

# Urban Design Panel Application

## Applicant Details

|   |      |           |
|---|------|-----------|
| Name of Applicant:                        |      |           |
| Contact Person (if different from above): |      |           |
| Address for Service:                      |      |           |
|   |      | Postcode: |
| Phone:                                    | Fax: | E-mail:   |

## Project Details

|   |            |
|---|------------|
| Name of Project:  |            |
| Project Address:  |            |
| Legal Description:  | Site Area: |
| Project Team Members who will attend the Panel Hearing:                               |            |
| Description of Project ( <i>give details</i> ):                                       |            |
|   |            |
|   |            |
|   |            |
| * <b>Note:</b> Any additional information should be submitted on a separate sheet(s). |            |

## Specific Information Required

Please ensure your application is complete. Applicants are requested to advise the panel administrator at least 15 working days before a meeting of their intention to make a presentation to the panel. Please provide an electronic version of the following to the administrator at least 2 working days beforehand. **PLEASE NOTE all documents must:**

- **Be submitted electronically in one combined PDF file.**
- **Drawings to be scaled to A3 size only.**
- **All drawings should have a clear title (i.e. each page).**

- A completed panel application form.
- Aerial (1:1000 min. scale) of the site and surrounding area.
- Ground level photos of the site and surrounding properties.
- Site and floor plans of the development.
- Elevation plans of the development.
- Landscaping and parking plans.
- A plan showing pedestrian and vehicle access into and through the site.
- A list of the main materials, colours and textures to be used.
- Perspective(s) at key surrounding streets or public spaces which show the proposal in its neighbourhood context. (Simple sketches or wire frames are acceptable.)
- A design rationale which explains why the project has been designed in a certain way.

## General Information Required

Have you confirmed a date with the panel administrator?

- Yes      If yes, what date is confirmed? \_\_\_\_\_  
 No      If no, please confirm a date before submitting your application.

### Attendance at the Panel Hearing

Is your project confidential?    Yes    No

Do you require any of the following for your presentation?

- Data Projector  
 Laptop  
 Screen

**Print Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
*(Person making application or authorised agent)*

**Date:** \_\_\_\_\_