

# Planning Performance Agreement

Please send your completed form to:

Planning & Strategic Housing

Cotswold District Council

Trinity Road

Cirencester

Gloucestershire

GL7 1PX

[planning@cotswold.gov.uk](mailto:planning@cotswold.gov.uk)

| Details | Please complete in capital letters |
| --- | --- |
| Site Location |  |
| Description of the proposed development |  |
| Developers team - main point of contact |  |
| Council team - main point of contact |  |

This agreement is made the […] day of […] between;

1. Cotswold District Council, Trinity Road, Cirencester, GL7 1PX (“**CDC**”)
2. […] (“**Developer**”)

## Project Timetable (Processing of Application)

**The following is only an example of what might be included – please delete and overtype as appropriate**

|  | Action/Task | Responsibility | Target Date |
| --- | --- | --- | --- |
| 1. | Consultation with Community | Agent | Prior to submission of application |
| 2. | Submission of Valid Application with completed draft S.106 | Agent | [insert date] |
| 3. | Application validated and Consultations carried out | CDC | Within 1 week of receipt of valid application |
| 4. | Agent advised of Consultation Responses and initial assessment of proposal and recommended amendments and/or additional information required, if any. | CDC/ Agent | Within 5 weeks  (subject to all consultation responses received). |
| 5. | Submission of any required amended plans/ additional information (go back to 3 if consultation required). | Agent | Within 6 weeks |
| 6. | Discussion of Draft Committee Report (including conditions if applicable) and identification of any outstanding issues | Agent/CDC | Within 8 weeks |
| 7. | Committee Meeting | CDC | Within 13 weeks |
| 8. | Completion of S.106 Agreement (if applicable) | Agent/CDC | Within 2 weeks of Committee |
| 9. | Decision Notice Issued | CDC | Within 1 week of completion of S.106 |

## Notes

1. This agreement is entered into on the basis that formal pre-application discussions have already taken place between the Council and the applicant/ agent.