

PLANNING PROCESSING AGREEMENT



This processing agreement between Stirling Council and <Applicant> aims to identify the key milestones in the planning application process and set out the information required to process the application. This processing agreement is not legally binding.

Site Address:

Brief description of proposal:

Decision: Subject to the achievement of the timetable set out in this document, including provision of all necessary information by the applicant and consultees, the application will be referred to the appropriate committee of the Council no later than <Date>

Application Details	
Ref No:	
Site Address	
Description of Development	
Application Type	
Other consents required ?	
Likely delegated application ?	

Key Contacts	
<p>The persons identified below are the key contacts between the Council and the Applicant. The key contacts will liase regularly on the progress of the application and will contact each other as soon as possible should any matter arise which is considered likely to delay progress with processing the application.</p>	
Applicant	<i>Name:</i>
	<i>'phone no(s):</i>
	<i>e-mail:</i>
Agent	<i>Name:</i>
	<i>'phone no(s):</i>
	<i>e-mail:</i>
Officer	<i>Name:</i>
	<i>'phone no(s):</i>
	<i>e-mail:</i>
Alternative local authority contact	<i>Name:</i>
	<i>'phone no(s):</i>
	<i>e-mail:</i>

Pre-application			
Key meeting dates			
Receipt of proposal of application notice	<Date>		
Further pre-application discussions required ?	<Date>		
EIA Screening and Scoping Opinion	<Date>		
Liason with consultees	<Outline what liason is required with consultees at this stage>		
Information requirements	Type	Date	
		Due	Received
Other consents required			
Issues to be dealt with by legal agreement			

Application			
Regular liaison meetings	<Who> <Dates> or 'every <x> weeks on <day> at <time>		
Application submission date	Agreed Target	Actual	
Submission through the e-planning portal	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Neighbour notification	From <Date> to <Date>		
Advert in press	<Date>		
Consultation with statutory consultees	Who	Start Date	End Date
Consultation with non-statutory consultees	Who	Start Date	End Date
Circulate draft conditions and legal agreements for comment	<Date>		
Committee report to be finalised/signed by Head of Planning	<Date>		
Committee site visit	<Date>		
Committee meeting	<Date>		
Notification to the Scottish Ministers (if required)	<Date>		

Post Application		
Legal agreements	<i>Draft Heads of Terms</i>	<Date>
	<i>Preparation of draft legal agreement</i>	<Date>
	<i>Conclusion of legal agreement</i>	<Date>
Discharge of conditions	<i>Conditions to be dispensed by</i>	<Date>

Signed: on behalf of Stirling Council

Signed: on behalf of <Applicant>