



**MORAY COUNCIL  
ENVIRONMENTAL SERVICES  
DEVELOPMENT MANAGEMENT**

Major and National Planning Applications  
Processing Agreement

**This is a Planning Application Processing Agreement between the Moray Council and .....**

**The Agreement aims to set out key milestones in the planning application process and information requirements. This Processing Agreement is not legally binding and does not guarantee the granting of planning consent.**

**1 Applicant Contact Details**

Name .....

Address .....

Post Code .....

Telephone Number .....

Email Address .....

**2 Agent Contact Details (if applicable)**

Name .....

Address .....

Post Code .....

Telephone Number .....

Email Address .....

**3 Site Address of Proposed Development**

.....

Post Code (if applicable) .....

**4 Description of Proposed Development** (please provide a general description of your proposal, including the nature and scale of the development and gross floor space of buildings where proposed, continue on a separate sheet if required)

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5. Type of Consent(s) sought .....

**5. Information Requirements**

	Y/N	Completion Date	Comments
Transport Assessment			
Flood Risk Assessment			
Noise Impact Assessment			
SUDS Scheme			
Ecology Surveys			
Contaminated Land Surveys			
Archaeological Evaluation			
Energy Reduction Requirements Statement			
Retail Impact Assessment			
Tree Survey			
Design Statement			
Access Statement			
Other requirements			

**6. Consultees and Information to be provided by them**

Statutory Consultees	Information to be provided	Key Dates
SNH		
SEPA		
Transport Scotland		
Historic Scotland		
Scottish Water		
Others as relevant		

Non Statutory Consultees	Information to be provided	Key Dates
As relevant		

Council Departments	Information to be provided	Key Dates
Transportation		
Education		
Housing		
Environmental Protection		
Contaminated Land		

**7. Moray Council Lead Officer(s)**

Name:	.....
Telephone Number:	.....
Email Address:	.....

**8. Key Milestones**

	<b>Date</b>
<b>Pre-application phase</b>	
Pre-application consultation screening	
Processing agreement signed	
Processing agreement review meetings	
Proposal of Application Notice	
Design finalised	
Pre-application consultation report	
<b>EIA Processes</b>	
EIA Screening	
EIA Scoping	
ES submitted	
<b>Application phase</b>	
Submission of Planning Application	
Validation/Registration/Neighbour Notification	
Consultation with statutory bodies	
Objection period	
Copies of responses from statutory bodies and copies of objections	
Feedback on key issues	
Target date for determination	
Date for preparing legal agreements	

Data Protection Act 1998 — The information on this form may be made available for public inspection and may be published on the Council's website.

**Signed (on behalf of Moray Council)** .....

**Date** .....

**Signed (on behalf of applicant)** .....

**Date** .....