

**Q1 Site address**

Address

Town  Post code

**Description of development**

**Q2 Developer team**

**Main point of contact**

Name

Address

Town  Post code

Telephone  Email

**Secondary point of contact, should the first be unavailable**

Name

Address

Town  Post code

Telephone  Email

### Q3 Council team

#### Main point of contact

Name

Address

Town

Post code

Telephone

Email

#### Secondary point of contact, should the first be unavailable

Name

Address

Town

Post code

Telephone

Email

### Q4 Key milestones

4.1 Pre-application meeting date(s):

4.2 Draft submission date:

4.3 Comments to draft submission by (if deemed necessary):

4.4 Submission date:

4.5 Consultation period ends:

4.6 First review meeting to be held by:

4.7 Second review meeting (to discuss issues raised by FRM) by:

4.8 Member briefing (if required):

4.9 Committee date (if required):

4.10 Circulation of draft conditions for review date:

4.11 Agreed deadline for issuing of decision:

4.12 Agreed deadline for issuing of S106 (if required):

## Q9 Declaration

By entering my name into the below signature field (electronically or by pen) I/we confirm that, to the best of my knowledge, the information entered into this form are true and accurate and any opinions given are genuine opinions of the person(s) giving them:

### On behalf of the developer

Signed

Print name if hand written

Date (DD/MM/YYYY)

### On behalf of the council

Signed

Print name of hand written

Date (DD/MM/YYYY)



**Print this form for your records**