

REQUEST FOR PRE-APPLICATION MEETING



For Official Use only
Application Reference
Date Received

Please complete all sections of the form and use BLOCK LETTERS
NB: This form can also be downloaded from our website.

1a Applicant Details

Name:
Address & postcode:
Daytime phone number:
Email Address:

1b Agent Details

Name:
Address & postcode:
Daytime phone number:
Email Address:

2 Interest in the Property/Land (eg owner/occupier. Developer, prospective purchaser)

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3 Address of Proposed Development

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Postcode:

4 Description of Proposed Development (Please describe your proposal in as much detail as possible)

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**5 The following details of the proposed development (plans and supporting information) need to be submitted to enable an assessment to be made:**

- Existing use(s)
- Any known previous use(s)
- Site location plan, eg 1:1250
- Photographs or sketch drawings of site & surroundings
- Outline of proposal (plan scale 1:200)
- Any useful documents/plans (please specify)

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**6 Other relevant comments/additional information**

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**7 I can confirm that I understand that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time, and any views expressed are not intended to prejudice the Council’s determination of any subsequently submitted formal application.**

Signed ..... Dated.....

Print name .....

**Official Use Only:**  
List of Consultees – attached sheet  
Comments: .....  
.....  
Date of Meeting: .....  
Venue: .....  
Time: .....  
Planning Officer: .....