



South Ayrshire Council Planning Service  
Burns House  
Burns Statue Square  
Ayr  
KA7 1UT

Telephone: 01292 616 107  
E-mail: [planning.developmentplans@south-ayrshire.gov.uk](mailto:planning.developmentplans@south-ayrshire.gov.uk)



**South Ayrshire Council  
Planning Service**  
Building a Performance and Customer Culture

**PROTOCOL FOR PLANNING LIAISON WITH  
KEY INTERNAL STAKEHOLDERS ON  
PLANNING APPLICATIONS FOR MAJOR  
AND NATIONAL DEVELOPMENTS**

**Introduction**

The efficient processing of planning applications assists in the delivery of development and makes a contribution to delivering the Single Outcome Agreement, for example, sustainable economic growth, affordable housing, infrastructure and supporting towns. The views of key consultees and their input into the planning process are essential in the consideration of planning applications. Some of these consultees are statutory consultees, for example, SEPA, Scottish Natural Heritage, Scottish Ministers - Transport Scotland, and the community council in whose area the development is proposed. Other consultees are non-statutory, e.g., Scottish Wildlife Trust, Architecture and Design Scotland and West of Scotland Archaeology Service. The input of both statutory and non-statutory consultees is of significant benefit in providing technical expertise on issues which require to be addressed in the consideration of planning applications.

The advice of internal consultees, e.g., Roads and Transportation, Environmental Health, Sustainable Development, Building Standards, Housing and Education provides valuable assistance in the processing of planning applications. This protocol sets out a procedure for consultation with key internal stakeholders in the consideration of national/major development planning applications.

**The Purpose of the Internal Consultation Protocol**

In helping to promote economic development, the Planning Service aims to process and consider "Major Developments" and "National Development" planning applications as effectively and efficiently as possible.

The Planning Service undertakes dialogue with an applicant and other services within the Council throughout the planning application process. However the Planning Service is keen to ensure certainty to all in the planning process by providing a robust pre-application service. As such the Priority Projects team is particularly keen to encourage applicants to seek pre-application advice prior to the submission of their major/national development planning application. This early discussion helps to highlight any key issues for consideration and identifies matters which may require further information or investigation.

Note: At least 12 weeks before an applicant submits a major/national development planning application, an applicant is required to submit a Proposal of Application Notice (PAN) to the Council setting out the level of consultation with the community and thereafter the application, once submitted, has to be accompanied by a pre-application consultation report (PAC). Pre-application consultation with the community is a separate requirement but this will often run concurrently with pre-application discussions between the applicant and the Council, to which this protocol relates.

**The Protocol - Planning Service commitment to early engagement**

- The benefits of early engagement and consultation**
- More certainty is provided for the applicant;
  - It enables work programmes to be planned to help speed up the planning application process;
  - Advice can be provided for applicants on the Council's planning policies and the likely issues which may arise during the processing of their application;
  - Early contact between the Planning Service and internal consultees helps to clarify key issues that will require to be addressed by the applicant, who can be advised accordingly;
  - Prospective applicants can be advised of the range, type and depth of information required by internal consultees in order to address key issues;
  - Council Services can be made aware of, and plan for potential future workload issues which may arise as a result of the submission of an associated planning application.

Pre-application discussion stage (where relevant)

Where it is evident that advice from a Council Service may be required at pre-application stage or where a Proposal of Application Notice is received which is likely to be of interest to a consultee, the Planning Service will contact relevant internal Services to seek a nominated person in that Service to participate in discussions between the Planning Service and the applicant. The named contact will be advised of the details of the application, and/or PAN, will be passed relevant available information and given reasonable notice of any meetings which the Planning Service would wish the consultee to attend.

For particularly complex development proposals, the formation of a Project Team may be required to take the planning application through the pre-application stage and planning process. This project management can range from simply agreeing timescales to more actively managing the whole planning process. In such circumstances, the planning case officer will lead this team. The planning application will be project managed from pre-application stage, throughout the planning application stage and post-decision stage. If considered appropriate, an applicant will be encouraged to enter into a processing agreement with the Council, to agree the level of information to be submitted with the planning application and timescales for its submission, to identify the various stages of the processing of the application, to agree timescales for consultees to respond to consultations on the application and to set out the likely timescale for determination of the application.

Meetings between the Planning Service and an applicant, which the key consultee attends, will be focussed on the issues in which consultees are interested. If a particular issue arises which requires more focus, the Planning Service may decide to set up a working group to address that issue.

Planning Application Stage

Formal consultation procedures are already established through which the views and requirements of Council Services are sought. There may be circumstances where unexpected issues arise that require to be addressed as a matter of urgency and the Planning Service case officer will contact the Service to discuss any such issues.

Post Application Stage

Following the determination of the planning application, in some instances, it is necessary to negotiate a legal agreement to obtain developer contributions. In other cases planning conditions require to be purified, for example, details of landscaping. Liaison with other relevant Services of the Council may be necessary to resolve these matters.

Stages in the process

1. Applicant contacts the Planning Service seeking pre-application advice and a planning officer is nominated as the case officer for the development enquiry;
2. Planning Service seeks a location plan, and details of the proposed development sufficient to understand the proposals;
3. Planning Service coordinates liaison between interested consultees and this may involve establishing a project team for very large, complex planning applications. This process will be project managed throughout the planning application stages;
4. Planning Service has initial discussions with internal consultees to establish what issues require to be addressed by the applicants and the level of information to be submitted with the planning application;
5. Planning Service sets up an initial meeting between the project team and the applicants to discuss the details of the proposals and to establish the level/type of information required to be submitted with the planning application. At this stage it may be agreed that a processing agreement should be entered into. Once the level of information required by consultees is established, the applicant agrees a timescale for submission of this information (preferably at date of submission of planning application) and consultees agree a timescale for responding on the information submitted with the planning application;
6. Planning Service maintains contact with applicant and consultees, and if required, arranges for any follow up meetings between the Planning Service and the consultee;
7. Planning application is submitted and consultees receive formal planning application consultation;
8. Consultees respond within the timescales agreed at pre-application stage and /or as set out in the processing agreement;
9. If any additional information is required from the applicant, the applicant agrees a timescale for its submission and the consultee agrees a revised timescale for providing a final response.

Services Suggested for / invited to join the proposed Protocol

Whilst not every proposed development raises issues for all of the undernoted Services, when requested to do so, each provides invaluable advice on relevant matters arising as a consequence of the planning application process.

<u>Service</u>	<u>Likely Input</u>
Roads and Transportation	Impact on the local road network, parking, street lighting issues. Etc
Environmental Health	Noise, contamination, smell issues etc
Neighbourhood Services and Sustainable Development	Landscape impact, open space provision, biodiversity, wildlife, nature conservation issues
Building Standards	Flooding, relevant engineering issues
Housing	Affordable housing issues
Education	Education impacts on schools and contributions

