Week					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27							
w/c				7/8/17	14/8/17	21/8/17	28/8/17	4/9/17	11/9/17	18/9/17	25/9/17	2/10/17	9/10/17	16/10/17	23/10/17	30/10/17	6/11/17	13/11/17	20/11/17	27/11/17	4/12/17	11/12/17	18/12/17	25/12/17	1/1/18	8/1/18	15/1/18	22/1/18									
Key stage	**Action**	**Responsibility**	**Timetable / Milestone**																																		
Receive application	Submission of application documentation	Applicant																																			
	Letter sent to applicant re validatior	LPA																																			
Registration and validation	Applicant to respond to validation letter	Applicant																																			
	Registration of planning application and formal consultation undertaken	LPA	Week 1																																		
Consultation and engagement	Commencement of statutory consultation process	LPA	Week 1																																		
	Applicant to monitor application online to pick up consultee comments and respond to issues or queries with client. Any responses sent directly to consultee also copied to LPA and Planning Responses for upload to website. Applicant to provide LPA summary of responses and actions taken and any submissions made.	Both	Week 1 - 4																																		
	End of statutory consultatior		Week 4																																		
Consideration - including amendments	Project Team meeting - Review timetable in light of consultation comments. Agree whether target committee is still viable	Both	Week 5																																		
	Allowance for submission of additional information (if required)	Applicant	Weeks 6 and 7																																		
	Consultation undertaken as necessary but all documentation to be in by end of week 11 in order to allow for responses and meet target Committee	LPA	Week 8 - 10																																		
	Project Team meeting - Progress meeting between main parties to discuss results of statutory consultation process and 3rd party reps (if required)	Both	Week 10																																		
Committee report, conditions, legal agreements	Work on draft Heads of Terms	Both	Week 5-11																																		
	Draft conditions to be prepared by LPA, for review by applicant	Both	Week 11																																		
	Member's Briefing meeting	LPA	Week 11																																		
	Member's Briefing feedback	LPA	Week 11																																		
	Finalise Committee Report	LPA	Week 11-13																																		
	Application to be presented to Development Control Committee	LPA	Week 14																																		
	S106 finalised	Both	Weeks 15-16																																		
Decision	S106 to be signed and sealed	LPA	Week 16-17																																		
	Issue of decision notice and accompanying legal agreement		Week 17																																		