

# Planning Processing Agreements



## Planning Services Development Management

This processing agreement between West Lothian 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.

### Address or location of proposed site

**Address**

**Postcode**

### Description of the proposal

Please describe the 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**

## Application details

Ref No

Site  
address

Postcode

Description of  
development

Application type

Likely delegated  
application?

## Key contacts

The persons identified below are the key contacts between the West Lothian 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**

Tel No

Email

Address

**Agent**

Tel No

Email

Address

**Officer**

Tel No

Email

Address

**Other contact**

Tel No

Email

Address

**Pre-application**

**Receipt of proposal of application notice** (date)

**EIA Screening and Scoping Opinion** (date)

(outcome)

**Liaison with consultees** (outline what liaison is required with consultees at this stage)

**Pre-application discussions required? internal** (date)

**Information requirements for submission with application**

<b>Type</b>	<b>Required</b>	<b>Date received</b>
Site Investigation(s)	<input type="checkbox"/>	<input type="text"/>
Drainage Impact Assessment	<input type="checkbox"/>	<input type="text"/>
Flood Risk Assessment	<input type="checkbox"/>	<input type="text"/>
Contaminated Land Assessment (Phase 1 and / or Phase 2)	<input type="checkbox"/>	<input type="text"/>
Design and Access Statement	<input type="checkbox"/>	<input type="text"/>
Transport Assessment	<input type="checkbox"/>	<input type="text"/>
Archaeological Reports (Desktop watching brief / full investigation)	<input type="checkbox"/>	<input type="text"/>
Visual Assessment	<input type="checkbox"/>	<input type="text"/>
Landscape Assessment	<input type="checkbox"/>	<input type="text"/>
Phase 1 Habitat Survey	<input type="checkbox"/>	<input type="text"/>
Tree Survey	<input type="checkbox"/>	<input type="text"/>
Species Surveys	<input type="checkbox"/>	<input type="text"/>
Other		
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

**Potential issues to be dealt with by legal agreement**

## Application

### Liason arrangements / contact

Tel	Email	Meeting	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Application submission date

Agreed target  Date received

Submission through the e-planning portal  Yes  No

Neighbour notification Start date  End date

Advert in press (date)  End date

Site notice(s) (date)  End date

### Consultation with statutory consultees

Who	Start date	End date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Consultation with non-statutory consultees

Who	Start date	End date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Circulate draft conditions for comment (date)

Circulate legal agreement HOT for comment (date)

Committee report to be finalised/signed by DMM (date)

Committee site visit (if required) (date)

Committee meeting (if required) (date)

Notification to the Scottish Ministers (if required) (date)

## Post-decision

Legal agreements: Preparation of draft legal agreement (date)

Conclusion of legal agreement (date)

Issue Planning Permission (date)

## Signed

<input type="text"/>	on behalf of West Lothian Council
<input type="text"/>	on behalf of (applicant) <input type="text"/>