

Project Description	
Local Planning Authority	
Developer(s)	

1. Background

1.	This agreement relates to the pre application and post planning submission in relation to the forthcoming outline application for the <insert development details> on behalf of <insert client name>.
2.	This agreement is without prejudice to the role of Leeds City Council as the Local Planning Authority.
3.	The document sets out the standard of service that can be expected from the Council and the Applicant and does not negate the existing commitment of the Local Planning Authority and its associated departments to an efficient and responsive planning application process.

2. Aims and Objectives

The aims and objectives of this agreement can be summarised as:-	<ul style="list-style-type: none"> • Clarity • Transparency • Managing all expectations • Giving greater certainty of timescales • Setting out the actions of both the Applicant and the Local Planning Authority (including the engagement with their Elected Members) • The provision of a project Champion responsible for the City Council's response
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3. Definition of "The Project"

To achieve <insert definition of project>

4. Procedural Arrangements

Steering Group Name(s)	Position & Role	Contact Details
	Steering Group Chair	
	LA Project Manager	
	Lead Developer	
	Developer Project Manager	
	Lead Council Officer	
Working Groups Name(s)	Position	Contact Details

Decision Making Framework

<Insert explanation of management process and forum for decision making>

5. Project Plan

Issue	Action/Task	Responsibility	Progress	Timetable/Dates

Signature(s)

Print Name

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