

Midlothian Council

Planning Application Processing Agreement



This processing agreement is between Midlothian Council and:

The agreement 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:

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	See Front Page
Description of development	See Front Page
Application type	
Other consents required?	
Likely delegated application?	

KEY CONTACTS	
<p>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)</p>	
Applicant	
Agent	
Officer	
Alternative local authority contact	

Pre-application

Key meeting dates			
Receipt of proposal of application notice			
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

Details of regular liaison meeting arrangements			
Application submission date	Agreed Target	Actual	
Submission through the e-planning portal (Y/N)			
Neighbour Notification dates	From	to	
Date advertised in press			
Consultation with statutory consultees	Consultee	Start date	End date
Consultation with non-statutory consultees	Consultee	Start date	End date
Date to circulate draft conditions and legal agreements for comment			
Date committee report to be finalised/signed by Head of Planning			
Committee site visit date			
Committee meeting date			
Date of 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 Midlothian Council

SignedOn behalf of