Application for approval of details reserved by condition.

Town and Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites
Please note that the information provided on this application form and in supporting documents may be published on the Authority’s website. If you require any further clarification, please contact the Authority’s planning department.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

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<th>1. Applicant Name and Address</th>
<th>2. Agent Name and Address</th>
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4. Pre-application Advice
Has assistance or prior advice been sought from the local authority about this application?  
[ ] Yes  [ ] No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently). Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:
Reference:
Date (DD/MM/YYYY):
Details of pre-application advice received?

5. Description Of Your Proposal
Please provide a description of the approved development as shown on the decision letter, including the application reference number and date of decision in the sections below:

Reference number:  
Date of decision: (Date must be pre-application submission) (DD/MM/YYYY)

Please state the condition number(s) to which this application relates:

1.  6.  
2.  7.  
3.  8.  
4.  9.  
5.  10.  

Has the development already started?  
[ ] Yes  [ ] No

If Yes, please state when the development started (DD/MM/YYYY):

Has the development been completed?  
[ ] Yes  [ ] No

If Yes, please state when the development was completed (DD/MM/YYYY):

6. Discharge Of Condition
Please provide a full description and/or list of the materials/details that are being submitted for approval:

7. Part Discharge Of Condition(s)
Are you seeking to discharge only part of a condition?  
[ ] Yes  [ ] No

If Yes, please indicate which part of the condition your application relates to:
8. Planning Application Requirements - Checklist
Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form: ☐
The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: ☐
The correct fee: ☐

9. Declaration
I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant: _____________________________
Or signed - Agent: _____________________________

Date (DD/MM/YYYY): ____________________________
(date cannot be pre-application)

10. Applicant Contact Details
Telephone numbers
Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

11. Agent Contact Details
Telephone numbers
Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

12. Site Visit
Can the site be seen from a public road, public footpath, bridleway or other public land? ☐ Yes ☐ No
If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)
☐ Agent ☐ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:
Contact name: _____________________________
Telephone number: _____________________________
Email address: _____________________________
There are no national requirements for applications for the approval of details reserved by condition except that they should be made in writing and be accompanied by the appropriate fee. However, you may submit the following information:

Completed Application Form with Signed and Dated Declaration

Other Drawings/Details Relevant to the Application (All plans should include paper size, key dimensions and scale)

Application Fee

Please see the Authority’s Fee Sheet for further information.

Please do not hesitate to contact the Development Management Administration Team if you require further assistance.