

This processing agreement between Aberdeenshire 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:**

**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 (DATE).

<b>KEY CONTACTS</b>	
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 proposal of application notice	(DATE)		
Further pre-application discussions required?	(DATE)		
EIA Screening and Scoping Opinion	(DATE)		
Potential Departure from SDP or LDP? <ul style="list-style-type: none"> <li>Significant Departure?</li> </ul>	Based on the pre-application discussions the proposal (COMPLIES / DOES NOT) comply with the principles and policies contained within both the Strategic Development Plan and the Local Development Plan. The proposal (IS / IS NOT) considered to be a departure from these documents however the application will be assessed in detail upon submission.		
Liaison with consultees-	(OUTLINE WHAT LIAISON IS REQUIRED WITH CONSULTEES BOTH INTERNAL AND EXTERNAL, AT THIS STAGE)		
Information Requirements – please note, the under noted is an indicative list and will require to be agreed. <ul style="list-style-type: none"> <li>Supporting Statement</li> <li>Landscape impact assessment</li> <li>Impact on trees and woodland</li> <li>Archaeology</li> <li>Transport Assessment</li> <li>Drainage Impact Assessment</li> <li>Retail impact study and sequential test</li> <li>Sustainable urban drainage scheme</li> <li>Flood risk assessment</li> <li>Noise assessment</li> <li>Design and access statements (statutory for most major applications)</li> <li>Phase 1 Habitat Survey</li> <li>Contaminated Land Assessment</li> </ul>	Type	Date due	Date received

<b>APPLICATION DETAILS</b>	
Reference number	
Site address	
Description of development	
Application type	
Class of development	(LOCAL, MAJOR OR NATIONAL)
Other consents required?	

## Application

Regular liaison meetings	Agent and Planning Officer shall meet / teleconference every (X) weeks (time and day to be agreed on receipt of valid application). Once consultation responses start to be received this can be increased as necessary until the report to Area Committee is finalised.		
Application submission date	Agreed Target	Actual	
Submission through the e-planning portal	(Y/N)		
Neighbour Notification (Period of 21 days public comment)	From (DATE) to (DATE) Letters sent out by Aberdeenshire Council within 3 working days to properties within 20m of site boundary.		
Advert in press (Period of 21 days public comment from date of publication)	Public Comment Expiry Date – (DATE) Advert to be placed by Aberdeenshire Council within 10 working days following submission of valid application. Cost of advert invoiced to applicants.		
Consultation with statutory consultees (initial response within statutory timescales (14 days) unless otherwise agreed) (EIA 28 Days)	Who	Start date	End date
Consultation with non-statutory consultees (initial response within statutory timescales (14 days) unless otherwise agreed) (EIA 28 Days)	Who	Start date	End date

<p>Draft Heads of Terms to be agreed with, Development Obligations Team and Housing before submission to Committee, to cover:-</p> <ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Community Facilities</li> <li>• Infrastructure requirements</li> <li>• Education Contributions</li> <li>• Strategic Transport Fund</li> <li>• Other site specific issues to be covered in S75 -?</li> </ul>	<p>(DATE) Heads of terms to be agreed prior to report deadline for Local Area Committee.</p>
Notification to the Scottish Ministers (if required)	(DATE)
Committee Report Deadline	(DATE) 3 weeks prior to committee date
..... Area Committee Date	(DATE)
Committee site visit/deferral to next committee	(DATE)
Pre-Determination Hearing – (Major) If the proposal is considered to be a significant departure from the Local Development Plan (National) always required	(DATE)
Infrastructure Services Committee Deadline (Local Only) - If the proposal is considered to be a significant departure from the Local Development Plan	(DATE)
Infrastructure Services Committee Date	(DATE)
Full Council Date	(DATE)

## Post Application

Circulation and conclusion of legal agreements	(DATE) Instruction to Legal within 7 days of agreement by committee. Conclusion of S75 within three months of this date. If legal agreement is not concluded within six months the application will be referred back to Committee.
Consent Issued	(DATE) Within 7 days of either Committee Decision or confirmation of registered S75.
Discharge of Conditions	Conditions to be dispensed by Planning Officer following consultations as required.

Signed ..... On behalf of Aberdeenshire Council

Date .....

Signed ..... On behalf of (APPLICANT)

Date .....

Note: The information in this agreement will be managed by the Council in accordance with the principles set out in the General Data Protection Regulations 2018. For further information on how we use your information, who we share this information with and how long we keep information is detailed in our [Privacy Notices](#).