

### Appendix E: Table 15: Planning Application Timetable

<b>Days 1-4 Week 1</b>	Completed application and heads of terms or unilateral undertaking →	Application checked, validated and registered/ returned for more information, cheque etc.	Case officer allocated within 2 days	Validated in 24 hours if simple. If complex/ controversial case officer needs to see prior to validation	Legal Services instructed to prepare draft legal agreement or check unilateral. Consultations needed identified and sent out for return in 21 days.	Notification of EIA
<b>Days 2-10 Week 1-2</b>	Case history and development plan data sent to case officer →	Site visit by case officer Preliminary view reached & assessment of need for minor amendments/ further information →	Amendments to make acceptable  Likely to be recommended for refusal  If YES attached is it acceptable?		If a major application, Identify if part if 60% target or 40% (if longer than 13 weeks)  If member site visit necessary arrange within next 4 weeks →	
<b>Week 3-5</b>	Consultations returned →	Letter to applicant requesting additional information/ amendments/further S106 contribution if required. Draft legal agreement sent. Applicant to respond within 10 days. Meeting held with applicant if necessary.				
<b>Week 6-7</b>	Further amendments/ information received. Delegation/ committee report drafted including conditions and heads of terms for S106. →	Members site visit if necessary	Draft report checked by line manager, signed off if delegated and issued in 24 hours	If to go to committee material needed gathered, those who have made representations advised. Report sent to Committee Services		
<b>Week 7-8 Week 7-13</b>	Report to Committee or delegated report and decision notice issued within 24 hours if a unilateral undertaking submitted or no planning obligations required. Within 8 weeks or 13 weeks depending on type of application. →	If S106 applicant to sign by the 8 or 13 week deadline.			If application part of 40% more time allowed	