

Request for Place Review

Town and Country Planning Act 1990
Local Government Act 2003

Engagement Protocols

I have read the Council's Customer Advice Note 1 on pre-application advice which includes detailed information on the Place Review Panel (PRP) + the Terms of Reference document for the PRP – in line with details outlined in these notes, I request the views of the Place Review Panel on the proposed development of the site detailed overleaf. I understand that no review service can be provided until such time as associated fees have been paid. I understand that I must check who all the panel members are and their associated companies (available in the Terms of Reference document) and declare any conflicts of interest in writing to the case officer as soon as possible, and a minimum of two weeks prior to the review taking place.

With all place review processes covered by this Place Review service request form, the Council will select the appropriate multi-disciplinary panel members to address the key issues of the scheme. The panel will provide independent advice on the proposed development.

Place Reviews are a specialist service, particularly important for major, complex and strategic developments undergoing the DTS pre-application process. It will act as a gateway to the Planning Committee. Applicants will be advised to undergo a first place review at as early a stage as possible – where possible, this will be integrated into the project programme and PPA during the inception meeting to include the first review as well as follow up reviews where it can be envisaged it would be required. Where possible, the number of reviews must be specified in the below form.

Place Reviews will also be available as part of the post submission services offered – depending on the scale and complexity of the scheme, they may be highly advisable during reserved matters and occasionally during discharge of conditions stages, as well as detailed application elements of a large outline planning application.

Please note that the Council will screen your request to ensure that the level of service you have requested is appropriate for the development proposed. Reviews will not take place until fees have been fully paid. Details of review fees are outlined in this form and dependent on the whether it is a first review, a follow up review or a post-submission review.

Panel members are to provide independent, impartial, non-statutory and impartial place critique and design advice for development proposals, such advice (verbal or written) to be provided on the basis that Applicants are strongly advised by the Place Review Panel that the panel feedback is not actioned until officially fed back into the pre-application process by Council officers and that any advice which is actioned before this is fed back into the pre-application process will be done at the Applicant's own risk. To avoid any conflicts, the applicant team must not discuss their scheme with any panel member outside of the review session – any queries must be directed via Council officers.

Freedom of Information Act 2000

Under this legislation, there is a presumption that Councils should disclose information (including pre-application information) to the public unless its disclosure would adversely affect the interests of the person who provided the information (Regulation 12(5) EI Regulations).

Do you wish the Council to treat pre-application information relating to the review advice as confidential?

Yes No

If you have ticked yes, then you will need to set out overleaf the reasons why and for how long any information needs to remain confidential – which should refer to the Regulations and specifically Regulation 12(5)

Please be aware that if the Council subsequently receives a request to disclose pre-application information, it is under a duty to consider why the information cannot be disclosed at that time. If you have ticked yes, we will contact you to see whether circumstances have changed and whether you still require for pre-application information to remain confidential before we make a decision around disclosure. **The Council retains absolute discretion on the disclosure of any information it holds.**

1. Contact Details

APPLICANT: _____
NAME: _____
ADDRESS: _____
ADDRESS: _____
ADDRESS: _____
CONTACT NO: _____
EMAIL: _____

AGENT: _____
NAME: _____
ADDRESS: _____
ADDRESS: _____
ADDRESS: _____
CONTACT NO: _____
EMAIL: _____

2. The Site

SITE ADDRESS: _____

CURRENT USE: (if vacant please list last known use)

SITE AREA: _____ ha/m²

3. The Proposal

PLEASE PROVIDE A DESCRIPTION OF YOUR PROPOSAL:

4. Service Requested

- | | | | | |
|--------------------------|------------------|------------------------|-------------------|---|
| <input type="checkbox"/> | Service Level A: | First Place Review | £4,000 (plus VAT) | |
| <input type="checkbox"/> | Service Level B: | Follow-up Review | £3,500 (plus VAT) | <input type="checkbox"/> No. of reviews |
| <input type="checkbox"/> | Service Level C: | Post Submission Review | £3,500 (plus VAT) | <input type="checkbox"/> No. of reviews |

5. Fees

LEVEL OF SERVICE: _____
NUMBER OF REVIEWS: _____
TOTAL FEES TO BE PAID: _____

6. Methods of Payment

NOTE: Please quote the unique reference number '400060PRP' when using any of the below payment methods.

By Cheque: Cheques to be made payable to Croydon Council – send to address at the end of the form.

By BACS: You will need the following details - Natwest Bank PLC
Sort Code: 57-10-70
A/C No: 01000624

Please make it clear when the payment is sent through via your bank that it relates to a pre-application submission and the address it relates to, as well as the Place Review. Please email a copy of your banks receipt to SpatialPlanning@croydon.gov.uk and 'cc' Ruth.Coulson@croydon.gov.uk and our revenue control team at: REVENUECONTROL@croydon.gov.uk once you know the payment has gone through. BACS takes three days to clear into our account.

Please quote the unique reference number **400060PRP** when using any of the above payment methods so that it is logged as a payment for the Place Review Panel.

7. Confidentiality

REASONS WHY INFORMATION NEEDS TO BE TREATED AS CONFIDENTIAL:

8. Declaration

I hereby agree to the engagement protocols and request the service indicated above. I agree to pay the fees for the service at least two weeks prior to the review taking place.

SIGNED: _____

DATE: _____

Please send completed form and additional documents to:

Spatial Planning
6th Floor, Zone B
Bernard Weatherill House
8 Mint Walk
Croydon
CR0 1EA

OR email to: SpatialPlanning@croydon.gov.uk and Ruth.Coulson@croydon.gov.uk