

Pre-application advice instruction form

1. Address of the application site

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2. Name/address/telephone/email of agent

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3. Description of the proposed development

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4. Information checklist

- Covering letter
- Site plan to scale
- Information about the existing use, floor space, occupation and number of car parking spaces on the site
- Drawings and photographs of the site and immediate area
- A full set of electronic drawings to describe the proposal

5. Land ownership

Nature of applicant's interest in the land

- Owner
- Occupier
- Leasee
- Prospective buyer

6. Payment method Cheque BACS Cash or card

7. Privacy notice

The Council will process your information in line with the requirements of the General Data Protection Regulations. A copy of the full Privacy Statement is available at www.armaghbanbridgecraigavon.gov.uk/privacy

Alternatively, you can contact the planning service by email on planning@armaghbanbridgecraigavon.gov.uk and request a copy of the Statement to be posted directly to you.

8. Declaration

I (the undersigned) confirm that a pre-application advice is requested and enclose a fee of £.....as payment for the service.

Signed.....

Print name

Date.....

Pre-application advice form, fee and supporting information should be sent to: Planning@armaghbanbridgecraigavon.gov.uk using the header Using the header PREAPPLICATION ADVICE REQUEST.