



Application for approval of details reserved by condition on a planning permission – Validation Checklist

What information do I submit with my application?

National Requirements¹

Forms

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

- Completed form entitled 'Application for Approval of Details Reserved by Condition'.
- A plan drawn to a suitable scale, which identifies the land to which the application relates, and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans, layouts, elevations and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically).

Other Information

- The fee is £34 per request for householder permissions and £116 for any other form of permission. The fee is charged for each 'request' and this can be for any number of conditions on a particular planning permission. If you wish to revise subsequently approved details further there will be a fresh charge.
- In minor cases where we do not need to notify consultees we will seek to deal with your request as quickly as possible, normally using Delegated powers.
- If the Authority is unable to give confirmation of a decision within 12 weeks from receipt of a valid application then the fee will be refunded. However, it is our intention to determine all such applications expeditiously, including refusal of those applications where we consider that the applicant has failed to supply sufficient information to discharge the condition.

Local Requirements

- ALL plans must include a scale bar.
- If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
- It is important that the applicant reads the relevant condition carefully in order to ascertain the nature of any supporting information that is requested. Attention should be given to details such as the content and authorship of reports, the provision of suitable illustrative materials such as photographs, and ensuring that drawings are of an appropriate format.
- Details submitted when more than one condition is applied for should be clearly marked up stating which condition the information relates to.

¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

Finally.... It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

The Council has a dedicated mailbox for submitting electronic applications - planninghub@barrowbc.gov.uk

Using this mailbox you can:

- submit applications (up to 20MB).
- pay online securely via emailed link to applicant or agent.
- request editable versions of all forms.
- order ordnance survey plans (pdf format).

If you would like more information or would like to speak to someone about electronic planning applications please contact Pam Kayes on the number shown below.

Contact us:

Policy Regeneration and Information
Development Control
Town Hall
Duke Street
Barrow-in-Furness

LA14 2LD Tel 01229 876387 or Email: planningapp@barrowbc.gov.uk