

Application for approval of details reserved by condition following grant of planning permission or a listed building consent

Town and Country Planning Act 1990

Planning (Listed Buildings and Conservation Areas) Act 1990

An application for approval of details reserved by a condition will be necessary where a condition in a planning permission or a listed building consent requires details of a specified aspect of the development (for example, one which was not fully described in the original application) to be approved by the Local Planning Authority before the development can begin.

As such, an application for approval of details reserved by a condition should only follow the previous granting of planning permission or listed building consent. It cannot be used as a 'standalone' application for planning permission or listed building consent.

This is also commonly known as 'discharging' conditions or 'discharge of conditions', and should not be confused with the separate [process of removal or variation of conditions](#).

Applicants can use Planning Portal's online application system to submit details which they would like the local planning authority to consider for approval.

This will provide users with:

- A set of questions to complete, ensuring all relevant information is provided.
- The opportunity to upload any supporting documents or plans that are required to provide the necessary details to allow the condition to be approved/discharged.
- The ability to pay the fee for the application if one is due (see below).

Alternatively, you can apply using the Planning Portal's printable forms or by writing a letter to your authority detailing the permitted application, the condition(s) you wish them to approve, and details of how you intend to meet those conditions (for example, details of the materials to be used or style of the work). You should also include contact information so the authority can respond to your application, and pay the fee if one is due (see below).

There are no nationally set requirements for applications for the approval of details reserved by condition except that they should be "*made in writing*", and include all necessary details to allow the authority to identify and deal with the application.

However, individual authorities may have 'local information requirements' that mandate certain information or supporting documents (such as plans or photographs) to be submitted with the application. These requirements should be available to view on the authority's website or can be confirmed by contacting the authority directly.

There is also a fee for each such application though this only applies to approval/discharge of conditions on planning permissions, not listed building consents. [View our fee schedule](#).