# Template Application Form: Round 1 Planning Software Improvement Fund - Track 1

## Introduction

Complete this form to apply to join the Open Digital Planning team to co-design the Open Digital Planning Services and implement improved planning software in your local planning authority (LPA).

The following funding is available for Track 1 applications:

* High Involvement: up to £300,000 staffing costs [2-4 FTEs], £100,000 non-staffing costs
* Medium Involvement: up to £200,000 staffing costs [1-2 FTEs], £100,000 non-staffing costs
* Low Involvement: up to £100,000 staffing costs [1 FTE], £100,000 non-staffing costs

## Guidance summary

1. Applicants must have signed the [Local Digital Declaration](https://localdigital.gov.uk/declaration/)
2. Applicants must have read and agreed to work towards the [Adoption Commitments](https://opendigitalplanning.org/adoption-commitments/)
3. Applicants must have senior stakeholder commitment (from your Director responsible for planning services, as a minimum).
4. All applications must be submitted via the web version of this form by 23rd December 2022.

For further details, please see the detailed application guidance.

Please contact us with any queries at DigitalPlanningTeam@levellingup.gov.uk

## 1. Organisation details

| **1.1 What is the name of your Local Planning Authority (LPA)?** |
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| **1.2 Who is the lead applicant for this funding bid?***The lead applicant should be the single point of contact for this funding bid, and will help co-ordinate kick off activities between the DLUHC, the Open Digital Planning team, and LPA team members.**Include name, job title and email address.* |
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| **1.3 Who is the Director of Planning Services sponsoring your application and participation? Please also include the details of any other senior stakeholder sponsors.***Include names, job titles and email addresses as appropriate.* |
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| **1.4 Who is the Section 151 Officer in your LPA?***Include name, job title and email address.* |
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| **1.5 Who is your current provider of planning case management software? When is your contract due for renewal?** |
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*\*\* Questions continue on next page \*\**

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## 2. Application Questions

| **2.1 What commitments has your organisation made to digitising your planning services?***Tell us about any work that is underway, initiatives that have already taken place, strategies that have been defined or budgets that have been allocated.**Word guide: 250 words* |
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| **2.2 Which level of involvement are you applying for?** 1. High Involvement
2. Medium Involvement
3. Low Involvement
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| **2.3 How much funding are you applying for at this level?**1. High Involvement: up to £300,000 staffing costs [2-4 FTEs], up to £100,000 non-staffing costs
2. Medium Involvement: up to £200,000 staffing costs [1-2 FTEs], up to £100,000 non-staffing costs
3. Low Involvement: up to £100,000 staffing costs [1 FTE], up to £100,000 non-staffing costs
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| **2.4 Who do you expect to be part of the Open Digital Planning team on behalf of your LPA?***Up to £100,000 is available to backfill staffing costs.**We know that effective council partners within the project team currently:** *Contribute the following capabilities and experience: project leadership, project delivery and administration, planning policy, application validation, GIS specialisms, systems integrations experience, back-office systems administration*
* *May have team members who sit outside of the planning service, but have strong regular links with their planning colleagues.*

*Please highlight where recruitment will need to take place before team members can commit regular time for project work.**Word guide: 250 words* |
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| **2.5 What non-staffing costs do you anticipate?***Up to £100,000 is available to support, for example, software, integrations and training as identified by the project team.**Word guide: 250 words* |
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| **2.6 How will you ensure that the team is in place to begin delivering at pace by April 2023?***Please outline any gaps you anticipate in your recruitment.**Word guide: 250 words* |
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| **2.7 What is your team’s experience in using** [**agile development practices**](https://www.gov.uk/service-manual/agile-delivery)**?***Please indicate what experience your team members have in working in an agile delivery environment and applying user-centred approaches to design.* *Dedicated support from DLUHC will coach team members through these processes, and part of your funding is expected to go towards agile training.**Word guide: 250 words* |
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| **2.8 How will you ensure that project team members effectively engage with other parts of the LPA and champion the new products internally?***You will need to regularly engage with planning, IT, transformation, data and GIS teams, and senior leadership.**Word guide: 250 words* |
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*\*\* Questions continue on next page \*\**

## 3. Agreements with the Department for Levelling Up, Housing and Communities *[on behalf of your organisation]*

| **3.1 Confirm that you commit to delivering the project outputs listed in the table below** | ***Tick box to agree*** |
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| Not all of the functionality in the Open Digital Planning services has been built yet.The project team, supported by DLUHC, will continue to develop them over the next 2 years, until they can perform the same functions as existing software. We acknowledge and understand this, and we are content to join the team on the development journey. |  |
| We have signed the [Local Digital Declaration](https://localdigital.gov.uk/sign/) and agree to follow the 5 core principles throughout the work on these products.  |  |
| Our Section 151 Officer consents to the funds being carried over and spent in the next financial year (March 2023-24) and beyond if deemed necessary in project budget planning. |  |
| We agree to commit staff time to all relevant Open Digital Planning team meetings and agile events. |  |
| We have read and agree to work towards fulfilling the Open Digital Planning [Adoption Commitments](https://opendigitalplanning.org/adoption-commitments/). |  |
| We agree to let all outputs from this project be published under open licence with a view to any organisation accessing, using or adopting them freely. |  |