



PROCESSING AGREEMENTS FOR MAJOR PLANNING APPLICATIONS

Report by Head of Planning and Development

1 PURPOSE OF REPORT

- 1.1 This report updates the Committee with regard the proposed introduction of processing agreements with regard the determination of major applications.

2 BACKGROUND

- 2.1 A processing agreement is an agreed framework for processing an application. The Scottish Government's expectation is that planning authorities and statutory consultees should respond positively to requests from applicants for a processing agreement associated with a major application.
- 2.2 A processing agreement does not guarantee the grant of planning consent but does offer increased transparency in the decision making process and provides increased certainty for applicants in terms of the timescales for assessment and determination of the application.

3 PROCEDURES

- 3.1 An agreement would be signed at the start of the application process and would commit the local planning authority to a timetable of assessment and reporting to the Planning Committee. In return the expectation is that the applicant will engage in pre application discussions, submit all the necessary information required to determine the application as part of the initial submission and submit any requested additional information or amended plans timeously.
- 3.1 A processing agreement template accompanies this report and outlines the application assessment timetable.

4 REPORT IMPLICATIONS

4.1 Resource

There are no resource implications arising directly from this report.

4.2 **Risk**

Addressing the requirements of the Planning etc. (Scotland) Act 2006 is a strategic risk which has been adequately managed through actions by the Council to provide for its successful implementation.

4.3 **Policy**

Strategy

Implementation of the provisions of the 2006 Act and associated secondary legislation is a Corporate Resources Divisional priority.

Consultation

None required in the preparation of this report.

Equalities

This report is not proposing new services, policies, strategies or plans, and has therefore not been assessed for equalities implications.

Sustainability

The new procedures use the electronic e-planning system which substantially reduces the amount of paper previously required.

5 RECOMMENDATION

5.1 It is recommended that

- i) the Committee agrees to the introduction of processing agreements which can be offered to and/or requested by applicants who have submitted major planning applications; and
- ii) information on the extent and effectiveness of processing agreements be reported to Members as part of regular performance reporting.

Ian Johnson

Head of Planning and Development

Date: 19 February 2013

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Background Papers:

MIDLOTHIAN PROCESSING AGREEMENTS

Processing agreement between Midlothian Council and *Applicant*

Applicant's Contact Details:	Council's Contact Officer Details:
Proposed Development:	
Site Address:	
Application Validation Date:	Target Committee Date:

	Action taken by the Local Planning Authority	Target or Action Date	Completion Date
1	Register application within three days of receiving a valid submission. The date of submission is the 'validation date'.		
2	Upload the application and associated plans onto the Council's website within three days of the validation date.		
3	Instigate the statutory neighbour notification and advertising requirements within 5 working days of the validation date.		
4	Instigate the initial consultation process within 5 working days of the validation date.		
5	Expiry date of neighbour notification process.		
6	Expiry date of consultation process.		
7	Date of scheduled project meeting between applicant and Council project team.		
8	Amended plans and/or additional information requested.		
9	Re-notification procedures instigated if required.		
10	Planning Committee Agenda published		
11	Application considered by the Planning Committee		
12	Developer Contributions procedures instigated		

Signed on behalf of the applicant:

Signed on behalf of the Council: