



Application for a non-material amendment following a grant of planning permission

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

If the required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: www.planningportal.gov.uk or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website www.cotswold.gov.uk. If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email planning.mail@cotswold.gov.uk

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

Please note: a non-material amendment application cannot be submitted for a listed building consent. This will require a new Listed Building Consent application to be submitted.

Information required	Tick when provided
Completed Application Form.	
<u>Correct Planning Application Fee</u> <ul style="list-style-type: none"> • CDC web-site Planning Fees page • Planning Portal Fee Calculator 	
Required 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	
Plans: Any plans and drawings clearly showing the proposed amendments sought to the approved plans.	

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.