



PROTOCOL FOR PLANNING LIAISON WITH KEY INTERNAL STAKEHOLDERS ON PLANNING APPLICATIONS AND OTHER CONSENTS WITHIN PRESTWICK ENTERPRISE AREA

Introduction

The efficient processing of planning applications and all other consents assist the delivery of the development within the Enterprise Area and makes a contribution to delivering the Single Outcome Agreement, for example sustainable economic growth, infrastructure and supporting towns.

To facilitate and deliver development within the Enterprise Area the Planning Service will take a lead role.

The views of key consultees and their input into the planning and other statutory processes are essential in the consideration of planning applications and other consents. 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 and other consents.

The advice of internal consultees, e.g., Roads and Transportation, Environmental Health, Sustainable Development, Building Standards, Housing and Education and liaison between Planning and these consultees provides valuable assistance in the delivery of development in the Enterprise Area. This protocol sets out a procedure for consultation with key internal stakeholders in the consideration of all development proposals in the Enterprise Area.

The Purpose of the Protocol

In helping to promote economic development, proposals will be given high priority. In order to make the development process as smooth as possible, the Council is providing a single point of contact to discuss any development related works. Where an applicant has a development proposal within the Enterprise Area, the applicant should contact the Planning Service, Priority Projects Team to initiate discussions on their proposals.

Telephone: Catherine Parish 01292 616 173
(Priority Projects Team Leader)

The Planning Service will undertake 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 planning application. This early discussion helps to highlight any key issues for consideration and identifies matters which may require further information or investigation. Where the proposals will involve the submission of a building warrant or other consents the Planning Service will direct an applicant to the appropriate Service of the Council and assist in facilitating the efficient processing of any relevant consents.

The Protocol - Single Point of Contact

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 and other consents process;
- Advice can be provided for applicants on the Council's 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 or other consents.

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Single Point of Contact

The formation of a Project Team may be required to take the planning application and other consents through the pre-application stage and consents process. This project management can range from simply agreeing timescales to more actively managing the whole process. The named senior contact officer will lead this team. The whole development consents process will be project managed from pre-application stage, throughout the planning application and other consents stage and post-decision stage.

Formal consultation procedures are already established through which the views and requirements of Council Services are sought. Where unexpected issues arise that require to be addressed the relevant Service will contact the applicant and update the Planning Service on progress to ensure that relevant Council Officers are briefed on any matters arising.

Stages in the process

1. Applicant either directly or via the Council's Enterprise Section contacts the senior named officer within the Planning Service to seek pre-application advice and /or guidance and a planning officer is nominated as the first point of contact 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 puts the applicant in touch with the relevant Services. This may involve establishing a project team for applicants in the Enterprise Zone.
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 and if other consents are required Officers from that Service will advise the applicant accordingly.
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. Once the level of information required by consultees is established, the applicant agrees a timescale for submission of this information and consultees agree a timescale for responding on the information submitted with the planning application;
6. In the case of submission of other consents the named single point of contact within the Planning Service is updated at regular intervals by the relevant Service on progress of pre-consent discussions with the applicant.
7. Planning Service maintains contact with applicant and consultees, and if required, arranges for any follow up meetings between the Planning Service and the consultee;
8. Planning application and/or other consents to the relevant Services are submitted and consultees receive formal planning application consultation. In the case of other submitted applications of consents work commences in that Service as required.
9. Consultees respond within the timescales agreed at pre-application stage
10. The planning application and/or other consents for the development proposals are determined by the Council.
11. Once planning permission is granted, priority will be given to purifying conditions and monitoring.

Services Participating in the 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 and other consents processes.

<u>Service</u>	<u>Likely Input</u>	<u>Likely Consents</u>
Roads and Transportation	Impact on the local road network, parking, street lighting issues. Etc	Road Construction / Section 56
Environmental Health	Noise, contamination, smell issues etc	Food hygiene regulations and other Environmental Health legislation
Neighbourhood Services and Sustainable Development	Landscape impact, open space provision, biodiversity, wildlife, nature conservation issues	N/A
Building Standards	Flooding, relevant engineering issues	Building Warrant
Housing	Affordable housing issues	N/A