

Revisions and Amendments to Planning Applications and Extensions of Time

The Council expects that upon receipt of an application it will be supported by the relevant information and able to be fully assessed and determined as submitted. It is the responsibility of you as an applicant and/or agent to ensure that the correct information is submitted with any application. Whilst it is noted that the Council does not currently have a local list, article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 requires the submission of any other plans, drawings and information necessary to describe the development which is the subject of the application.

The Council has discretion whether to request or accept amendments to an application under consideration and our normal position is not to seek or accept amendments after validation. We encourage the use of the pre-application advice service where we can identify what information may be required to support your application. By using our pre-application advice service, you can also obtain an informal opinion about the acceptability of your proposals. It is noted that not all relevant consultees will engage directly with our pre-application service, but where this is the case, these will be highlighted through our written advice. When you use our pre-application advice service, we will also identify the supporting plans and documents that will need to provide with your application; this will be based on the information available to us at the time of providing the advice.

Any negotiation should be initiated by the Council. Applicants should not submit amendments or additional information once the application is valid unless invited to do so by the case officer. Should uninvited plans or amendments be received they may be returned to you. In all circumstances, you should submit amended plans directly to the relevant case officer.

Guidance on amendments

This guidance will help you understand when the Council will/will not request or accept amendments to planning applications.

When we decide if we will negotiate amendments, the considerations could include:

1. If the amendment or change would likely result in a materially different development such that a new application should be submitted (this can include a material change to the description of development),

2. Whether the changes would make the development acceptable without raising other issues, and
3. Whether it will be necessary to re-consult or re-publicise the application.

Applications will generally be categorised as follows:

1. The application is acceptable as submitted – **approve**
2. The proposal is considered unacceptable as submitted but could be made acceptable subject to minor amendments or additional information. It is at the discretion of the local planning authority whether to accept such changes, to determine if the changes need to be reconsulted upon, or if the proposed changes are so significant as to materially alter the proposal such that a new application should be submitted. – **consider negotiation**
3. The proposal is considered unacceptable as submitted and cannot be supported or the amount of change required would be significant – **refuse**.

Extensions of time will only be accepted in limited circumstances and at the discretion of the planning officer. In all circumstances these must be agreed in advance of any amendments being accepted.

If pre-application advice has not previously been sought or sought but not followed, then applicants will not normally be invited to negotiate. Instead, they will be invited to use the pre-application facility prior to resubmitting a new application.

We are unlikely to seek or accept any amendments or additional information in the following circumstances:

- Where pre-application advice was not sought prior to submission of an application.
- Where pre-application advice was not followed,
- Where there is an objection in principle to the development,
- Where the development proposed would be significantly different after amendments.

If amendments are sought, we will:

- Require any amendments to be submitted as a single submission with an updated document list and/ or note that clearly explains what the amendments are
- Only accept the amendment if an appropriate extension of time is agreed at the outset.

Applications accompanied by a Planning Performance Agreement (PPA)

The Council often enters into PPAs which covers pre-application advice as well as the timetable for the determination of the application. The PPA should normally set-out an agreed procedure for accepting amendments. Where the PPA makes specific reference to seeking amendments within the timetable then the Council will discuss possible amendments provided that this does not result in delays in meeting the deadlines in the PPA and the cost of the additional officer resource is covered.