful consultant will be available to provide services as and when requested by Tendring District Council's Head of Planning or the Head of Development Management.

Detailed service standards will be agreed and will include the following:

- The service provider shall provide effective and pro-active advice in response to registered Planning and Listed Building Consent applications;
- The service provider will respond to pre-application enquires referred to them by Tendring DC which may have an impact on the preservation, maintenance and enhancement of listed buildings and conservation areas in the Tendring DC administrative area;
- The service provider will agree with Tendring DC a suitable application form that sets out conservation priorities, guidance on site visits and the information required for pre-application advice.

Main areas of service to be provided:

- Review any such planning applications that come within the scope of this agreement against current national criteria and legislation;
- Produce a letter or email response on each referral with appropriate recommendations;
- If required by Tendring DC, undertake to provide preliminary advice to owners and their advisors on proposals affecting listed buildings and their setting, and on conservation areas following the submission of the relevant preliminary enquiry form;
- If required by Tendring DC, undertake to provide preliminary advice to developers and others not in the ownership of the property or land within the administrative areas of Tendring DC;
- If required by Tendring DC, negotiate minor amendments to approved projects during the course of implementation and provide advice on appropriate repair techniques. Maintain a record of any such monitoring, minor amendment and conservation advice and make such records available to Tendring DC;

- If required by Tendring DC, comment on information submitted to discharge conditions attached to planning consents; and
- If required by Tendring DC, provide appropriate support to the enforcement section on issues concerning listed buildings and conservation areas.

#### Rates and expertise

Consultants are required to provide details of their professional expertise and how it meets the services required, hourly rates and expenses by deadline midday Friday 6 December 2013.

Responses must be sent to email address [tenderbox4@tendringdc.gov.uk](mailto:tenderbox4@tendringdc.gov.uk) and will only be accepted by this method. As this email address will remain locked until after the deadline, if you have any questions please do not hesitate to contact Richard Matthams (Planning Policy Team Leader) on 01255 686115 or [rmatthams@tendringdc.gov.uk](mailto:rmatthams@tendringdc.gov.uk)

In addition to price, suitability/quality of service will also be key consideration as part of the selection process. The Council does not bind itself to accept the lowest or any submission, nor guarantee any volume or value of work.