

Pre-Application Advice Request Form

Please familiarise yourself with the Aberdeen City Council [pre-application protocol](#) 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.

1 Your details	
Applicant / Agent name: <input type="text"/>	Are you an applicant or an agent? <input type="text"/>
Address: <input type="text"/>	
Contact Tel No: <input type="text"/>	Email: <input type="text"/>

2 Location of proposed development <i>(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)</i>
<input type="text"/>

3 The existing (or last known) use <i>(Please confirm the existing or last known use of the site)</i>
<input type="text"/>

4 Description of proposal <i>(Please provide an accurate, detailed written description statement of the proposed development)</i>
<input type="text"/>

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)

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)*

Location plan	<input type="checkbox"/>
Scaled layout plan (using typically 1:500/1:200/1:100)	<input type="checkbox"/>
Elevation drawings	<input type="checkbox"/>
Sketches of the proposal	<input type="checkbox"/>
Trees on the site	<input type="checkbox"/>
Existing and proposed parking on site	<input type="checkbox"/>
Draft design statement	<input type="checkbox"/>
Photographs	<input type="checkbox"/>

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.)*

8 Date