

What we require from you

Amendments must be accompanied by our standard form, which can be obtained either from our offices or from our website (see contact details below). Sufficient information, including plans, must be submitted to clearly show the nature and extent of the amendment.

Publicity for amendments

The District Council supports open government and carries out consultation beyond the requirements of the law. A system of neighbour notification and/or site notices is operated on all planning applications. Parish Councils and District Councillors are also notified. Where an amendment will affect neighbours' amenity or other issues of public interest, it will be given appropriate publicity.

Post-decision amendments (amendments to planning permissions), will not normally be accepted where they are significant enough to require new consultations or publicity. Where the amendment would affect planning considerations sufficiently to create a need for new publicity or consultations, a fresh planning application will be required.

Timescale for decision

Amendments to current applications will be decided as part of the application process, normally within the target period set by Government (13 weeks for major applications and 8 weeks for other applications).

Amendments to planning permissions will normally be decided within 4 weeks or the receipt of a valid amendment proposal.

If you find the text in this publication difficult to read
we can supply it in a format better suited to your needs.

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Amending Your Plans

Advice for amending your
Planning Application/Permission



Amending Your Plans

Advice for amending your Planning Application or Permission

People often find that they want to change their plans, either during the course of a planning application, or later when implementing a planning permission. Wherever appropriate, the District Council will deal with changes as amendments, in order to minimise delay.

Amendment ... or fresh application?

Where changes are proposed, the District Council will have to decide whether this can be considered as an amendment, or whether the change is so significant that it warrants a new application. If a new application is required, you will normally be notified within 5 working days.

There are 3 basic criteria for judging whether changes can be dealt with as amendments (for more detail, see the chart in this leaflet):

- the degree of physical change, including the siting, size and design of buildings, accesses, parking, etc;
- the degree of change to the proposed uses; and
- the impact of the changes on planning considerations such as neighbours' amenity, the appearance of the area and highway safety.

There is less room for flexibility in cases where planning permission has already been granted. In such cases, new consultations or publicity must not be required. Where the amendment would affect planning considerations sufficiently to create a need for new publicity or consultations, this is better dealt with through the application process.

For listed building consent applications, amendments cannot be accepted once the consent is granted.

Where a fresh application is required, it will not normally incur a new planning fee within 12 months of the planning decision (or within 12 months of the date of submission of an application which has been withdrawn).

When we will accept amendments

On all current applications, amendments will normally only be accepted if they can be processed and the application determined within the targets set by the Government. Where a current planning application is proceeding towards a decision and the submission of amendments would cause delay, the application will be determined as submitted.

If your application is to be presented to an Area Planning Committee you will need to submit any significant amendments well in advance so that Councillors, the Parish Council and the public can be made aware of them.

Cases which can normally be treated as amendments

Type	Amendments to current planning applications	Amendments where planning permission has already been granted
Resiting of a building	Minor resiting	Minimal resiting only (normally less than 0.3 metres)
Reducing the size of a building	✓	Minor reductions, depending on the effect on the appearance of the building and on neighbours' amenity
Increasing the size of a building	Minor increases in size, depending on the effect on the appearance of the building and the area, and the effect on neighbours' amenity	Minimal increases in size only (normally less than 0.3 metres in any dimension), depending on the effect on the appearance of the building and the area, and the effect on neighbours' amenity
Change of elevations	Substantial changes to elevations, depending on the effect on the appearance of the building and the area, and the effect on neighbours' amenity	Only if the appearance of the building and the area and its impact on neighbours' amenity would not change significantly
Change of internal design	✓	Yes, unless the external appearance and use of the building would be significantly affected
Change of external materials	✓	Yes, unless the character or appearance of the building is important and the materials are crucial in this regard and/or if materials are prescribed by a planning condition
Change of access or parking	Substantial changes to access arrangements (usually with further publicity if the access is moved to a different position)	Minor revisions to access only
Change of use	Minor changes only	✗
Change of applicant	✗	✗
Notes:	<i>Amendments to current planning applications will not normally be accepted where this would delay the decision of the application beyond Government targets</i>	<i>Amendments where planning permission has already been granted will not normally be accepted where the amendment is significant enough to require further publicity or consultations.</i>