



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 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.

Information required	Tick when provided
<p><u>Completed Application Form</u></p> <p>When required:</p> <ul style="list-style-type: none"> All applications <p>Information Required:</p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p>	
<p>Information necessary to discharge the relevant conditions applied for e.g. a copy of plans and drawings (to scale), material samples or any other relevant additional information.</p>	
<p><u>Correct Planning Application Fee</u></p> <ul style="list-style-type: none"> CDC web-site Planning Fees page Planning Portal Fee Calculator 	

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.