

Guidance Notes for:

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.

You can apply by writing a letter to your authority detailing the permitted application, the condition(s) you wish them to approve, and details of how you intend to meet those conditions (for example, details of the materials to be used or style of the work). You should also include contact information so that the authority can respond to your application.

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing and that the authority should determine them within 8 weeks of the application being validated.

However, individual authorities may have 'local level requirements' that require certain information or supporting documents (such as plans or photographs) to be submitted with the application. These requirements should be available to view on the authority's website or can be confirmed by contacting the authority directly.

Alternatively, applicants may wish to use the Planning Portal's online application system or standard paper forms to set out the details which they would like the local planning authority to consider for approval.

If using one of these options, applicants will be required to attach a site location plan and plans of the proposed work (which will usually be the same documents that were submitted as part of the approved application to which the conditions requiring approval relate).