

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
Type of application

Statutory constraints
Historic England
Public consultation process
Status of scheme

Application No. if in planning

Please include name of planning officer

Details here e.g. outline/full/reserved matters / other e.g. masterplan

Outline here e.g. listed buildings, conservation areas

Outline Historic England involvement if relevant

Outline the public consultation process here

Please state whether scheme is confidential or in the public domain (i.e. subject of a planning application)

Project Data:

Use
Dwellings per hectare
% affordable housing
Project budget

Expected timescale for project
Funding Bodies (in order our
panel can declare interests)

Please insert key dates up to completion here

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