



## North Devon Council Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Claire Holm, Customer and Corporate Communications Manager

2. TITLE OF PROPOSED CONTRACT:

Planning public notices

The proposed contract for the above will be between £5,000 and £39,999.

With this RFW I include a copy of the specification or brief which has been prepared for this contract and which details the goods, services and/or works which will be provided.

*Specification on page 3*

This contract is for the publication of weekly planning public notices.

I can also confirm that the contract terms which will be used for this contract will be the Council's standard terms and conditions for goods and services or (where relevant) works or, where this is not the case, I have sought the approval of Legal Services to the alternative terms and conditions that I propose to use for this contract.

In accordance with the Council's Contract Procedures Rules, three alternative quotes should be obtained and the lowest quotation should be accepted.

I can confirm that I have sought advice from Legal Services and we have agreed that it is appropriate that this requirement be waived for the following reason(s):

**B Received fewer than three price quotes**

3. THE PROPOSAL IS TO AWARD THIS CONTRACT TO THE FOLLOWING  
SUPPLIER:

North Devon Gazette

4. DETAIL

I can confirm that, despite non-compliance with the requirement to seek at least three quotes, the award of this contract to the above supplier will be best value for the Council for the following reason(s): there are only two local newspapers in

**NOTE:** This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW must be sent to [supplyingndc@northdevon.gov.uk](mailto:supplyingndc@northdevon.gov.uk) immediately following approval.



the North Devon area. The North Devon Gazette quoted the lowest price of the two, has a wider readership and circulation and is free making it more accessible.

*Where quotes were received (option B or C above) please provide summary information below:*

Quotation 1:

*Does the quotation conform to the provided specification? Y*

*Supplier Name: North Devon Gazette*

*Quotation Price: £250 per week*

Quotation 2:

*Does the quotation conform to the provided specification? Y*

*North Devon Journal:*

*Quotation Price: £278.46 per week*

DECISION TO BE MADE BY: Jon Triggs. Director of Resources and Deputy Chief Executive

-----

To be completed by Decision Taker:

5. REQUEST FOR WAIVER AUTHORISED BY DECISION TAKER?: Yes
  
6. DECISION TAKER'S COMMENTS: There are only 2 local weekly newspapers in the North Devon area and lowest compliant quote accepted as above.

**NOTE:** This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW must be sent to [supplyingndc@northdevon.gov.uk](mailto:supplyingndc@northdevon.gov.uk) immediately following approval.



## Specification for provision of public notices for North Devon Council planning applications.

North Devon Council is seeking a supplier to carry its public notices for planning applications. The specification is as follows:

- Publish weekly
- Circulation must cover the entire North Devon District geographic area
- Charge a weekly flat rate, no matter what the size of the advert
- Must cover application number, site address and ward
- Font must be no smaller than 6pt
- Published online as well as in print
- Easily accessible to anyone living within the North Devon Council geographical area either through free delivery, purchased in a shop or available via a subscription

**NOTE:** This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW must be sent to [supplyingndc@northdevon.gov.uk](mailto:supplyingndc@northdevon.gov.uk) immediately following approval.