



Planning Processing Agreement

This processing agreement between Orkney Island Council (OIC) and applicant is a management tool for the planning application, which offers the following benefits:

- Greater transparency in decision-making for everyone involved in the process.
- Greater predictability and certainty over the timing of key stages.
- Faster decision-making.
- Clearer lines of communication between authority and applicant.
- More effective and earlier engagement of key stakeholders.
- A shared understanding about the key stages in the process.

This processing agreement is not legally binding and does not guarantee the granting of planning consent.

The processing agreement and its timetable can be reviewed at agreed intervals.

Site Address.	
Brief description of proposal.	
Application type.	
Other consents required.	

Key Contacts

The persons identified below are the key contacts between the Council and the applicant.	
Applicant.	Include name, phone number and email address if possible.
Agent.	
Officer.	
Other OIC contacts.	
Other developer contacts.	

Pre-application

Key meeting dates.	
Receipt of proposal of application notice.	
Liaison required with consultees.	
Further discussions required with OIC.	
Further information required.	Type of information, and date.
Other consents required.	
Issues to be dealt with by legal agreement.	
EIA Screening and Scoping Opinion.	

Application

Liaison meeting(s).	To agree programme. Parties to attend. Frequency of any regular liaison meetings.
Application submission date.	
E-planning submission.	Yes/No.
Registration to validation.	
Neighbour Notification.	
Advert in press.	
Statutory consultees.	
Non-statutory consultees.	
Review key issues and work programme.	Agree realistic committee date.
Resolve key issues.	
Committee report to be finalised by Planning Manager.	
Circulate draft conditions and/or legal agreements for comment.	
Committee meeting.	
Notification to the Scottish Ministers (if required).	

Information Required In Support Of The Application

Information.	Comment.

Post Application

Legal Agreements.	Timescale to prepare and conclude.
Discharge of conditions.	
Further requirements/ information.	

Signed.		Date.	
On behalf of Orkney Islands Council.			

Signed.		Date.	
On behalf of applicant.			