



Pre or Post planning application meeting request form

Agents details	Applicants details
<p>Name</p> <p>Address</p> <p>.....</p> <p>Postcode.....</p> <p>Phone</p> <p>Email</p>	<p>Name</p> <p>Address</p> <p>.....</p> <p>Postcode.....</p> <p>Phone</p> <p>Email</p>

<p>Site address</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">Postcode</p>

<p>Your proposal</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: right;"><i>form continues overleaf...</i></p>
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Extra information – please include where possible

- A description and summary of the proposal.
- A site location plan (scale 1:1250).
- Photographs and drawings showing the site, buildings, trees and a schedule of uses.
- Outline of proposal (on plans scale 1:200).
- Sketch drawings showing height and scale of development.

Larger site may require extra information. If we need this we will let you know.

6. Declaration

I have read and understood the terms and conditions set out in this document, and agree to pay the initial consultation fee and all reasonable and agreed subsequent fees necessary to provide useful, comprehensive advice.

Signed _____ on behalf of _____ Date _____

Signed _____ on behalf of _____ Date _____

Signed _____ on behalf of _____ Date _____

Please sign this document and post it to us at 3rd Floor, Mercury House, Romford, RM1 3SL.