

VALIDATION CHECKLIST: APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION FOLLOWING GRANT OF PLANNING PERMISSION OR A LISTED BUILDING CONSENT

Town and Country Planning Act 1990

Planning (Listed Buildings and Conservation Areas) Act 1990

An application for approval of details reserved by a condition will be necessary where a condition in a planning permission or a listed building consent requires details of a specified aspect of the development which was not fully described in the original application.

These details need to be submitted for approval before the development can begin. As such, an application for approval of details reserved by a condition is not an application for planning permission or listed building consent.

We encourage you to submit all applications online via the [Planning Portal](#). There are no standard national requirements for applications for approval of details reserved by a condition except that they should be made in writing and that the Local Planning Authority should determine them within 8 weeks of the application being validated.

National List of Requirements

Requirements	Guidance Notes
None	

Local List of Requirements

Requirements	Guidance Notes
Completed application form	Planning Portal application form must be completed in full, signed and dated; or alternatively full details of the application should be set out in a letter. This should include details of: <ul style="list-style-type: none"> • the permitted application; • the condition(s) you wish to get approved; • details of how you intend to meet those conditions (for example, details of the materials to be used or style of the work); and • contact information so that the Council can respond to your application.
The appropriate fee	Required – see fee list before submitting your application. You can make a payment by debit or credit card by calling us on 020 7525 5403 between 10:00 and 16:00, Monday to Friday.
A copy of other plans and drawings or information necessary to describe the subject of the application in full	All submitted plans and drawings must have written dimensions. A scale bar for the scale of all plans must be shown. The scale shown on the submitted plan(s) must also state the paper size at which the scale applies, e.g. Scale 1:200 at A3. This information is required to provide clear information on the scale to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.