

# Planning – Applicant/Agent Checklist - Minor Amendments to Approved Scheme

This application is submitted On-Line

## 1. Letter to include the following

Contact details

Site Address (inc. post code)

Proposal

Completed and submitted on-line and copy saved

Contact list included telephone number and e-mails (Not to be made available on the web site)

## 2. Details of main decision

Decision date and reference number

Site/Location plan

## 3. Drawings

All dimensions are in metric at a scale of 1:50 or 1:100 for floor plans, elevations and sections

Drawings have the scale or scale bar

Drawings have critical dimensions

North is indicated on all drawings

List of Drawings submitted (Drawing paper size should be A3)

List of materials submitted or links to manufacturers web sites

## 4. Photographs

List of Photographs/photo montages with context and purpose explained

Photographs provided on CD/DVDs

## 5. Supporting Statements

A list of supporting statements

## 6. Pre-submission Discussion

List of documents included e.g. letters, minutes etc