

# APPLICATION FOR NON-MATERIAL MINOR AMENDMENT TO A PLANNING PERMISSION

## PART I - COMPULSORY REQUIREMENTS

Planning applications may be submitted either as a 'hard copy' or as an on-line application. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

**Please Note: It is a MANDATORY REQUIREMENT to fill in this checklist for all applications.**

### All Plans:

- Marked "Do Not Scale", or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

<b>The completed application form</b>	<b>YES</b> →	The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants <b>MUST</b> answer <b>ALL</b> the questions.
		Requirement Included Please tick <input type="checkbox"/>
<b>The correct fee</b>	<b>YES</b> →	Most planning applications incur a fee. These are described in <a href="#">Communities and Local Government (CLG) Circular 04/2008, Planning-Related Fees</a> . The <a href="#">Planning Portal</a> includes a fee calculator for applicants
		Requirement Included Please tick <input type="checkbox"/>

**Reason not included:**

**Drawings (including floor plans and elevations)**

**YES**

Drawings need to be submitted showing the proposed non-material minor amendments to the building.

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size). The drawings should explain the proposal in detail and clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is the case.

Plans must show the direction of North, and elevations marked appropriately, ie north, northeast, etc. (facing the direction in question).

**Requirement Included Please tick**