

Question 1. Please could we have guidance on whether the online form should be seen as the primary document against which the bid will be assessed, a summary sheet that points to our proposal as set out in supporting documents, or something in between?

Answer to Question 1. The online form should certainly contain all the critical information as directed by the questions and a summary of the information given in any supporting documents, if these are to be provided. Applicants should not be reliant on assessors drawing out important information from the supporting documents that is missing from the online form. That does not mean that the supporting documents cannot repeat information that is provided on the form, however they must add value; they could provide a narrative and may also, for example, include a copy of any advice, consultation material and outcomes on which the proposal was built.

Question 2. Is there a character limit (or expected word count) on the free text entries in the online form?

Answer to Question 2. There is no character limit on the boxes within the form.

Question 3. Are there any limitations on what can be uploaded in terms of file type, size, or number of documents?

Answer to Question 3. There is a total upload limit of 10 MB for the submission. The number of files you can upload will depend on the size of each individual file. This limit is set by the system and the entire submission (including the form and any attachments) must stay below this size limit to be processed and sent successfully. All standard file types are accepted.

Question 4. Will the supporting documents be included in the bid assessment?

Answer to Question 4. Yes, the supporting documents will be included in the bid assessment.

Question 5. How will bids be circulated to the assessment panel?

Answer to Question 5. The on-line form and supporting documents will be circulated in digital form to all of the assessment panel. Bidders should carefully consider what is supplied, only information directly relevant to the application should be included. The priority is content, not slick presentation.

Question 6. Will some or all of the documents be made available during public consultation?

Answer to Question 6. This is a judgement we are likely to make once in receipt of the bids. The policy requires that we present a summary of the bid and the officer assessment when asking for feedback from the community.

We will not be asking for additional material for consultation as in effect this would extend the bidding window. Bidders may choose to include both technical information and also the

same information presented as for a public audience, but the officer assessment will require the former rather than the latter.

This would not necessarily preclude any bidder from, for example, holding a public facing document on their own website, so long as the information was utterly consistent with that submitted to the district council for assessment, to avoid misleading the public.

Bidders may also wish to consider the material that they make available publicly, in the light of the potential for appeal against any decision made by the council. The decision can only be taken with respect to the information submitted as part of the bid and the feedback from the public in response to the information released by the district council as part of the agreed process.

Question 7. Would it be appropriate to include in the bid works outside the redline which may serve to better integrate the proposed design of the facility within the wider setting?

Answer to Question 7. A planning application can certainly cover a larger site than is owned by an applicant. However, the other landowner(s) must be notified before the planning application is submitted and, in practical terms, their support will be required to ensure the relevant works can be constructed/completed.

If your proposal includes works outside the redline area the assessment panel will be making a judgement on the level of confidence that can be associated with that aspect of the bid. So, although it is not a requirement to show support from any other landowner when seeking pre-application advice, if pre-application advice is shared in the bid and in part relates to works that would involve the support of a third party then we would expect the applicant to state whether there was knowledge and support from the third party involved.