



Pre or Post planning application meeting request form
Reference: AF91493

Please read the [pre and post application advice](#) before completing the form.

Agents details

Title

First name*

Surname*

Address (Line 1)*

Address (Line 2)

Address (Line 3)

Town/City*

Postcode*

Phone number*

Email address*

Applicants details

Title

First name*

Surname*

Address (Line 1)*

Address (Line 2)

Address (Line 3)

Town/City*

Postcode*

Phone number*

Email address*

Site address

Address (Line 1)*

Address (Line 2)

Address (Line 3)

Town/City*

Postcode*

Your proposal

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.

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.

Signatories

1

Signed

on behalf of

Date

Please sign this document and post it to us at:

**Planning
c/o Town Hall
Main Road
Romford
RM1 3BD**