**[PROJECT NAME]**

**[APPLICANT NAME]**

**Inception Meeting agenda template**

This document establishes the preferred format for the agenda for the Inception Meeting. Any required or requested additions or amendments should be discussed and agreed with the Planning Inspectorate’s project team in advance of the Inceptions Meeting.

Further information about the Inception Meeting can be found in [our Pre-application Prospectus](https://www.gov.uk/guidance/nationally-significant-infrastructure-projects-2024-pre-application-prospectus) and in [government guidance about the pre-application procedure](https://www.gov.uk/guidance/planning-act-2008-pre-application-stage-for-nationally-significant-infrastructure-projects).

**[PROJECT NAME]**

[DATE AND TIME]

[MS TEAMS LINK]

Attendees:

|  |  |
| --- | --- |
| **The Planning Inspectorate** | |
| **Name** | **Role** |
|  |  |
|  |  |
|  |  |
| **For and on behalf of the Applicant** | |
| **Name** | **Role and organisation** |
|  |  |
|  |  |
|  |  |

**Agenda**

**1. Welcome and introductions (All)**

1. Section 51 advice (PINS)
2. Security and protection of information policy (PINS)

**4. The Proposed Development (App)**

1. Detailed description of the Proposed Development
2. Consenting programme and introduction to the pre-application Programme Document
3. Early engagement with statutory bodies and local authorities, and other stakeholder engagement to date
4. Environmental constraints and issues
5. EIA Scoping
6. Environmental surveys
7. Preparing the draft Development Consent Order, including any novel approaches to drafting
8. Land and rights: Scope of compulsory acquisition etc powers sought and potential constraints and issues
9. Consultation (statutory and non-statutory)
10. [Welsh language]
11. Submission date

**5. The pre-application service offer (App)**

1. The service tier requested by the applicant, including justification
2. [The Fast Track procedure]
3. The position of affected statutory bodies in relation to the requested service tier
4. Primary service features (and availability of templates)
5. Use of supplementary components (and availability of templates)
6. Draft Documents review service
7. Risks, including change requests (PINS)

**6. Practical Arrangements (PINS)**

1. Confirming the pre-application tier service and invoicing
2. Updates to project information for [Find a National Infrastructure Project](https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN010115/s51advice/EN010115-Advice-00011)
3. Project email account
4. Statutory Instrument Template access
5. Contacts

**7. Next Steps (All)**

**8.** **AOB (All)**