



GETTING STARTED

The Programme Officer liaises between three different parties:

- The Inspector
- The Council
- The General Public

The Programme Officer must be perceived as being impartial. The Programme officer represents the Inspector, who is like a judge in a court case and should therefore be located in a room away from the Council Planners and which is easily accessible by members of the public.

Facilities

The room should be large enough to accommodate all necessary furniture, equipment and the Examination Library.

It may be useful to have a desk which can be used by members of the public if they wish to inspect documents.

Equipment

- Computer with necessary software, Printer, internet and email access.
- Telephone and answering machine (or mobile phone)
- Photocopier which can print double sided, collate and staple documents

Initially it is possible for the Programme Officer to work on a part time basis – depending upon the amount on work previously completed by the Council.

Administrative tasks to be done:

- Database to be set up/modified
- Filing system to be put in place
- Stationery ordered
- Files made up for Examination Library

Familiarise yourself with the Local Plan and its issues – this will enable you to deal more efficiently with enquiries.

Liaise with the Planning Inspectorate (PINS)

Complete 'Confidentiality Form' in which you undertake not to disclose the Inspector's address and telephone details. This should be returned to the LDF office within PINS: Room 4/03 Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol. BS1 6PN

It will be necessary to inform PINS of:

- Pre-Hearing Meeting Agenda (if held)
- Copy of PHM note
- Main issues for examination
- Hearing Programme
- Number of days sitting
- Details of Site Visits undertaken