

Stage 1 of 3:

Pre-application Consultation

The first stage in the planning application process is pre-application consultation, sometimes known as 'pre-planning'. During the pre-application stage you can meet with your planning authority to discuss your development proposal before you prepare your planning application. This service is free of charge and can save time and money.

1 Inform Yourself

Development Plan

Local Area Plan

Available at your planning authority's website/office.



2 Complete your Pre-application Request

Application Form

Site Location Map

Site Layout Plan

Sketches of your Development Proposal

Please visit your planning authority's website/office to determine what technical documents are required to support your pre-application consultation request. Most planning authorities have an online consultation request form. Please visit the 'Pre-application Consultation' page on the OPR's website to view the pre-application consultation form index, an animated explainer video and further information on this topic.



3 Submit your Request

A response should be received from your planning authority generally within **four weeks**.



4 Pre-application Consultation

Where: The pre-application consultation can happen over the phone, video call, at a planning clinic or at the planning authority's office.

What will happen: The planner will review the submitted information and will advise on the procedures involved in considering a planning application, the requirements of the permission regulations and the relevant objectives of the development plan which may have a bearing on the decision of the planning authority.



5 Reflect

After the pre-application consultation you need to make a decision as to whether to proceed with the planning application. You may need to seek specialist advice to assist in preparing your application and to resolve any issues that were identified.



6 Ready to Apply for Planning Permission

Please visit the Stage 2 flowchart on 'Preparing and Submitting Your Planning Application' for the next steps in the planning application process.

