**Request for Street Design Review**

Please complete all sections of this form. This form can be filled in electronically. Please email your completed form to [majorpreapps@highland.gov.uk](mailto:majorpreapps@highland.gov.uk)

Once you submit this initial application form you will receive an acknowledgement letter which will include your planning reference number. Once received, please upload all supporting information using the [ePlanning.scot Portal](https://www.edevelopment.scot/eDevelopmentClient/CustomPages/login.aspx) by selecting the Post Submission Additional Documents (PSAD) form and attach your documents.

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| |  |  | | --- | --- | |  | Yes | |  | No | | Do you wish for the information submitted and the advice given to remain confidential until the time of any future planning application? If yes, please send a covering letter/email explaining why you require it to be confidential. Please note that the Council will only withhold information if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. |

**1a. Applicant Details 1b. Agent Details**

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| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
| Address |  |  | Address |  |
| Telephone Number |  |  | Telephone Number |  |
| E-mail Address |  |  | Email Address |  |

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| **2. Address of Proposed Development (including Postcode)** |
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| **3. Topics/Areas you wish to seek feedback on at meeting (please give as much information as possible)** | | | |
|  | Street hierarchy |  | Car and Cycle parking |
|  | Street forms |  | Bus provision / connection |
|  | Adoptable limits |  | Refuse storage and collection |
|  | Active travel connectivity / permeability |  | Road’s drainage |
|  | Structural issues |  | Street lighting |
|  | Other issues (specify below) | | |

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| **4. The following details of the proposed development need to be submitted to enable an assessment to be made: (please indicate if enclosed)** | | | |
|  | Location Plan  (Mandatory) |  | Existing Site Level information |
|  | Proposed development layout |  | Intended street layout and hierarchy |
|  | Different street forms for the proposed hierarchy |  | Other; |
| Please identify any other additional information to be submitted based on the topics selected in Section 3 | | | |

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| Any other useful documents/plans which you feel may aid in the consideration of the proposal |
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| **5. Major Pre-Application Advice** |
| Have you used the Highland Council’s Major Pre-Application advice service?  **Yes**  **No**  If Yes please state the reference number. |

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| **6. Make payment** | |
| There is a fee to deliver this value added service, please check our [Other Planning and Environment Fees and Charges document](https://www.highland.gov.uk/downloads/file/20630/other_planning_and_environment_fees_and_charges_-_applicable_as_of_1_april_2019) for more details on how much you need to pay. See Street Design Review. | |
| **Make sure you pay the correct fee**  To assist with calculating how much you need to pay please use the [Planning Fee Calculator](https://www.eplanning.scot/ePlanningClient/CustomPages/feecalculator.aspx) and our [Planning application charges](https://www.highland.gov.uk/downloads/file/1375/planning_application_charges)  **To Pay**  Payment should be made when completing this application form using the Council's [PAY button](https://www.highland.gov.uk/pay) and select [Planning and building Standards payment form](https://self.highland.gov.uk/service/Planning_and_Building_Standards_payments?noLoginPrompt=1).  Quote your payment reference below.  For more information on other ways to pay, please visit our [Planning Payment options page](https://www.highland.gov.uk/info/180/planning_-_applications_warrants_and_certificates/143/planning_permission/3). | |
| **Please quote your on-line payment reference here e.g. (FSXXXXXXX)** |  |

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| **8. Preferred meeting date** |  |

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| I can confirm that I understand that any advice provided under this service will be given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time, and any views expressed are not intended to prejudice the Council’s determination of any subsequent formal planning application. | | | |
| Signed |  | Date |  |
| Print Name: |  | | |

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| **Please send your completed form to:** | |
| eProcessing Team  Highland Council  Headquarters  Glenurquhart Road  Inverness  IV3 5NX | Email to: [majorpreapps@highland.gov.uk](mailto:majorpreapps@highland.gov.uk) |

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| Please note submission of this form and the supporting information must be received by us a minimum of 4 weeks before the date of a street design review meeting. |