

E-Planning Portal Update - 15/04/21

E-Planning Pilot on schedule for Q3 2021

As the previous newsletter detailed, following User Acceptance Testing in Tipperary and Galway County, a 12-week Pilot of the Portal will begin in Tipperary and Galway County in Q3 2021.

The Pilot will give an opportunity for agents to trial the portal, which will spread awareness due to the portal's ease of use and lack of traditional "brick and mortar" restrictions (i.e., Local Authority opening

hours). Following the Pilot, the ability to make online applications will be rolled out nationally. Once this has been fully rolled out, online submissions and Part 8 applications will then be rolled out nationally. The first 13 iPlan sites have been identified and communicated with, whilst talks are ongoing with the APAS & Odyssey Local Authorities on getting the necessary integration written to enable these Local Authorities to pilot the portal.

What has been done since the last update?

- The new UAT servers have been successfully built
- The CRM User roles and permissions have been decided and subsequently tested.
- Document Categorisation Standards have been rolled out across many Local Authorities.
- Engagement with the various stakeholder groups is gathering pace, with a monthly meeting of both Single Points of Contact for iPlan Local Authorities and an APAS/Odyssey working group taking place.
- Presentation on the portal was made to the Irish Homebuilders Association
- Roadmap for the re-development of iPlan has been agreed, iPlan version 4.3 is now either in test or live in nearly every relevant LA.
- Work on a standardised list of Prescribed Bodies is ongoing.
- Integration work on the Galway County Document Management System has begun

How can Local Authorities continue to get ready ?

- Adopt Document Categorisation Standards (Target date : End of May 2020)
- If Local Authority is an iPlan site, upgrade to iPlan v4.3 (Target date: End of April 2020)
- Ensure local application form (part A) is as prescribed in form 2 of schedule 3 of the planning and development regs 2001 (as amended)
- Ensure any additional /supplementary information required locally is in a (Part B) application form
- Respond to any requests for information from the Project Team or Working Groups, as required
- Link in with the Project Team and the Single Points of Contact as much as possible
- Check for updates on the Project Extranet site at <https://lgma2015.sharepoint.com/sites/extranet/pla/>
- Consider what software and hardware will be needed to manage applications electronically

Questions from Webinar on 27/1

Last January, a Webinar hosted by the LGMA took place to explain all the various aspects of the e-Planning portal. Some of the most popular questions include :

Q. What level of resources will be need to implement the new system in a Local Authority?

A. This can be better answered following the pilot, but essentially the resources required will be a member of planning admin staff familiar with the process; a planner; someone who is very familiar with the current planning system and document management system and an IT contact.

Q. Engineers have concerns about checking detailed design information on drawings in electronic format?

A. PDF viewers offer the ability to zoom in and out of a drawing to see the overall picture or focus on detail. Training will be provided at a local level regarding the use of this software.

Q. Can the LA request a hard copy of documents to facilitate inspection of same in offices - especially for large or complex applications ? Also - is the site/portal bilingual?

A. For large applications, a LA could request a paper copy of the planning application from the agent, but this would be outside the portal. Regarding viewing of an application by members of the public, applications will be viewable on the current planning enquiry system already in place. The portal will be bi-lingual

Q. At what scale will the drawings be for professional assessment by a Planner?

A. There is no change to the regulations for drawings, they will be as per regulation not less than 1:200, layout 1:500 and location 1:1000. If a drawing is not to scale, the application should be invalidated as a paper file would be now. The advantage with electronic drawings is the ability to zoom in and out on a pdf as can't be done on a paper drawing. Eliminating the need to scan documents will remove potential errors.

A copy of all questions and answers is now available on the LGMA planning extranet at <https://lgma2015.sharepoint.com/sites/extranet/pla/> - please contact one of the team below to get access to this site or if you have any further questions.

Contact the team

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