



**GLASGOW CITY COUNCIL
DEVELOPMENT AND REGENERATION SERVICES
DEVELOPMENT MANAGEMENT**

Processing Agreement for Planning Applications

Between Glasgow City Council

and

In respect of application for

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. Council Lead Officer Details

Name _____

Telephone Number _____

Email Address _____

4. Application Details (Table 1)

Address:	
Description of Development:	
Application Type:	
PAN Reference (where applicable):	
Development Plan Departure (Y/N):	
Likely Delegated Application (Y/N):	
EIA Required (Y/N)	
Other Planning Requirements (Development Framework/Masterplan/etc):	
Other Consents Required:	
Related Application Reference(s):	

5. Applicant Information Requirements (Table 2)

	Required Y/N	Comments
Pre-Application Consultation (PAC) Report		
Transport Assessment		
Flood Risk Assessment/Statement		
Drainage Impact Assessment		
SuDS Proposals		
Stage 1 Habitat Survey		
Other Ecology/Biodiversity Surveys		
Contaminated Land Survey/Strategy		
Archaeological Evaluation Report		
Retail Impact Assessment		
Tree Survey		
Design and Access Statement		
Landscaping Strategy		
Energy Efficiency/Sustainability Statement		
Townscape Survey/Statement		
Environmental Statement (ES)		
Air Quality Management Report		
Noise and/or Vibration Survey		
Policy ENV 2 'Open Space and Public Realm Provision' Analysis Report		
Sunlight and/or Daylight Assessment		
Photographic Survey		
Other(s)		

6. Consultees and Scope of Consultation (Table 3)

3.1

Statutory Consultees (please note, not all may be applicable)	Required Y/N	Reason for Consultation
Scottish Natural Heritage (SNH)		
Scottish Environmental Protection Agency (SEPA)		
Scottish Water		
Transport Scotland		
Historic Scotland		
Sport Scotland		
Health and Safety Executive		
Coal Authority		
Scottish Ministers		
Local Community Council		
NATS		
Other(s)		

3.2

Non-Statutory Consultees (please note, not all may be applicable)	Required Y/N	Reason for Consultation
Glasgow Urban Design Panel (GUDP)		
Eg Architectural Liaison Officer, Architecture and Design Scotland, Fire Safety HQ		
Adjoining Local Authority		
West of Scotland Archaeology Service		
Pre-Application Consultation with Planning Applications Committee of Council		
Other(s)		

3.3

Other Council Service/Department(s)	Required Y/N	Reason for Consultation
Education Services		
Social Work Services		
Land and Environmental Services: <ul style="list-style-type: none"> ▪ Roads ▪ Cleansing ▪ Parks ▪ Public Health Unit ▪ Other(s) 		

7. Project Management – Key Milestones (Table 4)

4.1

Pre-Application Phase			
<i>Pre-application phase to be subject to development and design review</i>			
	Agreed Date	Responsible Party	Achieved By Date (Y/N)
Agree Development Framework/Masterplan (if required)		Council and Applicant	
Proposal of Application Notice (if required) <i>NB minimum of 12 weeks prior to submission of planning application</i>		Applicant	
Meeting with Key Consultees		Council and Applicant	
Processing Agreement Review Meetings: <ul style="list-style-type: none"> ▪ Agree frequency 		Council and Applicant	

4.2

Environmental Impact Assessment (EIA) Processes			
	Agreed Date	Responsible Party	Achieved By Date (Y/N)
EIA Screening		Council	
EIA Scoping (if required)		Council and stakeholders/Consultees	
Agreement and Submission of Environmental Statement (ES)	To be submitted with planning application if required	Applicant	

4.3

Application Phase			
	Agreed Date	Responsible Party	Achieved By Date (Y/N)
Submission of Application and Supporting Documentation (as per Table 2)		Applicant	
Registration/Validation: <ul style="list-style-type: none"> ▪ Scanning ▪ Press Publication(s) ▪ Neighbour Notification ▪ Consultations 		Council	
Expected expiry date for representation/comment ends	28 days after registration/validation date		
Feedback on key issues from consultation responses		Council provides feedback of key issues to applicant	
Submission of additional information as required. <i>Review of key dates?</i>		Applicant	
Final date for completion of Report of Handling/Committee Report (as applicable)		Council	

Target Date for Determination (including Committee Processes, Hearings, etc)		Council	
Determination by Full Council (if required)		Council	
Notification to Scottish Ministers (if required)		Council	

4.4

Legal Agreement (S75/S69) Processes (if required)			
	Agreed Date	Responsible Party	Achieved By Date (Y/N)
Draft Heads of Terms		Council and Applicant	
Preparation of Draft Legal Agreement		Council and Applicant	
Conclusion of Legal Agreement		Council and Applicant	

8. Declarations

Signed (on behalf of Glasgow City Council)

Date

Signed (on behalf of Applicant)

Date

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.

***NB* If the timescales in the agreement are not met, these timescales will need to be renegotiated. All parties should ensure that they are realistically in a position to meet timescales before these are agreed.**

**Development and Regeneration Services Privacy Statement for Planning and Building Standards
Statutory Functions under the Town and Country Planning (Scotland) Act 1997,
Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982
and related legislation.**

Who we are?

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by phone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997 and related legislation, and the Building (Scotland) Act 2003 and related legislation. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council and necessary for compliance with a legal obligation to which the council is subject.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We also in some cases need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Personal data you have provided will also be made available online as required to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation. We may also share your personal data which you have provided with other statutory bodies and consultees.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at www.glasgow.gov.uk/rdds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - our use of your personal information is contrary to law or our other legal obligations.
- **Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.
- **Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the application you have made or in carrying out the related planning or building standards function. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their website for more information at <https://ico.org.uk/concerns>.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place at <https://www.glasgow.gov.uk/complaints>.

More information

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