

Code of Practice for Minor Amendments to Planning Permissions

Upon receipt of a written request an assessment is carried out by the appropriate case officer taking the following into account: -

When minor amendments can normally be accepted:

- The resulting scheme is reduced in size in any dimension, and this does not compromise the overall design in relation to normal criteria, particularly in conservation area.
- There is a reduction in the number and size or location of any openings, and this does not compromise the overall design in relation to normal criteria, particularly in conservation areas.
- There is no material impact on any neighbours or other statutory and non-statutory bodies, and the resulting scheme remains within the description of development on the decision notice, the fee paid and is within the adopted policies of the Council.

When minor amendments cannot normally be accepted:

- The resulting scheme is increased in size, and where it would have a material impact as outlined above.
- There is an increase in the number and size or location of any openings, which would affect the appearance of the proposal or result in more overlooking.
- The amendment would result in the scheme becoming contrary to the adopted policies of the Council
- The resulting scheme would have a poorer design by reason of loss of detail or lower quality materials
- The resulting scheme would require additional condition(s), which can only be imposed through the application process.

Where a planning application is required

Requiring submission of an application does not mean that the amendment will not be acceptable, only that it needs full and proper consideration and consultation.

How the decision is made

All written requests for amendments are logged onto the Planning Services Correspondence Database and normally allocated to the previous case officer. The target time for dealing with minor amendments is the same as for general correspondence – 6 working days. If another site visit is needed it may take longer.

The response is by letter and together with the original file will go through the normal clearance procedures, within the Area Team and cleared by the appropriate line manager.