

Application for Approval of Details Reserved by Conditions

Information Required

One copy of relevant information is required unless the entire application is submitted through The Planning Portal.

Information/Application Form

The application must be made in writing and include sufficient information to enable the local planning authority to identify the related permission/consent and the condition/s that require approval. The application must also include the specific information required by the condition. There is no requirement to complete the 'Application for Approval of Matters Reserved by Condition' form although it is recommended to ensure that all of the necessary information is provided.

Approval of Materials

If the condition/s require samples of materials for approval, samples of all materials must be on site and made available for inspection before the application is submitted. Failure to do so will result in the application being refused on the basis of abortive time and cost, and consequent determination period. It would be helpful if a description or sketch of where the samples can be found on the site is provided with the application. Samples of materials must not be delivered to the office and will not be accepted because they must be viewed in the context of the site's surroundings.

Application Fee

Please use the [Planning Portal Fee Calculator](#) or the [Schedule of Fees](#) to determine the appropriate fee. The planning fee can be paid online where an application is submitted through the Planning Portal. Otherwise, the fee can only be paid by cheque or postal order, made payable to Mendip District Council. A reason should be provided if no fee is paid or the application may otherwise be invalidated if it is not clear why no fee is paid.