|  |  |
| --- | --- |
| Our Ref: | XXXXX |
| Your Ref: |  |
| Date: | [date] |
| Please ask for: | [Person…] |
| Direct Line: | … |
| Fax: | … |
| E-Mail: | ... |

Mr N Agent

Xxxxx

Xxxxx

Xxxxx

**Agreement for Extension of Time to determine a planning application**

|  |  |
| --- | --- |
| Proposal: | XXXXXXXXXXXXXXXXXXXXXXXXXX |
| Location: | Land XXXXXXXXXXXXXXXXXXXXXXXX |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| In acknowledging receipt of the above application, I informed you that the target date for determination of the application was ….[date]. Whilst every endeavour will be made to reach a decision on your application within the statutory time period of XXX weeks it is considered that the issues outstanding are such that these are unlikely to be satisfactorily resolved in time to meet this timetable. Specifically, the matters outstanding are:a)…………………………………………………………………….b)……………………………………………………………………..c)…………………………………………………………………….1. In order to resolve the outstanding issues in relation to this application, an extension of time until the ….[date] to determine this application is necessary and hereby agreed by the council and the applicant.
2. In discussions between the council and the applicant, it has been agreed that the following milestones remain to be achieved in order to reach the point where the application can be determined.
3. The applicant will submit an amended plan to address the xxx concerns identified in the councils letter to the applicant dated [date]. These amended plans will be submitted by the applicant by [date].
4. The applicant will submit a xxx study to show the impact of the proposed development in order to address the xxx concerns identified in the councils letter to the applicant dated [date] This study will be submitted by the applicant by [date]. 3. The local planning authority will undertake consultation with all appropriate bodies on the amended plans etc. and will take advice on the xxx impact study and respond to the applicant within XX weeks of receipt of the study.
5. A memorandum of understanding setting out the revised heads of terms of the s106 obligation to deal with the additional matters of::
* Xxxx
* Xxxxx

This memorandum of understanding will be prepared by the applicants solicitors and submitted to the council by ….[date].1. The council will co-ordinate discussions with the community in regard to the amended proposal, additional studies and the heads of terms for s106, including holding a public meeting in …[date].
2. The council will prepare a draft list of conditions and will seek comments from the applicant prior the circulation of the committee report on the application.
3. The Council intends to submit the application to its xxxx Committee on….[date].
4. If the committee resolves to approve your application subject to the completion of a s106 agreement, the applicant and the council, both, will be expected to complete the s106 agreement within […] days of the committee resolution.
5. The council will take all steps to ensure that any necessary actions are taken within 7 days of the committee date should the applications be subject to referral.

Please indicate your agreement by signing and dating this letter in the box at the foot of this page and returning it to me by ……... [date]. Please retain a copy of this agreement for your records.Signed XxxxxxxxOn behalf of xxxx Council.**Response:****I agree to an extension of time until DD/MM/YYYY to determine the application referred to above.**

|  |  |
| --- | --- |
| **Name (please print)** | **Signature (electronic is fine)** |
|  | **Date** |

**Monitoring:**

|  |  |  |
| --- | --- | --- |
| **Date of agreed extension** |  |  |
| **Date of determination** |  |  |
| **If the application was determined after the agreed extension date, what was the reason for this?** | **Check** | **Notes** |
| 1. **Insufficient information submitted**
 |  |  |
| 1. **Consultation responses from statutory consultees not available**
 |  |  |
| 1. **Procedural impediments (e.g. committee cancelled)**
 |  |  |
| 1. **Committee deferral**
 |  |  |
| 1. **Other (please explain)**
 |  |  |

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