**Request for Pre-Application Discussion**

You must complete all fields

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| 1. **Applicant Details** | 1. **Agent Details (if applicable)** |
| Name: | Name: |
| Address:  Post Code: | Address:  Post Code: |
| Email address: | Email Address: |
| Contact Phone Number: | Contact Phone Number: |
|  | |
| 1. **Address or location of proposed development** | |
| Address  Post Code: | |
| OS Grid Ref: | |
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| 1. **Land Ownership (Tick the relevant ownership details)** | |
| Owner  Occupier  Leasee  Prospective Buyer | |
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| 1. **Please provide detailed description of the proposed development** |
| Description: |
| Site Area (hectares): |
| Please complete the following as it relates to your proposal (refer to Fee and Service Schedule for details):  Local category minor scale development:  Local category medium scale development:  Major category of development:  Advertisement:  Listed Building Consent:  Demolition in a Conservation Area:  Hazardous Substance Consent:  Tree Preservation Order/Works to Trees  In a Conservation Area: |
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| 1. **Current use of the buildings or land to which the proposed development relates** |
| Please tick the relevant box(es):  Advertisement  Residential  Commercial  Industrial  Agricultural  Other / specify |
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| 1. **Please indicate what you would like to discuss with us** |
| Relevant regional and local planning policies  Principle of development  Design  Access and Transport  Built Heritage/ Archaeology  Amenity  Flooding  Drainage  Biodiversity  Requirement for an Environmental Impact Assessment determination  Other (please specify)­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 1. **Please indicate if you would like consultation with statutory consultees** |
| No Consultations  Yes, please specify those to be consulted) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **For major category of applications, please specify consultees you request to attend the meeting** |
| Please specify name of consultee and reason you request their attendance:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 1. **If applicable, please provide dates when you are available to attend a meeting and indicate whether you wish the PAD meeting to be conducted in the office or remotely.** |
| List possible dates for PAD meeting  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please indicate whether you wish the PAD meeting to be conducted in the office or remotely.  Please note that office meetings will take place at the Council Offices, Cloonavin, 66 Portstewart Road, Coleraine, BT52 1EY  Office meeting  Remote meeting |
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| 1. **Information to submit** |
| Please refer to the Pre-Application Discussions Information Note 03 for guidance on the supporting information to be submitted with this form.  Please refer to the Pre-Application Discussion Fees Schedule for the relevant fee to be submitted with this form. |
| 1. **Freedom of Information Act 2000/Environmental Information Regulations 2004** |
| Generally, notes and correspondence relating to pre-application discussions are treated in confidentiality. However, information relating to these discussions may be subject to requests under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and we may be obliged to reveal details of the discussions. Your enquiry will not be treated as confidential once a formal planning application for the development has been submitted and it is in the public domain.  If you believe your pre-application discussion to be confidential, please explain your reason and the exemption under the above Act and Regulations. |
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| 1. **Privacy Notice and sharing of information** |
| Your information will be processed in accordance with the General Data Protection Regulations. A copy of our full Privacy Notice is available to view at <https://www.causewaycoastandglens.gov.uk/live/planning/gdpr> .  You should be aware that information related to your pre-application discussion may be shared with other service areas within this Council, Government Departments and external organisations for the purposes of providing advice. |
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| 1. **Declaration** |
| I confirm that all the information contained in this form is correct and that the response that I receive will be based on the information submitted.  I confirm that the advice I receive is informal advice only and is not legally binding to any future decision that the Council may make on any formal planning application that may be submitted.  I confirm that I agree to the sharing of the information contained in this form and accompanying supporting information with other sections of the Council, Government Departments and external organisations for the purposes of providing advice.  Signed Dated |
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