

Processing Agreement



Falkirk Council

This processing agreement between Falkirk Council and

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:

Brief description of proposal:

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 no later than

APPLICATION DETAILS

Reference number

Site address

Description of development

Application type

Other consents required?

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. (Include names, phone numbers and email addresses)

Applicant

Agent

Officer

Alternative local authority contact

Pre-application

Key meeting dates			
Receipt of PAN			
Further pre-application discussions required?			
EIA Screening and Scoping Opinion			
Liaison with consultees			
Information Requirements	Type	Date due	Date received
Other consents required			
Issues to be dealt with by legal agreement			

Application

Regular liaison meetings			
Application submission date	Agreed Target	Actual	
Submission through the e-planning portal	Y/N		
Neighbour Notification	From	to	
Advert in press			
Consultation with statutory consultees	Who	Start date	End date
Consultation with non-statutory consultees	Who	Start date	End date
Circulate draft conditions and legal agreements for comment			
Committee report to be finalised/signed by Head of Planning			
Committee site visit			
Committee meeting			
Notification to the Scottish Ministers (if required)			

Post Application

Legal Agreements	Draft Heads of Terms	
	Preparation of draft legal agreement	
	Conclusion of legal agreement	
Discharge of Conditions	Conditions to be dispensed by	

Signed _____ On behalf of Falkirk Council

Print Name _____

Signed _____ On behalf of (Applicant)

Print Name _____

Date _____