This processing agreement between **Scottish Forestry** and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ aims to identify the key dates in the Woodland Creation application process. Although this processing agreement is not legally binding by entering into this agreement it is expected that both the applicant and Scottish Forestry will complete each stage of the application by the agreed dates listed on the following page.

Subject to the achievement of the Key Dates set out on the following page, including provision of all necessary information by the applicant and consultees, Scottish Forestry will provide a decision on the application no later than the date agreed and recorded at Stage 5.

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| **APPLICATION DETAILS** |
| Site Name: |  |
| Reference:  |  |
| Grid Reference: |   |
| Brief description of proposal: |   |

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| **KEY CONTACTS** |
| The individuals identified below are the key contacts between Scottish Forestry and the Applicant. The key contacts will liaise regularly on the progress of the application and will contact each other as soon as possible should any matter arise which is considered likely to delay progress with processing the application. |
| Applicant name: |   |
| Contact details: |   |
| Agent name: |   |
| Contact details: |   |
| Woodland Officer name: |   |
| Contact details: |   |
| Senior Operations Manager / Conservator: |   |
| Contact details: |   |
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| **KEY DATES** |
| Key dates will be reviewed regularly by both parties to ensure they remain achievable. Where either party is unable to comply with an agreed date, an agreement should be sought for a reasonable extension to ensure the satisfactory completion of that stage of the application process. In this instance the processing agreement timetable should be updated accordingly and a record of the iteration made below. |
| **Application Stage** | **Initials** | **Agreed Date** | **Actual Date** |
| 1 | Pre-Application Meeting: |  |  |
| Submission of Screening Opinion Request: |  |
| Screening Opinion: |  |
| 2 | Scoping Meeting: |  |  |  |
| Scoping Report: |  |  |  |
| Scoping Opinion: |  |  |  |
| 3 | Submission of draft EIA Report: |  |  |  |
| Feedback on draft EIA Report: |  |  |  |
| 4 | Submission of EIA Report: |  |  |  |
| Validation of EIA Report: |  |  |  |
| Publication and Consultation: |  |  |  |
| Analysis of EIA Report and consultation responses: |  |  |  |
| 5 | Provision of supplementary information (if required): |  |  |  |
| Publication of supplementary information (if required):  |  |  |  |
| Analysis of supplementary information and consultation responses (if required): |  |  |  |
| Scottish Forestry Decision Notice: |  |  |  |

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| Applicant led activity |
| Scottish Forestry led activity |
| Joint activity |

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| Signed: |  | On behalf of Scottish Forestry |
|  |  |  |
|  |  |  |
| Signed: |   | On behalf of …………………………………………….. |

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| --- | --- |
| Date: |   |

Record iteration of WCPA here: …………