

LANTw73 - SQA Unit Code H2N9 04

Administer environmental legislation



Overview

This standard is about the administration of implementing and operating environmental legislation

You must be able to work within the legislative framework required and to consult with colleagues and specialists as needed to achieve an outcome

You must be aware of the importance of flora and fauna to the environment

This standard relates to Tree Preservation Orders (TPOs), Conservation Area Orders, Felling Licences, environmental protection, amenity protection, habitat protection etc and planning restrictions relating to conservation orders

This standard is for those who have the responsibility for administering environmental legislation. This might be within a local government planning office or other specialist organisation that has this responsibility and decision making authority

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Performance criteria

- You must be able to:*
- P1 develop procedures to deal with applications and enquiries
 - P2 keep records to identify and record the stages in the process
 - P3 seek appropriate permissions where inspections need to be carried out
 - P4 ensure procedures follow the required timescales for implementation
 - P5 liaise with other sections, colleagues and authorities as necessary
 - P6 ensure documentation meets the necessary statutory requirements
 - P7 deal with appeals according to statutory requirements
 - P8 deal with applications to carry out work within the necessary timescales
 - P9 seek advice and support where necessary or appropriate

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Knowledge and understanding

You need to know and understand:

- K1 the need to have an effective system for documenting processes
- K2 the importance of keeping any necessary records accurately, legibly and complete
- K3 the importance of arranging with appropriate people access for site inspections
- K4 the timescales applicable to the application and administration of the legislation
- K5 the need to involve the relevant authorities by whom consent or permission should be granted
- K6 the importance of completing documentation to meet the requirements of the legislation
- K7 the appeal procedures
- K8 the timescales involved in administering the legislation
- K9 sources of information and advice where clarification is needed
- K10 the implications and importance of data protection legislation

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Glossary

Relevant authorities: Planning Officers, Forestry Commission and Government Departments as appropriate to the legislation, as well as non-government organisations such as the Nature Conservancy Council and the Countryside Agency and appropriate organisations in Wales, Scotland and Northern Ireland

Tree protection documentation processes: Tree Preservation Orders, Conservation Area Orders, Felling Licences, environmental protection, amenity protection, habitat protection etc

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