

Planning Processing Agreement



**PERTH &
KINROSS
COUNCIL**

This processing agreement between Perth and Kinross Council and aims to identify the key milestones in the planning application process and sets out the information required to process the application. 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 . This processing agreement is not legally binding, nor does it guarantee the subsequent granting of planning permission. The agreement including its timetable will be reviewed on a basis or as otherwise agreed by the signatories.

1. PLANNING APPLICATION DETAILS

Reference number	
Site Address	
Description of Development	
Application Type	

2. KEY CONTACTS

The key contacts between the Council and the Applicant, identified below, will form the core of the project group. They will liaise regularly on the progress of the application and contact each other as soon as possible should any matter arise which is considered likely to delay the processing of the application.

Applicant

Name
Address

Post Code
Telephone Number
Email Address

Agent	
Name Address Post Code Telephone Number Email Address	
Council's Case Officer	
Name Address Post Code Telephone Number Email Address	
Additional Council Contact	
Name Address Post Code Telephone Number Email Address	

3. KEY DATES

A. Pre-Application Phase	Target Date	Comments	Complete
Submit Proposal of Application Notice (PAN)			
Response by Council to PAN		Within 21 days of PAN submission	
Consultation by applicant with Community			
Expiry of minimum 12 week statutory consultation period			
Completion of pre-application consultation (PAC) report			
EIA screening requested			
EIA screening opinion provided		Within 21 days of request	
EIA scoping (if applicable)		Within 5 weeks of request	
Environmental Statement produced			

Draft Heads of Terms of any necessary planning obligation produced			
B. Application Phase	Target Date	Comments	Complete
Submission of valid application			
Overall expiry of statutory notifications			
Overall expiry of consultations			
Timetable for meetings of project steering group agreed			
Draft of any planning obligation completed			
Draft conditions produced			
Committee Report Finalised			
Report considered by Development Management Committee (or full Council)			
Notification to Scottish Ministers (if applicable)		Within 7 days of committee decision	
Legal Agreement concluded			
Decision Notice Issued		Within 7 days of committee decision or registration of planning obligation whichever is the later	
C. Post-Application Phase	Target Date	Comments	Complete
Notification to Scottish Ministers (if applicable)		Within 7 days of final determination by committee.	
Legal Agreement concluded			

6. PLANNING OBLIGATION

Summary Issues to be covered by a legal agreement under Section 75 of the Town and Country Planning (Scotland) Act 1997 or Section 69 of the Local Government (Scotland) Act 1973

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7. RISKS

Type of risk	Likely Delay
Deferral of decision by Development Management Committee	A minimum of one month due to the frequency of committee meetings
Call in by Scottish Ministers	Although this power is used on a very limited basis it will result in the responsibility for determining the application being taken out of the hands of the Council

8. SIGNATURES

Signed:

(on behalf of Perth and Kinross Council)

Printed name:.....

Date:

Signed:

(Applicant / on behalf of Applicant)

Printed name:

Date:

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to processing the planning application. The information will be published on the internet as part of the Council's Planning Portal.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.

Reviewed September 2018