



## **National and Local Checklist Guidance for Applications for Non-Material Minor Amendment Following the Grant of Planning Permission**

All applications must be accompanied by the appropriate fee. All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

This note is for guidance only and the Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

### **National Requirements**

#### **1. Application Form**

The completed application form should be signed and dated including a clear and concise description of the proposed development. A signature is not required on electronic submissions.

#### **2. Supporting Information**

The application should be supported by sufficient information to discharge the relevant conditions. Where supporting plans/documentation is required the submitted details should comply with the relevant guidance note in respect of the nature of the original application.