**Planning Processing Agreement**

**Between Loch Lomond & the Trossachs National Park Authority and <applicant name>**

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| **Applicant Details:** | **Agent Details:**  Email –  Telephone: |
| **Site Address:** | |
| **Description of Proposal:** | |
| **Consent Sought:** i.e. planning permission, listed building consent | |

The Agreement aims to set out key milestones in the planning application process. This agreement is not legally binding and does not guarantee the granting of planning permission. In agreeing this processing agreement, it should be noted that this planning application shall not be determined within the statutory timescale of 4 months for a major application as the timescale has been replaced with this processing agreement. The timescales set out in this processing agreement are based on consultees responding in time and no further information requests being required. As this is the case, the agreement will be required to be updated and agreed by both parties when timescales alter. The agreement and its timetable will be reviewed at monthly intervals at the Project Team Meetings held by the LLTNPA. After the agreement is altered a copy will be issued to <agent name> as the agents.

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| **Signed by**  **On behalf of the Loch Lomond & Trossachs National Park Authority**  **Date:** | **Signed by**  **On behalf of the <applicant>**  **Date:** |

**KEY CONTACTS**

The persons identified below are the key contacts involved in this planning application. The planning officer is the project manager and will liaise regularly with the agent on the progress of the application. The applicant should contact the planning officer as soon as possible should any matter arise which is considered likely to delay progress with processing the application.

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| Planning Officer (Project Manager)  **Main Point of Contact** | Name, Email and Phone number |
| Project Advisor | Name, Email and Phone number |
| DM Manager | Name, Email and Phone number |
| Head of Planning (if involved) | Name, Email and Phone number |
| Internal Consultees | List of Names (no phone numbers needed) and Role |
| Enforcement Officer | Name only |
| Press and PR | Name only |
| Key External Statutory Consultees | Name of Organisation, Contact Name and details if available |

**KEY DATES**

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| **Pre-application phase** | **Key Dates** |
| First meeting of Steering Group  Agree arrangements for meeting programme |  |
| Produce draft project plan and work programme |  |
| Receipt of Proposal of Application Notice |  |
| Finalise project plan and programme |  |
| Liaison with consultees |  |
| 12 week statutory consultation expiry |  |
| Officer Attendance at Public Consultation |  |
| Draft S75 agreements |  |

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| **EIA Processes** | **Key Dates** |
| ES screening |  |
| ES scoping |  |
| Prepare ES (Applicants) |  |

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| **Application Phase** |  |
| Application submitted |  |
| Neighbour notification, advertising and registration |  |
| Statutory consultation period |  |
| Review key issues and work programme (agree a realistic committee date) |  |
| Resolve key issues including revisions where required |  |
| Re-notification, advertisement and consultation (if required) |  |
| Circulation of draft conditions and S75 for review |  |

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| **Final Assessment/Decision phase** |  |
| Officer to prepare Committee report |  |
| Committee report to be finalised/signed by Head of Planning |  |
| Committee site visit |  |
| Conclude Section 75 / Decision Issued |  |

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| **Other Consents Required** |  |
| Conservation Area Consent |  |
| Listed Building Consent |  |

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| **Post application phase** |  |
| Discharge of conditions |  |
| Applications for approval of matters as specified in conditions (note new processing agreement may be required for each such application) |  |

**INFORMATION REQUIRED IN SUPPORT OF THE APPLICATION**

*This will be informed by consultation with Statutory Consultees*

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| **Information** | **Pre-application stage Y/N** | **Application stage**  **Y/N** | **Completion Date / Comments** |
| Planning Policy Statement |  |  |  |
| Design Statement |  |  |  |
| Retail Impact Assessment |  |  |  |
| Access Statement |  |  |  |
| Sustainability Assessment |  |  |  |
| Pre-application Consultation Report |  |  |  |
| Transport Statement |  |  |  |
| Flood Risk Assessment |  |  |  |
| Drainage Impact Assessment |  |  |  |
| SUDS |  |  |  |
| Archaeology Survey |  |  |  |
| Contamination Survey |  |  |  |
| Noise Impact Assessment |  |  |  |
| Air Quality Assessment |  |  |  |
| Built Heritage |  |  |  |
| Tree Survey |  |  |  |
| Other requirements (to be added if relevant) |  |  |  |