The stages for processing HSNO applications that are publicly notified

1. **Pre-application discussion**
2. **Application lodged**
3. **Application accepted**
   - application fee is received
   - application is complete and signed
4. **Public notification**
   - notice is placed on our website
   - advert placed in newspapers
   - interested parties sent letter
5. **Risk assessment**
   - submission period closes
   - information assessed
   - evaluation & review report written
6. **Hearing and consideration**
   - public hearing held if required
   - Authority makes decision
7. **Application stalled**
   - more information requested
   - time line continues once information received
   - application lapses after one year if not received
8. **Decision made public**

**Key**

- **Statutory time frame:** within 30 working days

**Note:**
A waiver may be obtained to change the statutory time frame.

For example:
- to request more information
- to increase the submission period
- to postpone the hearing