

## **Course Profile**

### **Development Management Module**

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<b>Duration</b>	2 days
<b>Prerequisites</b>	Delegates wishing to attend this course should have successfully completed the following training: <ul style="list-style-type: none"><li>▪ Introduction to <i>UNI-form</i> with Spatial</li></ul>
<b>Target Audience</b>	End Users and System Supervisors
<b>Objective</b>	By the end of this course you will be able to: <ul style="list-style-type: none"><li>▪ Correctly use the <i>UNI-form</i> Development Management module.</li><li>▪ Successfully take a Development Management application from reception to completion.</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Registering an application</li><li>- Recording owners, interested parties, payments details</li><li>- Checklist and Invalid Letter Production</li><li>- Environmental Impact Assessment</li><li>- Validating applications</li><li>- Recording Planning Process Agreements and NPA Events</li><li>- Constraints Checking and Forward Planning Details</li><li>- Consultation process and site notices/adverts</li><li>- Neighbour notification</li><li>- Recording Plan Details and Materials</li><li>- Considerations 1 &amp; 2</li><li>- Recording contributors</li><li>- Recording amendments</li><li>- Recommendations</li><li>- Decisions</li><li>- Producing Decision Notices</li><li>- Follow Up Applications</li><li>- Producing the Agenda, Weekly List, Delegated List &amp; Advert List</li><li>- Running the Statutory Returns</li><li>- Pre applications</li><li>- Specials</li><li>- Address – Map Search</li><li>- Capturing and editing the extent of a planning application</li><li>- Creating/Viewing neighbours and contributors Spatially</li><li>- Spatial Constraint Checking</li><li>- Planning Scotland</li></ul>

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