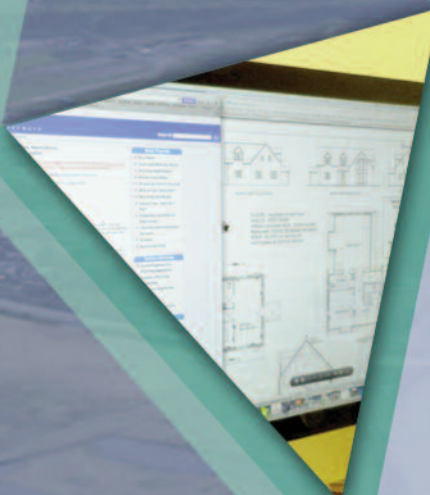


# PLANNING PROCESSING AGREEMENT TEMPLATE

November 2013



the moray council

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

**Reference No.**

**Site Address:**

**Brief description of proposal:**

**Commitment:** 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 Planning & Regulatory Services Committee no later than <DATE>

APPLICATION DETAILS	
PE/ Reference number	
Site address	
Description of development	
Application type	
Other consents required?	
Committee or Delegated decision?	

## KEY CONTACTS

The persons identified below are the key contacts between the Council and the Applicant. The key contacts will liaise 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. (Include names, phone numbers and email addresses)

Applicant/Agent	
Agent	
Lead Officer	
DM Manager	
Head of Development Services	

### Pre-application

Key meeting dates	<Date>
Pre-Application response	Reference number and date
Receipt of proposal of application notice	<Date>
Further pre-application discussions required?	<Date>
EIA Screening Opinion	<Date>
EIA Scoping Opinion	<Date>
Pre-application Consultation Report	<Date>
Liaison with consultees	<outline what liaison is required with consultees at this stage>

Information Requirements may include some/all of the following as appropriate:	Type	Target Date	Date received
Planning Statement			
Design & Access Statement			
Contaminated Land Report			
Conservation Statement			
Drainage Assessment/Drainage Impact Assessment			
Flood Risk Management			
Green Travel Plan			
Tree survey and Landscape Planting Plan, including Tree Protection Plan			
Management Plan for woodland surrounding the plant/site			
Landscape and Visual Impact Assessment			
Minerals Information (Traffic operations/haulage etc)			
Noise Impact Assessment			
Structural Survey			
Protected Species Survey bat, badger and red squirrel etc			
Bird Survey (if sensitive/protected species identified from on-site survey or other information sources)			

Retail Assessment			
Sustainable Drainage System Plan			
Transport Assessment Scoping			
Transport Assessment			
Waste Strategy			
Waste Management Plan			
Construction Environmental Management Plan			
Construction Surface Water Management Plan			
Traffic Management Plan			
Construction Method Statement (to address sedimentation/pollution impacts on Special Area of Conservation/SSSI)			
Information on private water supply (if proposed)			
Other consents required			

## Application

Regular liaison meetings	<who> <dates> or 'every <x> weeks on <day> at <time>'		
Application submission date	Target Date	Actual Date	
Information Requirements identified following the Pre-application meeting: (Insert relevant information requested)	Target Date	Actual Date	
Neighbour Notification	From <date> to <date>		
Adverts in press Local Edinburgh Gazette	<date date		
Consultation with consultees	Who	Start date	End date
Committee report to be finalised/signed by DM Manager	<target date>		
Committee site visit	<target date>		
Committee meeting	<target date>		
Notification to the Scottish Ministers (if required)	<target date>		

## Post Application

		Submit	Issue
Legal Agreements	Draft Heads of Terms		
	Preparation of draft legal agreement	<target date>	
	Conclusion of legal agreement	<target date>	
Discharge of Conditions	Conditions to be discharged	<target date>	

Signed ..... On behalf of <Council>

Signed ..... On behalf of  
<Applicant>