

# South Ayrshire Council Planning Service

## Guidance Note on Processing Agreements

Please read these notes carefully

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## 1. What is a Processing Agreement?

A processing agreement is a project management tool for a Planning application. Processing agreements can be used to set out the key processes involved in determining an application, identify what information is required, and from whom, and set the timescales for the delivery of various stages of the process.

## 2. What are the benefits of a Processing Agreement?

- 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 the Council and applicant
- More effective and earlier engagement of key stakeholders
- Ensure that information requirements are proportionate and reasonable
- The [Scottish Government](#) has recently published a [report on the benefits of using processing agreements](#) which provides a review of the progress made and highlights the benefits and practical consideration of their use.

## 3. When will a Processing Agreement be encouraged?

The Council will encourage the use processing agreements for; all major development applications; larger renewable energy applications and for complex or potentially contentious local applications within smaller communities.

## 4. How will the Processing agreement be used?

The Council will prepare a Processing Agreement, using the template document below, in consultation with an applicant and/or agent at the pre-application stage where pre-application advice is sought when an application is forthcoming which meets the encouraged criterion above. The Processing Agreement will then be used as a project management tool and may be amended after consultation and agreement with the applicant/agent to ensure that any changes in circumstances are adequately addressed.

## 5. Will the Processing Agreement be a public document?

The Council will publish the processing agreement on the Council's website for the duration of the period that the application is under consideration and once an application has been determined and the period for a challenge to a decision has passed, the application will have been finally disposed of. At this time, the content of the application will no longer be published on the website, although a record of an application will exist. All signatures will be redacted.

## 6. Contact

If you have questions regarding the use of Processing Agreements, you are encouraged to contact an Officer from the Planning Service:



By email to [Planning.Development@south-ayrshire.gov.uk](mailto:Planning.Development@south-ayrshire.gov.uk)



Telephone to 01292 616 107