

Planning Application Validation Checklist

APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition, except that they should be made in writing. However, you may submit the following to help with the process:

- 1no. Completed form preferably; or alternatively details of Name, address or email details of the person to which correspondence should be submitted, relevant planning permission reference no/s. together with the correct condition/s the request relates to.
- 1no. Copies of plans which show the land to which the application relates drawn to an identified scale and showing the direction of North.
- 1no. Copies (unless electronically) of other plans and drawings or information necessary to describe the subject of the application.
- 1no. Fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Photographs/Photomontages
- Planning Statement
- Samples of Materials
- Details of any pre-application advice sought from a Planning Officer (please indicate dates of correspondence or discussion with a named officer :

Occasionally, other supporting information may be required. In these circumstances, the Case Officer will advise you as appropriate.

Please return this checklist with your application.