**Referral form**

Oxford Design Review Panel

The purpose of this form is to ensure that we have sufficient information to initiate design review services for a scheme. Please complete all the sections and email the completed form to mcordell@oxford.gov.uk

**OCC Case Officer name: > Choose an item.**

**Date of form completion > Click or tap to enter a date.**

**Project details**

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| --- | --- |
|  |  |
|  Project title: Site address  |            |
|  Brief Project Description: |       |

**Is this project a current planning application?**  **Yes**  [ ]  **No**  [ ]

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If **Yes**, Please state the application number:

If **No**, at what stage is the project at?

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 **Type of review required:**

[ ]  Design Workshop (£7,500 + VAT)

[ ]  Full Design Review (£7,500 + VAT)

[ ]  Design Workshop – Full day (£9,500 + VAT) [ ]  Design Review – Full day (£9,500 + VAT)

[ ]  Desktop review (£5,500 + VAT)

***Cancellation clause:*** *If the review is cancelled 14 days prior to the date of the review/ workshop then the full fee will be due from the applicant.*

**Preferred date(s) for review: Click here to enter a date.**

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|  Additional text        |

**Preferred venue for the review:**

[ ]  Scheme being reviewed can offer a suitable venue close to the site at:

[ ]  Book Oxford Town Hall: **Half day rate £350 Full day rate £550** includes teas, coffee and AV,

 (lunch if required will incur an extra cost, please enquire)

**Contact information:**

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| --- | --- |
| **Lead contact** |  |
| **Organisation** |  |
| **Address** |  |
|  | Tel: | Email: |

|  |  |
| --- | --- |
| **Architect name** |  |
| **Organisation** |  |
| **Architect Address** |  |
|  | Tel: | Email: |

|  |  |
| --- | --- |
| **Applicant name \*** |  |
| **Organisation** |  |
| **Applicant Address** |  |
|  | Tel: | Email: |

**\*** Please note the Applicant stated above will be invoiced for the Design Review Service so do ensure

that the correct company details are completed in order that the invoice can be settled promptly.

**Any other information**

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Once we have received the completed form we will be in contact to move the process forward.

**Further information**

If you have questions about the design review services, please contact:

**Maura Cordell,** ODRP coordinator

**Tel:** 01865 252246

**Email:** mcordell@oxford.gov.uk odrp@oxford.gov.uk