Planning and Sustainable Development Communities, Housing and Infrastructure Aberdeen City Council

Business Hub 4 Ground Floor North Marischal College Broad Street Aberdeen

AB10 1AB

**Pre-Application Advice Request Form**

Please familiarise yourself with the Aberdeen City Council [pre-application protocol](http://www.aberdeencity.gov.uk/planning_environment/planning/planning_sustainable_development/pla_planning_preapp_enqs.asp) prior to completing this form. If you have a query relating to your pre-application enquiry please contact us at the above e-mail address or by telephone on 03000 200292.

Please return by email to pi@aberdeencity.gov.uk or by post to the above address.

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| **1** | **Your details** |
| Applicant / Agent name: |  | Are you an applicant or an agent? |  |  |
|  |
|  |
| Address: |  |
|  |
| Contact Tel No: |  | Email: |  |
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| **2** | **Location of proposed development** *(Please provide the address of the development site or building. If there is no known address, please identify/describe the location of the development site)* |
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| **3** | **The existing (or last known) use** (*Please confirm the existing or last known use of the site)* |
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| **4** | **Description of proposal** *(Please provide an accurate, detailed written description statement of the proposed development)* |
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| **5** | **The sought form of pre-application advice** *(Please confirm how you wish to receive your pre-application advice. Please complete section 7 if you are requesting a meeting*) |
| **A Written Statement via Email A Written Statement via Post Via Meeting(s)** |  |
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| **6** | **Plans and supporting information checklist** (*Please confirm which of the following information has been submitted with this pre-application request. At a minimum, a location plan, scaled layout plan (using typically 1:500/1:200/1:100) are required. Please see the pre-application protocol for further details)* |
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| Location plan |  |  |
| Scaled layout plan (using typically 1:500/1:200/1:100) |  |
| Elevation drawings |  |
| Sketches of the proposal |  |
| Trees on the site |  |
| Existing and proposed parking on site |  |
| Draft design statement |  |
| Photographs |  |
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| **7** | **Other information** *(Please provide any other information that you would like us to take into account when considering your proposal/request for advice. Please highlight here if any information should be exempt from a Freedom of Information Request under the Freedom of Information (Scotland) Act 2002.)* |
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**8**

**Date**