



**WATFORD
BOROUGH
COUNCIL**

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3D MODEL, PLANNING

TERMS OF REFERENCE - IN PARTNERSHIP WITH DIGITAL URBAN



Contents

Page 1 :	Purpose
Page 2:	Introduction to Digital Urban 3D Modelling Service
Page 3:	Example Case Study
Page 4:	The Stages of the Service
Page 5:	Stage 0: Planning Application
Page 7:	Stage 1: Initial Engagement and Administration
Page 8:	Stage 2: Processing the Model
Page 8:	Stage 3 : Quality Assessment
Page 9:	Stage 4: Released to the Planning team
Page 10:	Stage 5: Revisions and Resubmissions
Page 10:	Confidentiality & Independence
Page 11:	Intellectual Property & Data Sharing
Page 12:	Additional Licences

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Purpose

This document explains the service that Digital Urban provides to support Watford Borough Council's objective to champion high quality design through the use of the council's 3D model.

The council will use the 3D Model as part of the planning process and to support the assessment of the design and townscape impact of any significant proposal. This is an integral step in ensuring the delivery of good growth and high quality design, ensuring that policies in the Local Plan are met.

If no information is provided, a simple 3D massing model will be produced from the application drawings for the council's assessment. This simple model will not represent the materials or other details of the scheme. It is in the best interests of the applicant to submit an accurate 3D model of the scheme to Digital Urban and engage in the verification process, following the steps laid out in this document.

This document should be read in conjunction with the following references that can be found on the Watford Borough Council web site:

- General information about planning www.watford.gov.uk/planning-building-control
- Watford Place Shaping Panel watford-place-shaping-panel-2022

Introduction to the Digital Urban 3D Modelling Service

The Digital Urban 3D modelling service is used by Watford Borough Council as part of the planning process. Digital Urban has worked with Watford Borough Council to digitally map the centre of Watford and its surroundings. Features such as time of day and day in the year are configurable, and this allows for a realistic view of sun, shadows, and weather conditions.

New developments and masterplans are required to be added to the model at key agreed stages.

The planning team and other stakeholders are able to use the 3D model to assess development proposals to enhance the understanding of the applicant's formal submission documents:



- Visualise the application alongside other approved application proposals
- Navigate around the 3D model and review the scheme from certain views that are not captured in submission documents.

There are also benefits to applicants submitting their proposals for the 3D model:

- The 3D model is capable of rendering schemes in high-fidelity with realistic lighting, showing materiality and qualities of a scheme to the planning team and other stakeholders.
- The 3D model will allow the planning team to assess schemes in greater detail from a greater number of views providing a clearer and fuller understanding of the scheme.

Example case Study

The Digital Urban Platform hosts the Watford model in 3D format and allows the user and planning team to navigate across the town and its surroundings.

The modelling service evolves the model by following the sequence below:



Activity 1: Identify and locate the existing area involved in the application

Activity 2: Clear the site area



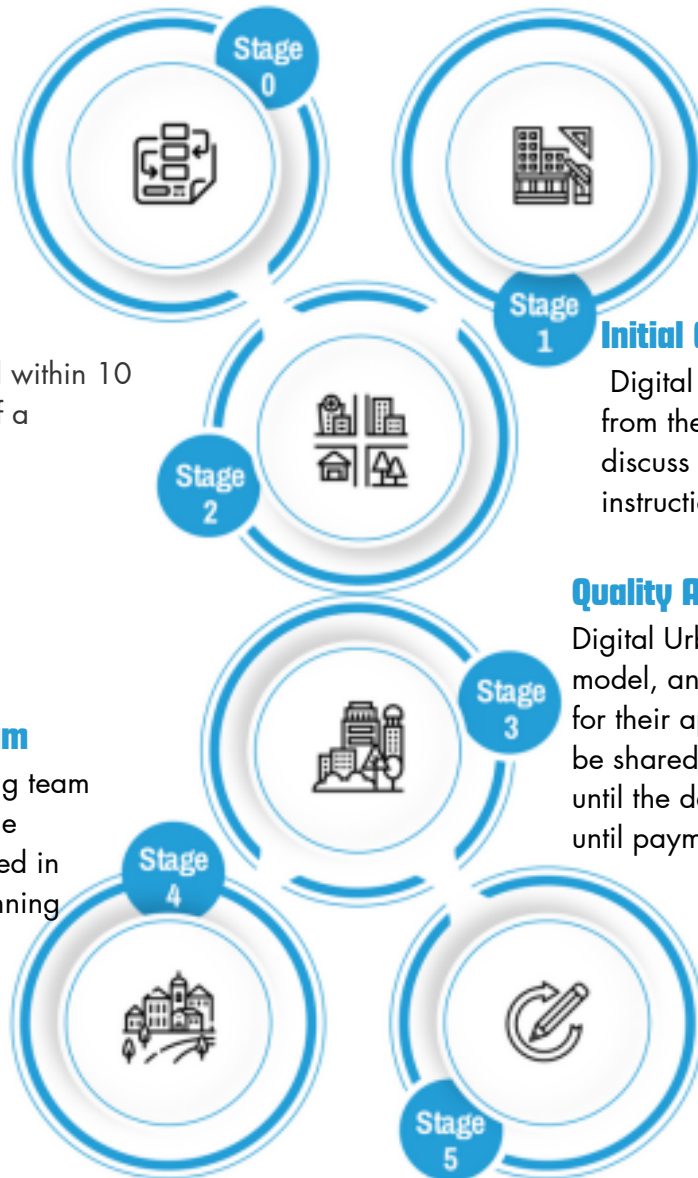
Activity 3: Insert scheme into the Watford 3D Model



The Stages of the Service

Planning Application

The planning team signpost the developer to Digital Urban.
No personal data is shared by the planning team.



The model can be processed within 10 working days from receipt of a purchase order.

Released to Planning Team

The Local Authority's planning team are given access to assess the model/plans. This will be used in meetings throughout the planning process.

Initial Engagement & Admin

Digital Urban receive the request from the developer, assess the plans, discuss with the developer, send instruction quote & invoice.

Quality Assessment

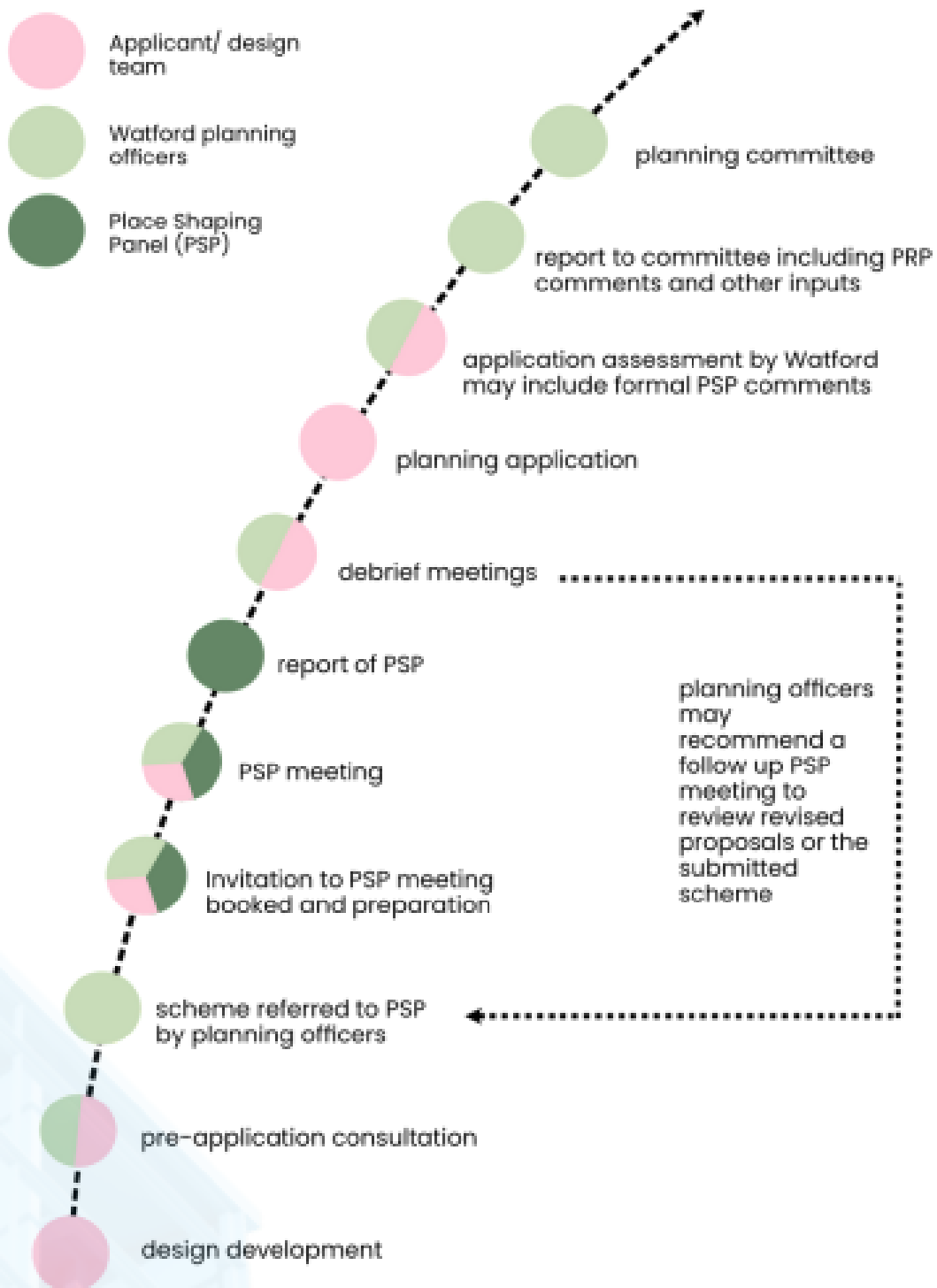
Digital Urban will Quality Assure the model, and share with the developer for their approval. The model will not be shared with the Local Authority until the developer is satisfied and until payment has been received.


Revisions and Resubmissions

Revisions may be required, and costs are dependent upon amount of change.

Stage 0 - Planning Application

Place review in the planning process





Watford Borough Council will introduce Digital Urban to the applicant(1), and will share contact details between both parties(2). Digital Urban will then email instructions to the applicant.

Email contact will be established between Digital Urban and the applicant within 2 working days of notification by Watford Borough Council.

Note 1: In instances where the applicant is a private individual, Watford Borough Council will liaise with Digital Urban on behalf of the private individual to prevent the sharing of personal data.

Note 2: The Digital Urban Privacy Note can be found on the Digital Urban website and we request that you read this via the link <https://digitalurban.place/privacy-note>.

Stage 1 - Initial Engagement and Administration

Digital Urban will request, via email, that you provide your 3D files in their native format and as an exported .fbx file.

Digital Urban will access the files and perform the following checks:

- Ensure that the files are in the correct format and are complete
- Review scale, size and complexity of the model
- Securely store your files

Administration:

Once these checks have been carried out, Digital Urban will provide a quote and request confirmation that the applicant wishes to proceed. Modelling will commence on receipt of a purchase order. This should be within 2 weeks of receipt of the files.

Costs:

The cost will range from £500-£1000 dependent on the information provided and the scale of the proposal.

One round of minor revisions is included in the initial cost.

For major revisions that require a re-import of the 3D model there will be an additional charge at 50% of the original agreed fee

A blue geometric pattern consisting of overlapping rectangular and triangular shapes, creating a grid-like structure, is visible in the top-left and bottom-left corners of the page.

Stage 2: Processing the Model

Digital Urban will process the model within 10 working days, and we will contact the applicant regarding any issues or queries.

Stage 3: Quality Assessment

Digital Urban will perform a quality assessment of each model before it is released for review and final assessment by the applicant. After internal checks, we will notify the applicant to assess the model and issue an invoice, which should be paid in full within 30 days.

Digital Urban will not release the model to the Local Authority until the applicant has reviewed the model and approved it to be shared with the Planning Team. At this point payment in full is also expected.

A blue geometric pattern consisting of overlapping rectangular and square shapes, creating a grid-like structure. The pattern is semi-transparent and covers the entire page, with a white background showing through.

Stage 4: Released to the Planning Team

Watford Borough Council are given access to the model to assess and use in their planning process. The model will be reviewed by the case officer and may be shown at meetings throughout the planning process e.g. Pre-application meetings, Place Shaping Panel and Development Management Committees.

Images from the model may be extracted for reports to the applicant.



Stage 5 - Revisions and Resubmissions

The planning team will notify the applicant if, during the planning process, a revision is deemed to be necessary. This will typically be when the scheme undergoes material change. If this has been deemed necessary, the council will re-introduce the applicant to Digital Urban to arrange resubmission of the 3D model, and this may incur additional cost.

Confidentiality & Independence

Digital Urban will ensure confidentiality of information from applicants according to our privacy notice that can be found on our website. As part of the service, we will

- Perform an internal Quality Assurance process to ensure it meets our standards of excellence
- Demonstrate the model to the applicant to ensure the model matches the specification provided
- Ensure confidentiality of applications is upheld and are not shared or seen by those outside of the planning process
- Only release back into the planning process when the above criteria has been met and payment received

Digital Urban acts independently to the Local Authority and the organisations submitting applications.



Intellectual Property

Watford Borough Council has total ownership of the completed Digital Model but intellectual property rights in all processes and systems used by Digital Urban in preparing the completed model remains vested in Digital Urban. Watford Borough Council has a royalty free licence to use such information for any purpose connected with the Digital Model or any application of the Model as set out in an agreed schedule to be compiled for each project.

Data Sharing

Watford Borough Council can instruct Digital Urban to share data hosted on the platform with specialist users such as applicants. Access is subject to the Digital Model Licence Agreement that can be obtained from the Planning Team.

Digital Urban will never share personal data. Models will only be shared if they are not in breach of the [Confidentiality](#) section and subject to the licence agreement. Digital Urban retains at all times title to use the Digital Model and all rights therein.



Additional Licences

Parts of the 3D digital model will be made available to design teams to import into their own software. This service is supplied under licence and is subject to a fee of £500 per request. Licensees must indemnify Digital Urban in respect of any loss suffered if they breach this provision and licence agreement.

The licence is conditional on the licensee agreeing not to incorporate the Digital Model into any other software or designs which they may sell or distribute for commercial gain. It must not be used in any networked or other service, extranet or equivalent service provided for any third party for payment or reward. If the licensee breaches the agreement they must account to Digital Urban for any financial gain.

Requests for data can be submitted to watford@digitalurban.place and a temporary licence will be allocated to download agreed data.

Terms and conditions apply and further details will be made available upon request via email to watford@digitalurban.place.

The digital model will be made available within 2 working days of receipt of the signed agreement.



DIGITAL URBAN



PLACE

**WBC RELATED QUERIES
EMAIL:**

watford@DIGITALURBAN.PLACE
MOBILE: 0333 772 9218