**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 |  |