

UOS reference number

ST0936

Trailblazer reference number

TB0650

Title of occupation

Town Planning Assistant

Trailblazer name

Town Planning

Core and options

No

Resubmission

No

Level of occupation

Level 4

Route

Construction

Typical duration of apprenticeship

24 months

Target date for approval

31 October 2020

Occupational profile

Summary

This occupation is found in the planning, construction, architectural, infrastructure, environmental and local government sectors. Town Planning Assistants may work in local authorities, small consultancies, large multi-disciplinary consultancies, central government or other organisations undertaking planning work.. The broad purpose of the occupation is to work with, and provide technical and administrative support to, Chartered Town Planners to deliver new developments and to shape and create sustainable places for the benefit of the public. They also help members of the public and/or clients to navigate the planning system and explain its rules and requirements. The work includes both office based work and site visits. Town Planning Assistants need to be willing and able to travel for site visits. Town Planning Assistants research and compile site history and undertake initial site analysis for developments including producing documentation and graphical representations as well as checking compliance with legislation and environmental designations. They assist Chartered

Town Planners with community engagement and consultation and provide members of the public, clients and councillors with relevant planning advice. Town Planning Assistants manage a caseload of planning applications under supervision and support Chartered Town Planners to deliver projects. Town Planning Assistants who are Associate Members of the Royal Town Planning Institute must abide by the Royal Town Planning Institute (RTPI) Code of Professional Conduct and ethical standards They must also abide by an Employer Code of Conduct.. In their daily work, an employee in this occupation interacts with a range of both internal and external stakeholders such as Chartered Town Planners, developers and clients, as well as members of the public and local councillors. They also need to interact with specialists in a range of occupations including Architects, Surveyors, Building Control, Housing Officers, Urban Designers, Ecologists, Historic Environment Officers, Transport Planners and Landscape Architects. The role is varied, office based with meetings and visits on site.. An employee in this occupation will be responsible for their own work including undertaking preliminary research, initial analysis and interpretation of written policy documents, case law and planning legislation, and planning history of a site or area and making recommendations to Chartered Town Planners. They work under the supervision of Chartered Town Planners for more complex analysis and assessment work including writing reports and processing major planning applications. They are expected to manage their workload to set deadlines and work in accordance with health and safety and environmental considerations..

Typical job titles

['Town Planning Assistant', 'Town Planning Technician', 'Planning Assistant', 'Planning Technician', 'Enforcement Assistant', 'Assistant Town Planner', 'Technical Support Officer', 'Planning Support Officer']

Duty	Knowledge	Skills	Behaviours
D1: Research and compile site history including any land use policy restrictions and constraints	K1, K3, K4, K5	S1, S2, S4, S7, S9	B1, B2, B3, B4, B5
D2: Undertake initial site analysis through site visits, taking site photographs, analysis of maps	K8, K9	S2, S3, S8	B1, B2, B3, B4, B5
D3: Measure proposals for development, as represented on a site plan or in elevation, to understand the size and scale of the proposed buildings and structures	K8, K10	S2, S8	B1, B2, B3, B4, B5
D4: Summarise policy constraints, site research and baseline analysis with regards to planning applications or proposal for developments and present the information clearly and concisely in written and verbal format to chartered town planners	K1, K2, K3, K4, K5, K11	S1, S2, S4, S6, S9, S11	B1, B2, B3, B4, B5
D5: Review environmental and other specialist designations and reports to provide a preliminary assessment of the environmental and physical impact of planning applications and/or development proposals.	K4, K5	S2	B1, B2, B3, B4, B5
D6: Monitor and check proposals for development, planning applications and/or completed proposals for compliance against relevant local, strategic and national planning requirements including statutory obligations and conditions. Commence enforcement investigations under the supervision of a chartered town planner.	K1, K2, K3, K4, K5, K6, K7, K10	S1, S2, S11	B1, B2, B3, B4, B5
D7: Apply relevant legislation and national and locally adopted policy when working on planning projects and casework.	K1, K2, K4, K6, K11	S1, S2, S4, S6	B1, B2, B3, B4, B5
D8: Provide clear and relevant advice to members of the public, councillors, agents and/or clients on planning issues, face to face, by phone and by email and other communications.	K1, K2, K3, K4, K6, K7	S1, S5, S10, S11	B1, B2, B3, B4, B5
D9: Manage a caseload of straight-forward planning applications and representations to development plans under supervision.	K1, K2, K3, K4, K5, K7, K10, K11, K12	S1, S2, S4, S6, S7, S9	B1, B2, B3, B4, B5
D10: Assist chartered town planners with consultation and/or community engagement on planning applications and/or strategic or local plans including taking part in technical discussions on proposals for development with members of the public and/or councillors and justifying the stance you take.	K7, K9	S5, S10, S11	B1, B2, B3, B4, B5
D11: Attend and speak at planning meetings, in an office environment and on site, and keep an accurate record of meetings	K1, K2, K4, K7, K9	S3, S5, S9, S10, S11	B1, B2, B3, B4, B5
D12: Support chartered town planners to deliver projects including following a project plan and ensuring key timescales are met.	K12	S1, S2, S6, S9, S11	B1, B2, B3, B4, B5

Duty	Knowledge	Skills	Behaviours
D13: Describe and code plans, planning documents, and supporting material accurately within a relevant workplace document filing system or casework management system	K2, K6	S6, S7, S11	B1, B2, B3, B4, B5
D14: Work as part of a multidisciplinary team, knowing who to consult and seeking advice from other disciplines where relevant	K2, K3, K4, K5, K7, K9, K10, K11, K12	S1, S2, S5, S6, S9	B1, B2, B3, B4, B5
D15: Prepare documentation including graphical representations, maps and site plans and present to clients and/or local authority committee under supervision.	K8	S4, S5, S8, S10	B1, B2, B3, B4, B5
D16: Assist chartered town planners with planning appeals, collating casework materials and supporting documentation and responding to written evidence and other planning information presented by the opposing side.	K1, K2, K6, K10	S1, S2, S4, S6, S7	B1, B2, B3, B4, B5

Knowledge

K1: Legislation and Policy: The features of current town planning regulations, policy and guidance. Appreciation of the implications of case law for planning applications and statutory plan making

K2: Planning Process: Forms of development management and development plans that happen in planning and their supporting administrative processes. How to respond to requests for technical information about proposals and planning issues.

K3: Data collection: Where to find current and historical data on single sites and wider areas for development.

K4: Environmental procedures: The features of environmental and ecological designations and processes relevant to the planning system. Where to find information identifying potential flood risk for developments.

K5: Conservation and design: The features of the natural and historic environment that can be affected by developments and how they can and should be protected by the planning system. The features of technical constraints related to design.

K6: Conditions, appeals and enforcement: The features of monitoring compliance of authorised and unauthorised developments and support the processing of planning appeals.

K7: Stakeholder engagement: The wider decision making and political context in which planners work. Including the types and sizes of organisations working in planning, statutory authorities and other consultees, including the local community

K8: Mapping and graphics: Map preparation and analysis including taking measurements from maps. Methods and techniques for creating and explaining graphical representations, and taking site photographs

K9: Health and Safety: Responsibilities under health and safety legislation on safe working practices

K10: Size and scale: How to assess the size and scale of developments and structures in relation to planning policy and impact on adjacent developments

K11: Report writing: How to select and present information about policy constraints, site research and baseline analysis

K12: Project Management: The requirements for projects, including timescales, deadlines, cost implications, and identifying milestones/targets

Skills

S1: Data analysis: Research, collate and compare data relating to development proposals, applications and other planning considerations

S2: Policy analysis: Apply legislation, local and national policy and regulations to projects and casework

S3: Site analysis: Take and edit site photographs correctly, and take site visit notes accurately

S4: Report writing: Write reports and summaries and prepare initial documentation for planning proposals and policy representations

S5: Communication: Communicate effectively with members of the public, clients and other

stakeholders. Respond to queries in writing and verbally. Use community engagement techniques to encourage participation in the planning system.

S6: Casework: Process own casework of projects including checking planning documentation for completeness and taking action in response to missing documentation

S7: Data monitoring: Consult, create and where necessary maintain records on relevant planning registers

S8: Mapping: Create accurate drawings, maps and digital illustrations. Interpret drawings and maps

S9: Presentation – internal: Discuss and present planning information, documentation and findings to colleagues

S10: Presentation – external: Prepare and deliver presentations to external audiences e.g. members of the public or other community or professional stakeholders

S11: Administration: Provide administrative support to line managers and peers. Keep an accurate record of meetings.

Behaviours

B1: Take care for their own health and safety

B2: Reliability, integrity and respect for confidentiality on work related and personal matters, including appropriate use of social media and information systems. Follows their employers Code of Conduct.

B3: Commitment to their own Continuing Professional Development

B4: Work effectively both on their own and as part of a team

B5: Demonstrate time management skills, prioritise workload, work under pressure and be able to meet critical deadlines

Duty	OTJ days
D1: Research and compile site history including any land use policy restrictions and constraints	5
D2: Undertake initial site analysis through site visits, taking site photographs, analysis of maps	5
D3: Measure proposals for development, as represented on a site plan or in elevation, to understand the size and scale of the proposed buildings and structures	5
D4: Summarise policy constraints, site research and baseline analysis with regards to planning applications or proposal for developments and present the information clearly and concisely in written and verbal format to chartered town planners	4
D5: Review environmental and other specialist designations and reports to provide a preliminary assessment of the environmental and physical impact of planning applications and/or development proposals.	5
D6: Monitor and check proposals for development, planning applications and/or completed proposals for compliance against relevant local, strategic and national planning requirements including statutory obligations and conditions. Commence enforcement investigations under the supervision of a chartered town planner.	7
D7: Apply relevant legislation and national and locally adopted policy when working on planning projects and casework.	6
D8: Provide clear and relevant advice to members of the public, councillors, agents and/or clients on planning issues, face to face, by phone and by email and other communications.	6
D9: Manage a caseload of straight-forward planning applications and representations to development plans under supervision.	7
D10: Assist chartered town planners with consultation and/or community engagement on planning applications and/or strategic or local plans including taking part in technical discussions on proposals for development with members of the public and/or councillors and justifying the stance you take.	6
D11: Attend and speak at planning meetings, in an office environment and on site, and keep an accurate record of meetings	3
D12: Support chartered town planners to deliver projects including following a project plan and ensuring key timescales are met.	6
D13: Describe and code plans, planning documents, and supporting material accurately within a relevant workplace document filing system or casework management system	2
D14: Work as part of a multidisciplinary team, knowing who to consult and seeking advice from other disciplines where relevant	4
D15: Prepare documentation including graphical representations, maps and site plans and present to clients and/or local authority committee under supervision.	6
D16: Assist chartered town planners with planning appeals, collating casework materials and supporting documentation and responding to written evidence and other planning information presented by the opposing side.	5

Additional information

Entry requirements

No entry requirements specified

Professional recognition

No professional body recognition specified

Rationale for no professional recognition

This does not align with professional membership but with additional experience an Town Planning Assistant apprentice may be eligible to apply for Associate membership of the RTPI.

Progression routes

ST0536: L7: Chartered town planner (degree)

Progression routes comments

n/a

Trailblazer membership details

Chairs

Hannah Blunstone (CBRE)

Philip Ridley (East Suffolk District Council)

Facilitator

Cat Goumal (RTPI)

Employer members

Name	Employer
Christine Lyons	Basildon Council
Jon Westerman	Edgars Ltd
Julie Pinnock	Winchester City Council
Lindsey Smith	South Cambridgeshire District Council
Liz Hobden	Brighton and Hove City Council
Sarah Andrew	Savills
Suzanne Joseph	Indigo Planning
Tracey Baxter	St Albans City & District Council
Vicky Christly	Greater Cambridge Shared Planning

Other members

Name	Organisation
Mo Toft	Chichester College