

Annex to advice note 6:

Preparing the technical index to accompany an NSIP application

Introduction

This document is an annex to Advice Note 6: Preparation and submission of application documents. Advice Note 6 advises amongst other matters that prior to the submission of an application the applicant will be provided with a structured electronic application index for arranging the application documents.

The application index is an excel spreadsheet in which the applicant should list all of the application documents and associated information using the pre-determined drop down values or free text as appropriate.

The application index should be submitted electronically in an editable form with the application documents and is used for the speedy and efficient import of the application documents to our internal document management system and website thereafter should the application be accepted for examination.

Without the application index, the import process may be delayed and we may have to contact you for clarification in order to understand the set of electronic documents provided. Applicants are therefore encouraged to provide the index and to ensure it has been completed as fully and accurately as possible.

Key points to note

- Due to the file conversion process used during the import we ask that document titles and document descriptions do not contain special characters including any of the following;
& , ' \ / ?
The inclusion of any of these special characters will produce errors during the import which will delay the process.
- To improve public accessibility to files once on our website, we ask that individual files are kept to a maximum size of 50MB where possible. We appreciate that this will not always be possible. However where files exceed this limit, please consider breaking the large files into smaller files where possible or submit a compressed (web ready) version of the application documents on a separate DVD or data stick as well as an original set of documents. Failure to do this may result in us having to request a compressed version of the application documents which may delay the documents being imported to our system. Please note, the maximum size of emails that can be submitted is 10MB. Emails above this size should be broken into smaller amounts.
- If an application is accepted for examination, the application documents will be published to our website on or shortly after the day on which this decision is made. We advise therefore that documents should not contain links to other documents/files as these links will not work when on our website. If documents are submitted with links, we will have to return the documents to the applicant for amendment and link removal before we import the documents to our system.
- Please do not submit the electronic version of the application index as a PDF file as the data within this file needs to be manipulated to create the import file and therefore must be editable.

- To improve appearance of the documents and public accessibility once on our website, we request that all documents are numbered methodically. Ideally the files should be named with numbers inserted at the start of the title such as....

'1.0 Application Form, 1.1 Copies of Newspaper Notices, 1.2 Covering Letter to the Planning Inspectorate, 4.0 Statement of Reasons, 4.1 Funding statement, 4.2 Book of Reference'

.....with the leading number changing depending on the folder in which the file is to be saved. E.g. for the above documents the files beginning 1.0 come from the 'Application Form' folder and the files beginning 4.0 come from the 'Compulsory Purchase Information' folder.

It is extremely helpful for staff to have sight of a draft index at a very early stage to ensure that we can identify and advise on any issues which might arise from naming conventions or numbering. In our experience this can make the process much more efficient for both the applicant and the case team.

Please therefore send a draft index to your nominated case leader at your earliest convenience.

Explanation of Columns to be completed by the applicant

Columns B and C – Category and Document Type

These columns have pre-determined values which must be used as the data is mapped during the import to our system and errors will occur if any of these fields contain data that is not from the pre-determined list of values.

Once in our system, this data is used for internal information and is not published to our website so if you cannot find a document type from the drop down list that you feel matches the particular document, it is acceptable to leave the cell blank. It would be helpful to notify us of any document types you consider are missing from the main list in order that we can keep this list under regular review and make updates to the list where necessary.

Column D – File Description

Use this column to provide a plain English description of the file for publication on our website.

Columns E, F & G – Ref number, Document Date and Document Author

These columns are free text. The data is used for internal information and is not published to our website.

Column H - Folder to which the file relates

Column H has a drop down list of values which should relate to the folder the applicant believes the file should be stored in. We use this data not only to ensure the files are saved in the correct location once in our document management system but also to ensure that the documents appear under the correct sub-headings once published to our website.

Column I - The File Name

The file names in column I should be the complete file name (i.e. including the .pdf, .gif) and must be identical to the files submitted on the DVD/Data stick. If any last minute changes are made to the file names on the DVD/Data stick, the applicant should adjust the file names on the application index accordingly.

If you have any problems or queries regarding the application index or associated documents, please contact your nominated case leader.

Further information

The Planning Inspectorate, Temple Quay House, Temple Quay, Bristol BS1 6PN

Email: enquiries@infrastructure.gsi.gov.uk

Telephone: 0303 444 5000

Web: www.planningportal.gov.uk/infrastructure