

Procedure on amendments to planning including reserved matters applications.

Background

The NPPF states that decisions on planning applications should be made as quickly as possible, and within statutory timescales unless a longer period has been agreed by the applicant in writing. To make the right decisions as quickly as possible the main scenarios where amendments will be accepted are listed below for clarity.

When amendments will be accepted without a PPA.

- Amendments to a scheme will only be accepted by the case officer's invitation.
- Amendments will only be accepted if they don't require re-consultation.
- When amendments are accepted this should be within the statutory time period, if possible, to allow for timely consideration and determination.
- The description of development must remain the same.
- Only one set of amendments will be accepted per application
- Corrections to drawings will be accepted.

When amendments will be accepted with a PPA

- In cases which have a PPA agreement in place the number of material amendments will be stipulated in the agreements.
- A PPA is the only mechanism which will allow amendments which require a full re-consultation exercise.
- Details of the PPA process can be found at the following web page [Pre-application planning advice – Tonbridge and Malling Borough Council](#)

When submission of additional information is acceptable

- Additional information will be allowed if a consultee places a holding objection on the scheme and requires further information to be submitted to make an informed judgment.
- This information should not amend the scheme but purely give details that the technical consultee requires.
- If an EOT is required to facilitate the above, this will be required to be in place before the submission of the information.

Please note that the procedure is at the LPA's discretion. Amendments will not be accepted unless requested by the case officer.

Where refusal is recommended

- Where the case officer has recommended that the application be refused, the applicant will be given 2 working days to withdraw the application for householder and non-major applications and 3 working days for major

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applications. If no response is received, we will proceed to issue a decision within the statutory period.

Planning Guarantee

- Under the Planning guarantee we are required to determine non major applications within 16 weeks and majors within 26 weeks. If no extension of time is in place, we will determine within this timeframe even if amendments / additional information is outstanding.

Amendments which don't require consultation, and additional information will also be allowed at the case officers discretion, for listed building and planning condition applications.

Applications for lawful development certificates, prior approvals and non-material amendments will be determined as submitted.