

## Application for approval of details reserved by condition

### Checklist and Advice

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing.

However, you may submit the following:

- Completed form (3 copies PLUS ORIGINAL unless submitted electronically)  
Which can be presented on a standard application form and is available electronically, however, applicants will retain the option of submitting paper versions of the form. In that event, HBC recommend submitting three additional copies (plus the original of the completed standard application form) to be submitted.
  
- A plan which identifies the land to which the application relates (3 copies PLUS ORIGINAL unless submitted electronically)  
All applications should include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. Government legislation requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should, wherever possible, show at least two named roads and the surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
  
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies PLUS ORIGINAL unless submitted electronically)