

Processing Agreement – Shetland Islands Council



This processing agreement between Shetland Islands Council and aims to identify the key milestones in the planning application process and sets out the information required to process the application.

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

This processing agreement is not legally binding, nor does it guarantee the subsequent granting of planning permission. The agreement including its timetable will be reviewed on a basis or as otherwise agreed by the signatories.

1. Planning Application Details	
Reference Number	
Site Address	
Description of Development	
Application Type	

2. Key Contacts	
The key contacts between the Council and the Applicant, identified below, will form the core of the project group. They will liaise regularly on the progress of the application and contact each other as soon as possible should any matter arise which is considered likely to delay the processing of the application.	
Applicant	
Name	
Address	

Post Code	
Telephone Number	
Email Address	
Agent	
Name	
Address	
Post Code	
Telephone Number	
Email Address	
Council's Case Officer	
Name	
Address	
Post Code	
Telephone Number	
Email Address	
Additional Council Contacts	
Name	
Address	
Post Code	
Telephone Number	
Email Address	

3. Key Dates			
A. Pre-Application Phase	Target Date	Comments	Complete
Submit Proposal of Application Notice (PAN)			
Response by Council to PAN		Within 21 days of PAN submission	

Consultation by application with Community			
Expiry of minimum 12 weeks statutory consultation period			
Completion of pre-application consultation (PAC) report			
EIA screening requested			
EIA screening opinion provided		Within 21 days of request	
EIA scoping (if applicable)		Within 5 weeks of request	
Environmental Statement produced			
Draft Heads of Terms of any necessary planning obligation produced			
B. Application Phase	Target	Comments	Compete
Submission of valid application			
Overall expiry of statutory notifications			
Overall expiry of consultations			
Timetables for meetings of project steering group, as agreed			
Draft conditions produced			
Committee Report Finalised			
Report considered by Planning Committee (or full Council)			

Notification to Scottish Ministers (if applicable)		Within 7 days of committee decision	
Legal Agreement concluded			
Decision Notice Issued		Within 7 days of committee decision	
C. Post-Application Phase	Target Date	Comments	Complete
Notification to Scottish Ministers (if applicable)			
Legal Agreement concluded			
Decision Notice Issues (determination date)		Within 14 days of final determination by committee, receipt of notification from the Scottish Ministers, whichever is the later	

6. Legal Agreements

Summary Issues to be covered by a Legal Agreement under Section 75 of the Town and Country Planning (Scotland) Act 1997 or Section 69 of the Local Government (Scotland) Act 1973

7. Risks

Type of Risk	Likely Delay
Deferral of Decision by Development Management Committee	A minimum of one month due to the frequency of committee meetings
Call in by Scottish Ministers	Although this power is used on a very limited basis, it will result in the responsibility for determining the application being taken out of the hands of the Council

8. Signatures	
Signed: (On behalf of Shetland Islands Council)	
Printed Name	
Date	
Signed: (Applicant/on behalf of Applicant)	
Printed Name	
Date	

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Shetland Islands Council to process the planning application. The information will be published on the internet as part of the Council's Planning Portal.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law. For further information, please look at our website [Privacy and Data Protection – Shetland Islands Council](#); email dataprotection@shetland.gov.uk or phone [01595 744551](tel:01595744551).