



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

Site Address: Site address

Description of proposal: Description

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/decided under delegated powers no later than <Date>

APPLICATION DETAILS

Reference number	<i>Ref. No.</i>
Site address	<i>Site address</i>
Description of development	<i>Development description</i>
Application type	<i>Application type</i>
Other consents required?	<i>Specify</i>
Likely delegated application?	

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.

Applicant	<i>Applicant Name Applicant Address Applicant Tel.No. Applicant E-mail</i>
Agent	<i>Agent Name Agent Address Agent Tel. No. Agent E-mail</i>
Case Officer	<i>Case Officer Name Case Officer Tel. No. Case Officer E-mail</i>
Alternative local authority contact	

Pre-application

Key meeting dates			
Receipt of proposal of application notice	<i>Date or proposed date</i>		
Further pre-application discussions required?	<i>Date</i>		
EIA Screening and Scoping Opinion	<i>Date or proposed date of submission</i>		
Liaison with consultees	<i>Outline what liaison is required with consultees at this stage</i>		
Information Requirements	<i>Type</i>	<i>Date due</i>	<i>Date received</i>
Other consents required			
Issues to be dealt with by legal agreement			

Application

Regular liaison meetings	<i>Who? Dates or every weeks on day at time</i>		
Application submission date	<i>Agreed Target</i>	<i>Actual</i>	
Submission through the e-planning portal	<i>Y/N</i>		
Neighbour Notification	<i>Date to date</i>		
Advert in press	<i>Date to date</i>		
Consultation with statutory consultees	<i>Who</i>	<i>Start date</i>	<i>End date</i>
Consultation with non-statutory consultees	<i>Who</i>	<i>Start date</i>	<i>End date</i>
Circulate draft conditions and legal agreements for comment	<i>Date</i>		

Committee report to be finalised/signed by Head of Planning	<i>Date</i>
Committee site visit	<i>Date</i>
Committee meeting	<i>Date</i>
Notification to the Scottish Ministers (if required)	<i>Date</i>

Post Application

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

Signed _____ On behalf of Aberdeen City Council

Signed _____ On behalf of Applicant

This is a processing agreement between the Council, Aberdeen City Council and the Applicant. A processing agreement is a project management tool for the applicant, Council (including roads and legal officers) and statutory consultees and will be promoted by the Council for all major developments. Processing agreements may also be a useful way of project managing more complex non-major developments that fall into the local development category.

The processing agreement sets out the roles and responsibilities of the parties and identifies the key processes involved in determining the planning application, identifying what information is required and from whom. It also sets the dates and/or timescales for the delivery of various stages of the process. The processing agreement is not legally binding and in no way guarantees the granting of planning consent.

It should be emphasised that if any of the information requirements, key dates and timescales included in this agreement are not submitted/achieved this is highly likely to have knock on effect on dates and times later in the agreement. In these circumstances the dates and timescales will have to be renegotiated - this may be best done at one of the scheduled progress meetings between the Council and the applicant.