



**ANGUS COUNCIL
PLANNING PERFORMANCE FRAMEWORK**

September 2013

1.0 BACKGROUND AND INTRODUCTION

1.1 In March 2007 the then Scottish Executive Development Department published a Consultation Paper on 'Developing the New Planning Performance Assessment Framework'. This was a particular response to the planning modernisation theme set out in the White Paper 'Modernising the Planning System' (2005). Four key themes for planning modernisation were set out:-

- Fit for purpose
- Efficient
- Inclusive
- Sustainable

1.2 The proposed Performance Assessment Framework at that time was to be based on five streams as follows:

- Self evaluation
- Assessment
- Information
- Sharing good practice
- Supporting planning authorities

1.3 In relation to the proposed performance themes set out in the Consultation Paper, these were seen as a mix of measures and indicators identified to provide a more comprehensive and balanced measure of performance, including measuring outputs. These specific themes were set out as the 7 'Ps' of performance.

- **Performance** – e.g. the ability to meet or exceed statutory or policy targets.
- **Process** – e.g. the procedures and guidance in place for the main elements of the system, including e-planning.
- **People** – e.g. management performance, staff development and appraisal, staffing levels, approach to training for members and staff.
- **Participation** – e.g. the inclusion of the public and other stakeholders in the planning process, access to information.
- **Policy** – e.g. the contribution of planning to wider local and national objectives.
- **Product**- e.g. the delivery of sustainable development and other planning outcomes.
- **Perceptions** – e.g. the effectiveness of the service from the perspective of communities, developers and their agents, statutory consultees and other users of the system.

1.4 In order to supplement each of these identified themes, specific indicators were suggested in the annex to the consultation paper.

1.5 In June 2008 the Scottish Government published an analysis of the consultation responses, and almost all of the responses received were positive in tone. Most of the comments and criticisms were presented in a helpful and constructive manner, and it was clear from the responses

- received that local authorities and the key stakeholders were keen to be involved in the assessment process to make the outcomes as productive as possible to ensure a better planning system.
- 1.6 This new Planning Performance Framework (PPF) has built on this earlier work and discussions and has developed it into a contemporary performance management framework.
- 1.7 Audit Scotland published its report on 'Modernising the Planning System' in September 2011. A key message set out in the report commented that "despite falling numbers of applications and modernisation, few Councils are performing well against timescales set for processing planning applications. However, time is only one indicator of performance and **a more comprehensive performance measurement framework is needed**".
- 1.8 Heads of Planning Scotland (HOPS) which includes representatives from Angus Council have been working together with the Scottish Government jointly to develop a new framework for measuring and reporting performance. This work recognises that although the time taken to make a decision on any application has important implications for appeal processes and it is of some importance to applicants and developers, it only offers a very incomplete and narrow assessment of performance at any one time. For example, it does not consider the context of each decision, the operational systems within individual planning authorities and the resources allocated to the planning function. Also more fundamentally it does not consider the complexities of proposed developments, the interventions and delays in the democratic decision making processes and the delays and brakes on performance which are outwith the control of Scottish planning authorities.
- 1.9 The planning performance assessment framework outlines in this document sets out a mix of quantitative and qualitative measures to represent a more comprehensive and balanced toolkit of measures to provide a more effective scorecard for scrutiny and assessment purposes. This is the second annual Planning Performance Framework prepared by Angus Council.
- 1.10 The key component parts of the performance framework consist of:
- Part 1** – National Headline Indicators
 - Part 2** – The performance assessment across 8 areas of agreed activity – defining and measuring a high quality planning service
 - Part 3** – Supporting evidence and links to related reports and studies
 - Part 4** – Service improvements and timescales for the delivery of improvements
 - Appendices** – 1 – Official statistics – decision making timescales
2 – Workforce and Financial information

Guidance Notes and Glossary

National Headline Indicators

Key Outcomes	2011-12	2012-13
Development Planning		
age of local/strategic development plan(s)(full years)		
local plan	3 years	4 years
strategic development plan (TayPlan)	10 years	1 year
development plan scheme on track	N	N
Effective Land Supply and Delivery of Outputs		
effective housing land supply: 7+ year supply**	Y	Y
effective housing land supply (sites of 5+ houses)**	2383 units	2642 units
housing approvals (sites of 5+ houses)	2001 units	1975 units
effective employment land supply	50.31 ha	50.03 ha
employment land take-up	1.24 ha	4.45 ha
effective commercial floor space supply***	20881 m.sq.	22928 m.sq.
commercial floor space delivered	7135 m.sq.	630 m.sq.
Development Management		
Project Planning		
percentage of applications subject to pre-application advice	9.4%	10.8%
number of major applications subject to processing agreement or other project plan	0	0
percentage planned timescales met	0%	0%
Decision Making		
application approval rate	96.1%	93.1%
delegation rate	94.1%	92.8%
Decision-making timescales		
Average number of weeks to decision		
major developments	56.3	44.2
local developments (non-householder)	11.0	12.9
householder	8.3	6.9
Enforcement		
time since Enforcement Charter published/reviewed (full years)		0 (less than 1 year)
number of breaches		
identified	257	226
resolved	259	225
<i>text box for factors influencing performance</i>		

** Draft Angus Housing Land Audit 2013

*** Retail Floor Space survey - all vacant retail premises together with all other vacant premises in central areas

The Angus Development Plan Scheme, March 2012 indicated that publication of the Local Development Plan Main Issues Report (MIR) was due in Summer 2012. Some delay to the process meant that the MIR, Environmental Report and associated background documents were approved by Council in October 2012 and published for consultation in early November 2012 with the period for consultation response extending until early January 2013. In addition to this slippage in the indicative timetable, progress towards preparation of the Proposed Plan will be influenced by a number of factors including:-

- Substantial number of responses to the MIR.
- Requirement for a number of member / officer working group sessions to consider emerging issues.
- Significant reduction in the dedicated staff resource available to contribute to the preparation of the Proposed Plan, Environmental Report, Habitat Regulations Appraisal, Action Programme and other associated documents.

Taking account of these factors the Angus Development Plan Scheme 2013 anticipates publication of the Angus Local Development Plan and associated documents by Spring 2014 with adoption by Angus Council late 2014 / early 2015. The Development Plan Scheme is reviewed and rolled forward annually and submitted to Scottish Ministers. The next Review of the DPS is due by 31 March 2014.

To date Angus Council has received a limited number of major planning applications with only five being received in the last financial year. The Planning and Transport Division encourages the use of Processing Agreements but to date applicants have in general been less than enthusiastic regarding such agreements. In future it is intended that a more formal approach will be utilised to try and encourage take up by applicants.

For local developments the average number of weeks to a decision can be adversely affected by historic applications being determined that have been subject to Section 75 Agreements that have taken a considerable time period to conclude. There can be many reasons as to the delay in concluding a Section 75 Agreement and these are often outwith the control of the Council. Recent experience suggests that issues regarding the provision of affordable housing, ownership and or reluctance by the applicant to formally enter into the Section 75 Agreement and financial payment triggers are amongst the most common reasons for delay. In an attempt to remove this barrier the Planning and Transport Division is undertaking a systematic approach to identify such applications with a view to their conclusion if after six months insufficient progress has been made.

PART 2 : ASSESSMENT

PLANNING PERFORMANCE FRAMEWORK

Open for Business

Angus Council benefits from an up to date development plan which is supported by a number of design briefs, supplementary advice and development briefs providing clear and comprehensive advice in support of sustainable economic growth and social needs. The Council provides pre-application advice for all types of development proposal and also provides free advice on the need for planning permission. For all planning applications a single point of contact of an appropriate authority to provide reliable advice is allocated for the duration of the application. The structure in place ensures applications are dealt with by specific officers on a geographical area basis. An open door approach is promoted in respect of applicants / potential applicants without appointment on a day to day basis dependent on officer availability. The importance of applicant contact is recognised as being core to Angus Council business. Where 'major' development proposals with potential to create significant economic development benefits are involved the Council has processes and procedures in place to establish multi-disciplinary working groups in order to identify application requirements and to aid consideration of proposals. For the 2012/13 period 77% of applications for business and industry were determined within two months. The requirement for contributions to infrastructure etc. are set out within the adopted Angus Local Plan Review and supplementary guidance and procedures have been introduced with other Council services to allow early identification of contributions required in respect of planning applications. Recently an inter-departmental officer group has been established to monitor the provision of such contributions and the procedures for identifying these requirements. Householder applications are dealt with by specific officers.

High Quality Development on the Ground

Angus Council undertakes a biannual Citizen Survey. In 2011 this indicated that 99% of respondents were satisfied with the quality of life in their neighbourhood; 98% expressing satisfaction with the built environment in Angus; and 99% expressing satisfaction with the natural environment of Angus. These figures represent an increase in comparison to 2009 results. The Council actively promotes the built environment through participation in a range of initiatives including Doors Open Day. The City of Brechin Townscape Heritage Initiative (THI) has recently been completed and a bid for funding for Kirriemuir through the Conservation Area Regeneration Scheme has been successful and the scheme shall commence shortly. The Council continues to invest heavily in the provision of all ability access to the Angus countryside with priority being given to the development of the Angus Coastal Path, the establishment of path networks around all of the Angus burghs and works to enhance the Council adopted Core Paths Plan. The Council also considers the protection and enhancement of the natural environment as a priority. It is a partner in the newly formed Tayside Biodiversity Partnership and is an active member of the Tay Estuary Forum. It is also a signatory to Scotland's Climate Change Declaration and has adopted a Climate Change Strategy which contains actions for both climate change mitigation and adaptation.

Approximately 33% of planning applications benefit from added value measured by negotiated amendments or other improvement during the planning process.

In respect of new homes, 169 units have been built over the 2012/13 period which equates to around 6.4% of the effective land supply as identified by the Draft Angus Housing Land Audit 2013 (currently out for consultation). The Council has actively engaged in partnership with the private sector to deliver infrastructure to enable release of employment land with 4.45 ha of land being taken up.

Certainty

Angus Council benefits from an up to date development plan which is supported by a number of design briefs, supplementary advice and development briefs. The Council consistently determines more applications within the 2-month target determination period than the Scottish average and in 2012/13 over 93% of applications were approved. Approximately 99% of applications are determined in accordance with officer recommendation and almost 99% of applications were determined in accordance with the development plan. In 2012/13, 83% of appeals to the Local Review Body and 73% of planning appeals to the DPEA were dismissed. The Council publishes clear guidance in terms of the standard of information required to support planning applications and provides a free of charge pre-application advice service. In 2012/13, 644 pre-application enquiries were responded to in writing with an average response time of 12.4 days. For major development proposals of significant economic development value the Council establishes multi-disciplinary working groups to assist in the processing of planning applications and where necessary facilitates review meetings with applicants and consultees in order to address outstanding issues.

Communications, Engagement and Customer Service

Angus Council has a customer service strategy and customer service charters are in place for all planning related services including Development Planning, Development Management, Planning Enforcement and Conservation. These documents are available in hard copy and online and translation facilities are available. Within the context of the emerging Local Development Plan the Council has undertaken extensive stakeholder engagement across all sections of the community including responding positively to requests from agents / developers and landowners for meetings to assist engagement in the MIR process. The Council provides 'planning surgeries' in outlying areas where advice can be provided on a range of development management matters. Copies of planning applications are sent to Council offices in outlying areas and are also available to view and comment on through the Council's Online Public Access system. The Council's planning webpages are reviewed at least annually and the Council encourages submission of planning applications Online. All applicants, agents and interested third parties that have commented on planning applications are asked to provide comment on the level of service that is provided and the results of this survey are reported to the Development Standards Committee. The Council has processes in place for regular meetings with planning agents and community council's in order to discuss emerging issues and identify best practice.

Efficiency and Effective Decision-making

The Council's Scheme of Delegation which is regularly reviewed historically has resulted in over 90% of applications being delegated for determination by the *Head of Planning and Transport*. The Development Standards Committee meets on a

three-week cycle ensuring that determination of those applications that are not delegated are not unduly delayed. In respect of dealing with planning applications officer responsibilities are clearly defined to ensure that decision-making is effective and efficient. Targets in respect of the administration of applications and their determination are established at the outset and monitored throughout the process. There is a formal monitoring scheme for planning applications and applications that are close to their target determination date are highlighted to the case officer. In addition, a commitment has been made to conclude 'legacy' cases where insufficient progress has been made following minded to grant decisions that are subject to the conclusion of a Planning Obligation. The Council consistently outperforms the Scottish average for applications determined within statutory timescales. The Planning and Transport Management Team meeting monitors performance information as part of its standing agenda.

Effective Management Structures

There is an effective management and team structure in place whereby development priorities are established through the Departmental Service Plan / Divisional Operational Plan and delivered through the action plan of individual officers. There are regular Management Team meetings at senior management and team level. Staff appraisals are undertaken annually and an Annual Training Plan is prepared to meet the training needs of individuals as identified through the annual training needs assessment. There are strong relationships between other business areas within the Council and other public agencies such as SEPA, SNH and the Cairngorms National Park Authority.

Financial Management and Local Governance

Budgetary control and review is undertaken as part of the regular cycle of Management Team meetings with information provided as part of its standing agenda. The internal Scheme of Delegation identifies officer responsibilities for procurement and established procedures seek to ensure efficient / effective service delivery and spend. There is a protocol to ensure the appropriate consideration of applications prior to the making of a decision. There is a register of staff interest to ensure that any interest in a planning application by a member of staff is properly stated and recorded.

Culture of Continuous Improvement

The Planning and Transport Division has implemented the action plan identified as part of the Angus Improvement Model. This is an evidence based self assessment model which examined the Planning and Transport Service, measured performance and identified an improvement framework. In addition, the Planning and Transport Division has delivered the majority of improvements set out in the Planning Performance Framework 2012/2013 and submitted to the Scottish Government. Angus Council recognises the importance of staff development, for Planning and Transport this is provided through the Annual Training Plan and each member of staff has a personal development plan based upon annual performance appraisal. In addition, all Councillors who require to determine planning applications, or consider planning reviews are given training.

PART 3 : SUPPLEMENTARY EVIDENCE

Part 2 of this report is compiled, drawing on evidence from the following sources:-

Angus Local Plan Review 2009: <http://www.angus.gov.uk/localplan>

Angus Local Development Plan Main Issues Report:
<http://www.angus.gov.uk/ldpmainissuesreport/>

Development Management Advice Notes, Development Briefs and Other Guidance:
http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1166

Development Management Online Information:
http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1166

Angus Council Citizen Survey 2011:
<http://www.angus.gov.uk/ccmeetings/reports-committee2011/StrategicPolicy/436App.pdf>

Angus Council Planning and Transport Customer Surveys:
[Angus Council Planning and Transport Customer Surveys](#)

Angus Council Conservation Online Information:
http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1397

Angus Council Core Paths Plan:
http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1288

Angus Council Climate Change Strategy and Action Plan:
<http://www.angus.gov.uk/sustainability/pdfs/CCStrategy%20.pdf>

Angus Housing Land Audit:
<http://www.angus.gov.uk/housinglandaudit2013/housingaudit2013.pdf>

Angus Council Employment Land Review 2011:
<http://www.angus.gov.uk/atoz/pdfs/employmentland.pdf>

Scottish Government Planning Authority Performance Statistics:
[Scottish Government Planning Authority Performance Statistics](#)

Angus Council Customer Charter: <http://www.angus.gov.uk/customercare>

Angus Council Scheme of Delegation: [Angus Council Scheme of Delegation](#)

Angus Community Plan and Single Outcome Agreement 2011-2014:
<http://www.angus.gov.uk/performance/communityplansoa.htm>

Angus Corporate Improvement Plan 2011/12:
<http://www.angus.gov.uk/performance/pdfs/CorporatImprovePlan2011-12.pdf>

Angus Council Infrastructure Services Department Annual Report:
<http://www.angus.gov.uk/ccmeetings/reports> Report 439/12, Appendix 1 - 21
August 2012

Angus Council Planning and Transport Division Operational Plan – Operational plans are internal to Division/Team:

<http://www.angus.gov.uk/performance/pdfs/CorporatePlan2011-15.pdf>

Angus Council Development Plan Scheme 2013:

<http://www.angus.gov.uk/localdevelopmentplan/AngusDevelopmentPlanScheme2013.pdf>

Angus Council / Historic Scotland – Working Agreement 2010:

<http://www.angus.gov.uk/ccmeetings/reports-committee2010/Infrastructure/46.pdf>

PART 4 : SERVICE IMPROVEMENTS 2013 – 2014

In the coming year we will:

- Review and formalise our protocols for consultation with our Council services (carried forward from 2012/13)
- Introduce revised model planning conditions (carried forward from 2012/13)
- Introduce monitoring of satisfaction of pre-application enquiry service (carried forward from 2012/13)
- Arrange yearly presentation to agents / developers
- Review and formalise enforcement processes and procedures
- Implement actions of planning obligations internal audit through the Planning Obligation Monitoring Group
- Review planning arrangements with Cairngorms National Park Authority
- Review, prepare and publish annual Angus Development Plan Scheme
- Produce the Housing Land Audit
- Produce the Employment Land Audit
- Complete the Town Centre Health Check and Retail Floor Survey for the seven towns within Angus
- Develop a renewable energy webpage
- Prepare and publicise the Finalised Windfarm Capacity Report
- Prepare Conservation Area Appraisal and Management Plan for Kirriemuir Conservation Area
- Establish and commence the delivery of the Kirriemuir Conservation Area Regeneration Scheme (CARS)
- Promote the built environment through participation in Doors Open Day
- Oversee delivery of the second phase of programme of minor works to core paths following adoption of the Core Paths Plan
- Report to Council on the review of the Council's Travel Plan

Delivery of our Service Improvement Actions in 2012-2013

In the past year we have:-

- Reviewed and updated our website
- Reviewed and updated our enforcement manual
- Increased access to enforcement case information online
- Worked with agents to increase percentage of planning applications submitted online
- Worked with SNH in Aberdeenshire Council to commission a landscape capacity study for wind turbines
- Prepared a Conservation Area Character Appraisal for Kirriemuir
- Submitted and have accepted a bid for funding for Kirriemuir under the Conservation Area Regeneration Scheme (CARS)
- Promoted the built environment through participation in Doors Open Day as part of Angus Council's Heritage Week
- Delivered legally committed capital projects including completion of:-
 - the amended programme for a cycling, walking, and safer streets
 - the Easthaven to Arbroath cycleway
 - Phase 1 of the Carnoustie Path Network
 - Phase 1 of the Montrose Town Centre Enhancements
 - the first phase of the programme of works for the Core Paths Plan
 - the Ministers Path
- Completion of the City of Brechin Townscape Heritage Initiative
- Achievement of Fairtrade status for Angus
- Publication of Angus Council Local Development Plan Main Issues Report, Environment Report and Local Plan Monitoring Statement

PLANNING PERFORMANCE FRAMEWORK OFFICIAL STATISTICS				Appendix 1
Decision-making timescales		based on date decisions issued		
Category	Total number of decisions 2011-12	average timescales (weeks)	Total number of decisions 2012-13	average timescales (weeks)
		2011-12		2012-13
Major Developments	11	56.3	5	40.2
Local Developments (non-householder) (ex withdrawn, permitted dev, nondet, pan, eia, anr) (ex adv, lbc, eia, haz, prior)	454	11.0	432	12.9
local less than 2 months	312 (68.7%)	7.0	301 (69.7%)	7
local more than 2 months	142 (31.3%)	19.6	131 (30.3%)	26.4
Householder Developments (ex withdrawn, permitted dev)	463	8.6	337	6.9
local less than 2 months	411 (88.6%)	7.5	312 (92.6%)	6.3
local more than 2 months	52 (11.2%)	17.9	25 (7.4%)	14.3
Housing Developments (ex withdrawn, permitted dev, nondet, pan, eia, anr)				
Major	3	68.6	2	45.4
Local Housing Developments	183	13.1	199	15.5
local less than 2 months	116 (63.4%)	7.6	135 (67.8%)	6.9
local more than 2 months	67 (36.6%)	22.5	64 (32.2%)	33.8
Business & Industry (ex withdrawn, insfee, pan)				
Major	1	92.0	1	24.1
Local Business & Industry	109	8.6	106	8.6
local less than 2 months	87 (79.8%)	7.2	82 (77.4%)	7
local more than 2 months	22 (20.2%)	14.1	24 (22.6%)	14
EIA Developments (scoping and screening excluded)	2	5.1	3	31.1
Other Consents (lbc, adv, prior, haz, clu, pan)	105	12.0		
Listed Building/Conservation Area Consent			64	8.9
Advertisements			30	7.0
Hazardous Substance Consents			0	0.0
Other Consents and Certificates			8	9.3
Planning /Legal Agreements (concluded)	19	33.5	15	80.2
Local Reviews (decided)(1 withdrawn)	9	7.8	18	7.8
Pre-application Planning Enquiries (days)	722	14.4	644	12.4

Decision-making local reviews and appeals				
Type	Total number of decisions 2011-12	original decisions upheld	Total number of decisions 2012-13	original decisions upheld
		2011-12		2012-13
Local reviews	9	89%	18	83%
Appeals to Scottish Ministers	2	100%	11	73%
Enforcement Activity				
		2012-13	2012-13	
Cases taken up (received)		254	226	
Notices served***		29	11	
Reports to Procurator Fiscal		0	0	
Prosecutions		0	0	
*** Enforcement notices: breach of conditions notice, Planning Contravention notices, stop notices Temporary stop notices, fixed penalty notices and Section 33 notices.				

WORKFORCE AND FINANCIAL INFORMATION (as at 31 March 2013)

Head of Planning Service (1)	Tier								Totals
	1	2	(3)	4	Managers (2)		Main Grade Posts		
	Managers (2)		Main Grade Posts		Technician Posts		Office Support/Clerical		
	No. Posts	Vacant	No. Posts	Vacant	No. Posts	Vacant	No. Posts	Vacant	
Development Management	1		9	0.5	2	1	See Note	See Note	See Note
Development Planning	1		5	1					
Enforcement Staff			2						
Cross Service/Other Planning	1		4.5						

Planning and Transport includes Development Management (including Enforcement), Development Planning, Natural & Built Environment, Processing, Building Standards and Transport. The above figures only include the main Planning functions of Development Management, Development Planning and Natural & Built Environment. Manager positions are Tier 5 and the figures do not include a Tier 4 position with overall Planning responsibilities. Processing includes 7 posts which are Office Support / Clerical and are shared between Development Management, Building Standards and Development Planning. Total number of staff for Planning and Transport (all sections) is 74. This includes Officer Support / Clerical who are shared by all of Planning and other Divisions. Vacant posts are included within No. Posts.

WORKFORCE AND FINANCIAL INFORMATION

Staffing Profile	Number
Under 30	
30-39	
40-49	
50 and Over	74

Committee & Site Visits (3)	No. per Year
Full Council Committees	
Planning Committees*	13
Area Committees (where relevant)	
Committees Site Visits	-
LRB (4)	12
LRB Site Visits	2

*Development Management Committee

Budgets Planning Service	Budget	Costs		Income (7)
		Direct (5)	Indirect (6)	
Development Management	£607k	£573k		£476k
Development Planning	£342k	£314k		
Enforcement*				

*Enforcement is included within Development Management. Development Management does not include Processing Staff Costs, or Senior Management Costs above Tier 5. Budget refers to Staff Costs including National Insurance and Superannuation

PLANNING PERFORMANCE FRAMEWORK

GUIDANCE AND GLOSSARY

Part 1: National Headline Indicators (NHIs)

Interpretation

<i>Age of local/strategic development plan(s) (full years)</i>	Number of full years passed starting from date (s) existing local or strategic development plan(s) were adopted / approved. Only the strategic development planning authority should provide the information on the strategic development plan.
<i>Development plan scheme: on track?</i>	On track if actions completed on time from last Development Plan scheme and there has been no slippage in forward-looking timetable set out in last scheme. Provide information in text box to explain reasons for any slippage that has occurred.
<i>Effective housing land supply</i>	Position as at 31 March (or most recent annual figure held, if different date). Land on which residential units can be completed and available for occupation, as defined by paragraph 55 of Planning Advice Note 2/2010: <i>Affordable Housing and Housing Land Audits</i> . Expressed as number of years and number of units supply, and also number of units approved.
<i>Effective employment land supply</i>	Position as at 31 March (or most recent annual figure held, if different date). Marketable land that meets business requirements, can be serviced or serviceable within 5 years, be accessible by walking, cycling and public transport, and has a secure planning status.
<i>Effective commercial floor space supply</i>	Position as at 31 March (or most recent annual figure held, if different date). Land comprising suitable and viable sites in terms of size, location and availability within a reasonable time period. The Retail Survey includes all retail premises (Class 1) in Angus Towns and Ethiebeaton Park and Classes 2, 3, 7, 8, 10 and 11 within town centres as defined by the Angus Local Plan Review.

<i>Applications subject to pre-application advice</i>	Planning applications decided during the year on which the planning authority had provided pre-application advice to the applicant normally including written advice.
<i>Number of applications subject to processing agreement or other project plan</i>	Applications decided during the year for which there had been a clear project plan, shared and understood and agreed between the applicant and planning authority, including a scheduled timetable for handing of the application.
<i>Application approval rate</i> <i>Delegation rate</i>	Percentage figures; to be provided by the Scottish Government (Analytical Services), drawn from the data provided by planning authorities.
<i>Decision-making timescales</i>	Average number of weeks from receipt of a valid planning application to decision. Figures to be provided by the Scottish Government (Analytical Services), drawn from the data provided by planning authorities.
<i>Time since enforcement charter published / reviewed</i>	Position as at 31 March. The number of months since the authority's enforcement charter was last published or reviewed and re-published.
<i>Number of breaches identified / resolved</i>	Matters which the planning authority has recognised to be breaches of planning control during the year; along with a record of identified breaches that have been resolved either through negotiation or compliance with more formal enforcement action.