**Pro-forma 2017**

Date of Meeting:

Please provide **concise** information about the project to brief panel members in advance of the meeting. Please follow the format set out below deleting any criteria that are not relevant to the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scheme Information** | | |  | |
| **Name of Project &**  **Site address:** | | |  | |
|  | | |  | |
| **Attending Panel:** | | | | |
| Client / Developer | |  | | |
| Land Ownership | |  | | |
| Architect | |  | | |
| Landscape Architect | |  | | |
| Planning consultants | |  | | |
| Other consultants | |  | | |
|  | |  | | |
| **Project Team:** | | | | |
| Client / Developer | |  | | |
| Land Ownership | |  | | |
| Architect | |  | | |
| Landscape Architect | |  | | |
| Planning consultants | |  | | |
| Other consultants | |  | | |
|  | | | | |
| **Planning Information:** | | | | |
| Local Authority | | *Please include name of planning officer* | | |
| Type of application | | *Details here e.g. outline/full/reserved matters / other e.g. masterplan* | | |
| Statutory constraints | | *Outline here e.g. listed buildings, conservation areas* | | |
| Historic England | | *Outline Historic England involvement if relevant* | | |
| Public consultation process | | *Outline the public consultation process here* | | |
| Status of scheme | | *Please state whether scheme is confidential or in the public domain (i.e. subject of a planning application)* | | |
| Application No. if in planning | |  | | |
|  | | | | |
| **Project Data:** | | | | |
| Use | |  | | |
| Dwellings per hectare | |  | | |
| % affordable housing | |  | | |
| *Project budget* | |  | | |
| *Expected timescale for project* | | *Please insert key dates up to completion here* | | |
| Funding Bodies (in order our panel can declare interests) | |  | | |
|  | | | | |
| **Brief Project Description:** | | | | |
| Please provide a **brief factual description** of the project(**totalling no more than two A4 pages**) covering the following headings where applicable: | | | | |
| * Important constraints * Main elements of the brief * Site context * Built form | | | | * Access * Public realm and landscape design * Sustainability |
| ***A site plan, elevations or illustrations of your proposal would be useful to issue to the panel before the review day.***  ***PLEASE NOTE WE WILL NEED A DIGITAL COPY OF THE PRESENTATION SENT TO PLACES MATTER! AFTER THE PANEL MEETING.*** | | | | |
| **Contact details:**  ***Please ensure that all parties – designers, clients and local authority planners email and postal addresses are included*** | | | | |
| Architect / Designer | *Please insert name, organisation, address, email and telephone number here* | | | |
|  | | | | |
| Client / Developer | *Please insert name, organisation, address, email and telephone number here* | | | |
| Local Authority Planning Officer | *Please insert name, organisation, address, email and telephone number here* | | | |

|  |  |
| --- | --- |
| ***Invoice Details – MUST BE COMPLETED*** | |
| Name |  |
| Company Name (if applicable) |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| County |  |
| Postcode |  |
| Purchase Order Number (if required) |  |
| Contact Telephone Number |  |
| Contact Email address |  |