**PLANNING PROCESSING AGREEMENT**

This processing agreement between *Scottish Borders Council* and *[Insert Name]* 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:** *[Insert Address]*

**Brief description of proposal:** *[Insert Description]*

**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

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| 1. **APPLICATION DETAILS**
 |
| Reference number | *[Complete field]* |
| Site Address | *[Complete field]* |
| Description of development | *[Complete field]* |
| Application Type | *[Complete field]* |
| Other consents required | *[Complete field]* |
| Likely delegate application  | *[Complete field]* |

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| 1. **KEY CONTACTS**
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| 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 | *[Complete field]* |
|  |  |
| Agent | *[Complete field]* |
| Officer | *[Complete field]* |
| Alternative Local Authority Contact | *[Complete field]* |

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| 1. **PRE-APPLICATION**
 |
| Receipt of proposal of application notice | *[Complete field]* |
| Further pre-application discussions required | *[Complete field]* |
| EIA Screening and Scoping Opinion | *[Complete field]* |
| Liaison with Consultees | *[Complete field]* |
| Information Requirements | *[Complete field]* |
| Other Consents Required  | *[Complete field]* |
| Issues to be dealt with by Legal Agreement | *[Complete field]* |

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| 1. **APPLICATION**
 |
| Regular Liaison Meetings | *[Complete field]* |
| Application submission date | Agreed Target | Actual |
| *[Complete field]* | *[Complete field]* |
| Submission through the Eplanning Portal | *Y/N**[Complete field]* |
| Neighbour Notification | *[Complete field]* |
| Advert in Press | *[Complete field]* |
| Consultation | *Start Date**[Complete field]* | *End Date**[Complete field]* |
| ***AMEND AS REQUIRED****SEPA HQFlood Protection Officer - Duncan MorrisonRoads Planning ServiceHawick Community Council Mrs M ShortEducation & Lifelong Learning (Mark Bedwell)Flood Protection Officer - Duncan MorrisonLandscape ArchitectSEPA HQ* |
| Circulate draft conditions and legal agreements for comment | *Within 2 months of committee date (if required)**[Complete field]* |
| Committee report to be finalised/signed by Head of Planning | *[Complete field]* |
| Committee Site Visit | *[Complete field]* |
| Committee Meeting | *[Complete field]* |
| Notification to the Scottish Ministers (if required) | *[Complete field]* |

NOTE:- SBC to pursue outstanding consultation responses and issues in week commencing…*[Complete field]*

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| 1. **POST APPLICATION**
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| Legal Agreements (Requirement TBC) | **Draft Heads of Terms** | *[Complete field]* |
| **Preparation of draft legal agreement** | *[Complete field]* |
| **Conclusion of legal agreement** | *[Complete field]* |
| Discharge of Conditions | **Conditions to be dispensed by** | *[Complete field]* |

Signed………………………………………………………………… On behalf of

 Scottish Borders Council

Signed ………………………………………………………………… on behalf of

*[Complete field]*