# Template Application Form: Round 1 Planning Software Improvement Fund - Track 3

## 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).

* Up to £250,000 is available for councils on Track 3.

## Guidance summary

1. Applicants must have signed the [Local Digital Declaration](https://localdigital.gov.uk/declaration/)
2. Applicants must have senior stakeholder commitment (from your Director responsible for planning services, as a minimum).
3. 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](mailto:DigitalPlanningTeam@communities.gov.uk)

Once you've completed the form, email it to [DigitalPlanningTeam@levellingup.gov.uk](mailto:DigitalPlanningTeam@communities.gov.uk) with the subject line ‘PSFI T1 - Application’.

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## 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 coordinate 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 council?**  *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?**  *Include a named contact from your software provider, who will support the project team throughout this project phase.* |
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| **1.6 Project description**   * *Write a statement about your proposed project that could be shared publicly in the event that you are selected.* * *Include the problem you are addressing and the benefit you project will bring to multiple LPAs.*   *Word count guide: 100* |
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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 How much funding are you applying for?**  *Up to £250,000 is available to cover staffing and non-staffing costs.* | |
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| **2.3 What roles will you need as part of this funding?**  *Up to £100,000 is available to backfill staffing costs.*  *Include role, availability, number of hours per week and day rate.*  *Please highlight where recruitment will need to take place before team members can commit regular time for project work. This can include contractors or agencies recruited to support delivery.*  *Word guide: 250 words* | | | |
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| **2.4 What non-staffing costs do you anticipate?**  *This is the funding required for the technical delivery work undertaken by your service providers.*  *Word guide: 250 words* |
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| **2.5 Tell us about your delivery plan**  *Outline key dates and milestones for the project and describe how you will solve the challenge in this period.*  *Give an overview of how you plan to work with your software provider throughout this project.*  *Please outline any gaps you anticipate in your recruitment.*  *Word guide: 250 words* |
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| **2.6 What is your team’s experience in successful supplier engagement and project delivery?**  *Word guide: 250 words* |
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| **2.7 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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| **2.8 Should there be more than one successful applicant for this track with the same service provider, are you prepared to collaborate with other LPAs to deliver outputs?** |
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| Y/N |
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| **2.9 Should there be more than one successful applicant for this track with the same service provider, are you prepared to manage the contract and grant for the technical work on behalf of other LPAs?** |
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| Y/N |
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## *\*\* Questions continue on next page \*\**

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## 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*** |
| --- | --- |
| 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. |  |
| APIs developed through this project will be published to an open API library and accompanied by complete supporting documentation. |  |