

# Development Management



## Pre-Application Planning Advice Form

Please complete all sections using BLOCK CAPITALS. You may complete and submit this form electronically or by hand.

Contact Name:
Contact Address:
Contact Telephone:
Contact Email Address:

### Address of proposed development

Include postcode or grid reference if open land. If sales particulars or other relevant details are available online, provide details.

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### Description of proposed development

Provide as much information as possible.

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### The following should be submitted to enable an assessment to be made

Required	Included: Yes / No
All dimensions/scales in metric.	
Location plan (scale 1:1250 or 1:2500) with the site outlined in red.	
Indicative drainage details (if relevant).	
Indicative access details (if relevant).	

<b>Additional Information</b> All dimensions/scales in metric.	<b>Included:</b> <b>Yes / No</b>
Photographs of the site.	
Site layout plan (scale 1:500 or 1:200).	
Sketches and/or elevations of the proposed development.	

**List any other submitted information, documents or plans which may aid consideration of the proposal (if relevant).**

**Declaration**

I confirm that all information submitted in support of this advice request is, to the best of my knowledge, true and accurate. I understand that any advice provided will be based on the information available and the planning polices and site constraints prevailing at the time, and any advice provided is without prejudice to any subsequent decision made by the Council on receipt of any subsequent formal planning application.
Name:
Date:

The form can be completed electronically. Please send completed forms, with all accompanying information, documents or plans by email to [planning@orkney.gov.uk](mailto:planning@orkney.gov.uk). If you have any queries regarding completion of this form contact Development Management on 01856873535 extension 2504, between the hours 10:00 to 12:00 and 14:00 to 16:00, Monday to Friday, and ask for the ‘duty planner’.

Alternatively this form can be typed and printed, or printed and completed by hand. Please post completed forms to Development Management, Development and Infrastructure, Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.