



GOVERNMENT OF BERMUDA  
Department of Planning

## **A Guide to Pre-consultation Meetings**

A complete application and an understanding of the approvals process are required to increase the efficiency of the review and consideration of planning applications. At the request of the applicant the Department of Planning will schedule pre-consultation meetings, particularly on major applications. The meeting will provide the applicant with an understanding of the application process and requirements in advance of the submission of a formal application.

### **What is the intent of a pre-consultation meeting?**

- A without prejudice exchange of information between the applicant and the Department of Planning.
- The applicant provides the Department of Planning with information on the proposal and desired outcome.
- The Department of Planning provides the applicant with information on planning regulations, applicable policies, studies and plans required for a complete application and any special requirements to improve the application experience for the applicant.

### **What projects would benefit from a scheduled pre-consultation meeting?**

- Major development applications
- Applications which involve Listed Buildings, Historic Protection Areas, Agricultural or Woodland Reserve areas
- Any properties with environmentally sensitive features

### **How is a pre-consultation meeting scheduled?**

- Pre-consultation meetings must be scheduled in advance
- To schedule a pre-consultation meeting contact the Senior Development Control Officer at 297-7810

### **Who may attend on behalf of the Government of Bermuda?**

- Department of Planning staff from Development Control




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**Who should attend on behalf of the applicant?**

- Depending on the nature and location of the application Forward Planning, Heritage, Conservation Services and Works and Engineering staff may attend
- The applicant should ensure individuals who can fully explain the proposal be in attendance at the pre-consultation meeting, this typically means the agent, planner, engineer or architect retained by the applicant.

**What should the applicant bring to the pre-consultation meeting?**

- A clear concept of the development proposal and the desired outcome
- Legal description of the property
- Legal survey of the property
- Details on the natural environment conditions on the site i.e.) caves, woodlands, coastal areas and agricultural areas
- Preliminary site plan
- Preliminary building elevations
- Preliminary floor plans

*Please note: For the avoidance of doubt the preliminary assessment of an application during a pre-consultation meeting constitutes planning officer opinions only. Comments provided in pre-consultation meetings are done so without prejudice to the formal determination of any subsequent application. Planning officers make recommendations on applications and are not the approval authority of applications.*

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