

Pre-application meeting request

Property Address:	
Description of what you want to do: e.g. extension to a dwelling	
Have you identified any issues? e.g. car parking or building height	
Have you attached electronic documents & plans? e.g. concept plans or photographs. <u>Please note you must attach plans to arrange a pre-app.</u>	
<p>Please provide preferred days and time for your online pre-application meeting (45 minutes duration), with a minimum of 1 week lead time. Your appointment preference will be considered, however the planner allocated to the file will be in touch to finalise the time and date. To avoid delays, all pre-application meetings are conducted virtually unless specifically requested.</p> <ol style="list-style-type: none"> 1. 2. 3. <p>How many people are attending and what is their expertise?</p>	
Contact Information:	
Contact name:	
Phone number:	
Email address:	

We will email you an invoice for payment following registration of your meeting request. Payment must be received before your request is allocated to a planning officer.

A planning officer will then contact you within 5 business days from payment to organise a meeting time and date.