

Processing Agreement

This electronic processing agreement between The City of Edinburgh 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 legal binding

Applicants should refer to the [Edinburgh Planning Concordat](#). This document sets out how developers, community councils and the planning authority can work together early at the pre-application stage to achieve good placemaking.

Key Contacts	
Applicant	
Agent	
Planning Contact	Case Officer and Team Manager

Processing agreements are to be agreed as part of the Pre-application advice process and can be reviewed as required. Additional information to be presented at Pre-application meetings are to be submitted at least one week in advance of meeting for internal review or the meeting may be postponed.

Pre-Application Advice Process				
Service Request				
Dates				
Additional Services				
Dates				
Pre-App Advice Letter to be Issued				

Prior to Submission		
PAN required?	Yes No	date to be submitted
PAN Reference		
EIA Screening Request Submitted		
AMC applications - legal agreement concluded?	Yes No	PPP ref. no
Issues to be dealt by legal agreement or condition		S.75, other agreement/condition
	Affordable Housing	Yes No
	Tram	Yes No
	Transport	Yes No
	Children and Families (School)	Yes No
	Landscape and Green Space	Yes No
	Healthcare	Yes No
	Other	Yes No
Edinburgh Urban Design Panel	Yes No	date

Application			
Application Details	Agreed Submission	Validation	Application Reference
	date	date	date
To enable notification and consultation to be undertaken a full package of the required information must be provided beforehand.			
Neighbour Notification	date from	to	(21 days)
Advert in press (if required)	date from	to	(21 days or 28 days if EIA)
Review Meetings	date	date	date
Date Revised Proposals submitted (if required)	Expiry of Re-consultation	Expiry of Re-advertise	Expiry of Neighbour Re-notification
Circulate draft legal Agreement template for comments (if legal agreement required)	date	comments due by	
Planning Officer's Report Deadline	date		
Development Management Sub Committee Meeting	Decision Noticed Issued (Where applicable)	Or Minded to Grant Letter Issued*	
date	date	date	

Post Application Stage

*Where a legal agreement or notification to Scottish Ministers is required, the decision notice will not be issued until this stage is complete.

Post Application Stage	
Notification to Scottish Ministers Minimum of 28 days from submission of notification to Scottish Ministers.	date
Conclusion of legal agreement Legal Agreements should be concluded within 6 months from the date of the minded to grant letter	date

SignedOn behalf of (Council)..... Date

SignedOn behalf of (Applicant)..... Date

The case officer will monitor the key dates in this planning processing agreement and issue a revised version to the applicant where amendments are required. This is necessary to maintain a transparent and collaborative approach and accurately measure the Council's performance on decision making timescales.