

Pre-application discussion 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
- Technical reports already commissioned for example Flood Risk Assessment

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. Nature of discussion

Please indicate what you would like you discuss with us

- How to make an application
- The information required to support an application
- Which regional and local planning policies apply
- Whether the proposal is acceptable in principle
- Design issues
- Heritage issues
- Amenity issues
- Transport
- Drainage
- Flood risk
- Environment Impact Assessment
- Other

8. Privacy notice

The Council will process your information in line with the General Data Protection requirements. You can view our [Privacy Notice](#) for reference.

Alternatively, you can contact the planning service by

email: planning@armaghbanbridgecraigavon.gov.uk and request a copy of the

Statement to be posted directly to you.

9. Declaration

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

Signed.....

Print name

Date.....

Pre-application forms, fee and supporting information should only be sent to:

Planning@armaghbanbridgecraigavon.gov.uk using the header Using the header PREAPPLICATION DISSCUSSION REQUEST