**Renfrewshire Council Planning Processing Agreement**

This processing agreement between Renfrewshire 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 provision of all necessary supporting information by the applicant including:-

1. Drainage Impact Assessment/Strategy;
2. Transport Assessment;
3. Design and Access Statement; and a
4. Pre-Application Consultation Report,
5. Noise Assessment

and subsequent consideration by consultees of this information, the application will be determined by the first available Planning and Climate Change Policy Board.

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| **APPLICATION DETAILS** | |
| Reference number |  |
| Site address |  |
| Description of development |  |
| Application type |  |
| Other consents required? |  |
| Likely delegated application? |  |

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| --- | --- |
| **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. | |
| Applicant |  |
| Agent |  |
| Officer |  |
| Alternative local authority contact |  |

**Application**

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| Regular liaison meetings and/or updates by telephone/email | If and when required. | | |
| Submission through the e-planning portal |  | | |
| Neighbour Notification |  | | |
| Advert in press |  | | |
| EIA Screening and Scoping Opinion |  | | |
| Consultation with statutory consultees | Who | Start date | End date |
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| Consultation with non-statutory consultee – subject to content of submissions being adequate |  |  |  |
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| Committee report to be finalised/signed by Head of Planning |  | | |
| Committee site visit |  | | |
| Committee meeting |  | | |
| Notification to the Scottish Ministers |  | | |
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**Post Application**

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