

## Approval of Details Reserved by Condition Validation Checklist

### Introduction

Submitting your application can be made easier if you include all of the relevant information listed below. Failure to provide all relevant information may result in delays in validating your application.

While best efforts have been made to cover most Approval of Details Reserved by Condition applications, further information to that listed below may be required in some instances.

### Definition

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.

### Checklist

#### DOCUMENTATION REQUIREMENTS

To assist with application process it would help if all forms, plans and documents relevant to the application were submitted on a compact disc (CD).

Maximum file size is 5mb. Any file greater should be divided into parts and suitably named. See submission guidance on last page.

**Drawing Confirmation** - All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres.

#### NATIONAL REQUIREMENTS

The Town and Country Planning (Development Management Procedure) Order 2010 requires three copies plus the original (unless submitted electronically or unless a lesser amount is deemed acceptable by the local authority). The London Borough of Hackney requires an original plus two (2) copies of all plans forms and documents are required where the application is not submitted via Planning Portal.

#### **Completed Application Form**

The completed planning application forms, signed and dated.

#### **The Appropriate Fee**

The correct fee as outlined in Communities and Local Government Circular 04/2008 Planning-Related Fees.

## LOCAL REQUIREMENTS

Additional Information should be submitted relating to the condition being discharged. Please see the Council's Planning Application Validation Checklist for the particular additional information required as relevant to the condition.

### Submitting a Planning Application via the Planning Portal or on CD

It is recommended that Approval of details Applications be submitted using the Planning Portal and the following requirements met.

#### File Type

- All drawings should be attached as **.pdf (Adobe Acrobat)** files rather than .tif files.
- Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.

#### File Size

- The maximum size of any single attachment must be no more than 5MB.
- All drawings submitted electronically must be A3 or smaller.

#### Electronic Plan Information Requirements

All drawings must include the following information:

- The print (paper) size;
- The relevant scale at that print size (eg 1:50, 1:100)
- A scale bar showing the length of one metre and ten metres
- Key dimensions.

### Questions

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

**Phone:** Monday to Friday 9am–5pm on 020 8356 8062

**Face to Face:** Monday to Friday 10am–12pm or 2pm–4pm at Hackney Service Centre, 1 Hillman Street, London E8 1DY

**Email:** [planning@hackney.gov.uk](mailto:planning@hackney.gov.uk)