



Application for approval of details reserved by condition

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the information that is required is not included with your application, then it will be made invalid and we will not register or process it. In this case, we will try and speak directly to you stating what additional information is required and how this can be supplied.

Please supply one copy of each document and plan. Application forms can be obtained from the Council offices or website www.cotswold.gov.uk. Alternatively online applications can be made via the Planning Portal: www.planningportal.gov.uk

If you are unsure about what needs to be supplied with your application please contact Customer Services (01285 623 000).

Once you have completed this checklist please send it or a copy to us with 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.

Information required	Tick when provided
Completed Application Form Including a signed ownership certificate	
Information necessary to describe the subject of the application e.g. a copy of plans and drawings, samples or any other relevant additional information.	
Correct Fee where necessary: <ul style="list-style-type: none"> • CDC web-site Planning Fees page • Planning Portal Fee Calculator 	
Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable) For further information, e.g. on electronic submission and submitting plans – Making a planning application	
Location Plan: at a scale of 1:1250 or 1:2500 <ul style="list-style-type: none"> • Up-to-date, with north marked, and a minimum of two named roads. • Red outline to application site. • Blue outline to other land owned by the applicant. 	
Additional information that may be asked for	Tick when provided
Any other plan/s, information or statement/s as may be reasonably required Information necessary to describe the subject of the application e.g. a copy of other plans and drawings or any other relevant additional information.	

Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.