



National and Local Checklist Guidance for Applications for Approval of Details Reserved by Condition

All applications must be accompanied with 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.