

Descriptions of development proposals

| Application type | Description | Example of proposal description for this type of development: |
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| Householder applications | Application relating to your property | <i>'Householder application for a rear extension...'</i> |
| Outline planning permission | An application which allows for a decision on the general principles of how a site can be developed. These are subject to conditions, and require approval of one or more 'reserved matters' | <i>Outline application (Including details of siting and means of access) for the erection of two dwellings with access onto Church Road..."</i> |
| Conditions Applications (ADRC) Dev Type 96 | Application relating to details on planning conditions imposed at the granting of permission | <i>'Application for approval of details subject to condition (insert no & type) of planning approval'</i> |
| Approval of reserved matters | Reserved matters are details on a proposed development that the applicant wishes to submit separately to an Outline application. These need to be approved through a separate application. | <i>Submission of details of siting, design and external appearance for the erection of 6 no. terraced houses in relation to outline planning permission **/*****/****" ...</i> |
| Change of use | An application relating to the change of 'use' (as per the Use Class Order) of a building or land. Where a change of use of land includes the erection of a means of enclosure this should also be included in the description | <i>Change of use from Class A1 (shop) use to Class A3 (food and drink) use...</i> <i>Or</i> <i>Change of use of land to private garden and erection of 1.8m high close boarded timber fencing...</i> |
| Listed Building Consent | The application is required where there is any proposed demolition, alteration, or extension of a Listed Building. | <i>Application for listed building consent for the replacement of two rear windows...</i> |

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| Advertisement Regulations Consent | Applications relating to the use of advertisements (both inside and outside) | <i>"Display of..."</i> . State whether illuminated or not. If illuminated give details. Describe location e.g. <i>"Free standing/wall mounted/fascia"</i> etc. E.g. <i>"Display of 1 no. internally illuminated wall mounted sign fronting Church Road"...</i> |
| Variation of condition | An application to amend planning conditions attached to a planning permission. | <i>Variation of condition 10 attached to PP **/*****/*** (Erection of 1 no x 2 bed bungalow and detached garage) to allow window to be incorporated in west elevation with one opening top-hung fanlight only...</i> |
| Discharge of conditions | An application to remove planning conditions attached to a planning permission. | <i>Removal of condition 10 attached to PP **/*****/*** (Erection of 1 no x 2 bed bungalow and detached garage) to allow window to be incorporated in west elevation with one opening top-hung fanlight only</i> |
| Prior Notification Applications | This application involves seeking approval from the Council whether specified elements of a development falling under Permitted Development Rights are acceptable before work can proceed. | <i>Application for determination as to whether details of siting and design are required for...</i> Or <i>Application providing details of siting and design for...</i> |
| Lawful development certificates | A certificate granted by the Council permitting lawful use of: An existing use of land, operational development, or activity in breach of a planning condition. Or A proposed use of buildings or other land, or operations to be carried out. | <i>Certificate of Lawfulness for proposed residential outbuilding...</i> <i>Certificate of Lawfulness for existing annexe on rear of property..."</i> |
| Retrospective Applications | Applications submitted for work which has already been carried out. | Buildings/structures - <i>"Retention of..."</i> . Changes of Use - <i>"Continued use of..."</i> . |

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| | | Advertisements - " <i>Continued display of...</i> ". Only retrospective applications which have the suffix FUL, should end with " <i>...(retrospective)</i> ". |
| Duplicate Applications | Two applications relating to the same area. | Add " <i>...(Duplicate of application **/*****/***)</i> " to end of description. |
| Telecommunications Applications | Applications relating to telecommunicatrion structures. Descriptions for telecommunications should always refer to whether additional equipment is proposed on an existing tower, the height of the mast, whether any equipment cabinets are proposed etc | <i>Installation of one 15m telecommunications column incorporating three antennae, one transmission dish and one associated equipment cabin...</i> |
| Non-Residential Extensions | Application for the creation of new non-residential buildings and uses refer to the proposed use of the structure. For extensions to existing units include details of location in relation to the existing building i.e. front/side/rear, and height e.g. single storey/two storey/first floor etc | <i>Creation of internal mezzanine floor to unit 3 for office use...</i> <i>Construction of single storey B1 extension to unit 4/3 with associated car parking...</i> |
| Demolition | If physically required for development sought to proceed. If otherwise proposed as part of application | <i>'Demolition of existing house and erection of two semi-detached houses'...</i> |
| Roof Alterations | Applications relating to the alteration of a roof, or where the roof shape is being altered but there would be no change to the height | <i>"Roof extension incorporating two rear dormer windows to provide..."</i> |
| Minor amendment (MINAMD) Dev Type 80 | A proposed minor amendment to a permitted planning application | <i>Proposed non material amendment for (description of application) granted under p/p ...</i> |
| Time limit extension (REN) Dev Type as per previous app. | An application to extend the permission (if it is due to expire) | <i>Proposed extension of time limit to permission granted under planning reference..... for ...</i> |