

Application Type	Introduction notes
Householder planning permission	This form should be used for proposals to alter or enlarge single houses, including works within the boundary/garden of a house. It should be used for projects such as:
Householder planning permission and Demolition in a conservation area	Extensions Conservatories Loft conversions
Householder planning and Listed building consent	Dormer windows Garages, car ports and outbuildings Please note that planning permission is not needed for all household building work. Under permitted development rules you can carry out a number of household building work projects, provided they meet certain limits and conditions. You can find out whether you need planning permission on our <a href="#">do I need planning permission page</a> . You can also seek <a href="#">pre-application advice</a> from us before you submit an application to undertake any extensions or alterations to your property.
Approval of reserved matters	<p>The definition of Reserved Matters relates to outline planning permission or an application for such permission. This could mean any of the following, which have not been given within the application:</p> <ul style="list-style-type: none"> <li>(a) access</li> <li>(b) appearance</li> <li>(c) landscaping</li> <li>(d) layout</li> <li>(e) scale, with the upper and lower limit for the height, width and length of each building stated in the application for planning permission.</li> </ul> <p>The details of the reserved matters application must be in line with the outline approval, including any conditions attached to the permission. If your proposals have changed in any way, you may need to reapply for outline or full planning permission. Some, though not all, details may have been formally submitted and approved at the outline application stage, if you chose to do so, or we insisted.</p> <p>Permission lasts for two years from the last date that the reserved matters were approved, or, three years from the date that outline planning permission was approved - whichever date is the later.</p> <p>The application for the Approval of Reserved Matters form should therefore be used after an Outline Planning Application has been approved by us.</p>
Removal of variation of a condition	<p>Planning conditions are often attached to planning permission. Conditions limit and control the way in which the planning permission may be implemented.</p> <p>Conditions may be imposed when planning permission is granted in order to regulate the development or the use of any land in question. It could involve requiring works on any such land, the removal of any buildings or works authorised by the permission, or stopping the use of land at the end of a specified period, and the carrying out of any works required for the reinstatement of land at the end of that period.</p> <p>Section 73 of the Town and Country Planning Act 1990 allows applications to be made for permission to develop without complying with a condition(s) previously imposed on a planning permission. We can grant such permission unconditionally or subject to different conditions, or can refuse the application if we decide that the original condition(s) should stand.</p> <p>The original planning permission will continue to subsist whatever the outcome of an application under section 73. Section 73 will not apply if the period in the condition limiting the duration within which the development could begin has now expired without the development having begun.</p> <p>Section 73A of the Act provides, among other things, for retrospective planning applications to be made in respect of development which has been carried out without permission, and for applications for planning permission to authorise development which has been carried out without complying with some planning condition(s). Special consideration may need to be given to conditions imposed on planning permissions granted under section 73A. For example, the standard time-limiting condition will not be appropriate where development has begun before planning permission has been granted.</p>
Approval of details reserved by condition	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

	<p>aspect of the development, which was not fully described in the original application. These details need to be submitted for approval before the development can begin. As such, an application for approval of details reserved by a condition is not an application for planning permission or listed building consent.</p>
<p>Outline planning permission (Some matters reserved)</p>	<p>You can use our <a href="#">pre-application service</a> on proposals for outline planning permission to find out, at an early stage, whether or not your proposal is likely to be approved by us, before you incur any substantial costs.</p> <p>This type of application allows fewer details about the proposal to be submitted. These details may be agreed following a reserved matters application at a later stage.</p> <p>Reserved matters can include:</p> <p><b>Appearance</b> - aspects of a building or place which affect the look, including the exterior of the development.</p> <p><b>Means of access</b> - covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site.</p> <p><b>Landscaping</b> - the improvement or protection of the amenities of the site and the surrounding area, this could include planting trees or hedges as a screen.</p> <p><b>Layout</b> - includes buildings, routes and open spaces within the development and the way they are laid out in relation to buildings and spaces outside the development</p> <p><b>Scale</b> - includes information on the size of the development, including the height, width and length of each proposed building.</p> <p>While some applications are straightforward, and a decision can be made by us without detailed information, other proposals may need more information to be provided. We can provide further details if necessary. It is a good idea to talk to us as to how much information might need to be included before you submit your planning application.</p> <p>Once outline planning permission has been granted, a reserved matters application must be made within three years of the consent (or a lesser period if specified by a condition on the original outline approval, including any conditions attached to the permission.)</p>
<p>Outline planning permission (All matters reserved)</p>	<p>You can use our <a href="#">pre-application service</a> on proposals for outline planning permission to find out, at an early stage, whether or not your proposal is likely to be approved by us, before you incur any substantial costs.</p> <p>This type of application allows fewer details about the proposal to be submitted. These outstanding details may be agreed through a reserved matters application at a later stage.</p> <p>Reserved matters should include:</p> <p><b>Appearance</b> - aspects of a building or place which affect the look, including the exterior of the development.</p> <p><b>Means of access</b> - covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site.</p> <p><b>Landscaping</b> - the improvement or protection of the amenities of the site and the surrounding area, this could include planting trees or hedges as a screen.</p> <p><b>Layout</b> - includes buildings, routes and open spaces within the development and the way they are laid out in relation to buildings and spaces outside the development.</p> <p><b>Scale</b> - includes information on the size of the development, including the height, width and length of each proposed building.</p> <p>While some applications are straightforward, and a decision can be made by us without detailed information, other proposals may need more information to be provided. It is a good idea to talk to us as to how much information might need to be included before you submit your planning application using the pre-application process.</p> <p>Once outline planning permission has been granted, a reserved matters application must be made within three years of the consent (or a lesser period if specified by a condition on the original outline approval, including any conditions attached to the permission.)</p>
<p>Non-Material Amendment</p>	<p>Following the granting of planning permission, you may want to make amendments to the permission.</p> <p>Where these are non-material, you can use this form to apply. Whether or not a proposed amendment is non-material will depend on the circumstances of the case - a change which may be non-material in one case could be material in another. There is no statutory definition of non-material under the Town and Country Planning Act 1990 (As amended), but we must be satisfied that the amendment sought is non-material in order to approve it in line with the requirements of our <a href="#">constitution</a>.</p>

	<p>If you are not sure, you may wish to seek <a href="#">pre-application advice</a> from us. If a non-material amendment application is successful, no new planning permission is created. The original planning permission still stands and should be read in conjunction with the decision letter issued with the application.</p>
<p>Demolition in a conservation area</p>	<p>You may need to apply for consent for a proposal which involves substantial demolition of any unlisted building or structure in a conservation area.</p> <p>Please note that in a conservation area you do not need consent to demolish a building, which does not exceed 115 cubic metres or to take down any wall, gate or fence which is less than one metre high where abutting a highway, or less than two metres high elsewhere.</p>
<p>Listed Building Consent</p>	<p>Applications for Listed Building Consent (LBC) can take up to eight weeks for us to determine. There is no fee payable and there is a right of appeal against a refusal.</p> <p>It is essential you have been granted LBC consent before starting any work to a listed building or curtilage listed structure / building. There are penalties for altering or demolishing a listed building without consent. A fine of up to £20,000 or six months imprisonment in a Magistrates Court, with a possible two years imprisonment on indictment, or a fine without limit, or both, can be imposed.</p> <p>Please note that Listed Building Consent is not Planning Permission of Building Regulations Approval.</p> <p><b>When is consent required?</b></p> <p>Once a building is listed, consent is required for its demolition - in whole or in part - and for any alteration or extensions which would affect its character, unless it is like-for-like works. Consent will be required for a building that is subject to a Building Preservation Notice (BPN). We may serve a BPN as a temporary safeguard if we believe an unlisted building of special architectural or historic interest is in danger of demolition or alteration that would affect its character.</p> <p>The list of historic buildings approved by the Secretary of State includes a description of each building (see <a href="#">English Heritage</a>). This is principally to aid identification. List descriptions are not intended to provide a comprehensive or exclusive record of all the features of importance, and the amount of information given varies considerably. If a feature (whether internal or external) is absent from the list, this does not indicate that it is not of interest, or that it can be removed or altered without consent from us.</p> <p>It is a common misconception that only the exterior of a building is protected. Protection extends to the <b>interior</b> of the property as well and can also extend to certain fixtures and so-called 'curtilage buildings' - any object or structure which is fixed to the building, or is within the curtilage and forms part of the land and has done so since before July 1948. This can sometimes include buildings now outside the current ownership such as barn conversions.</p>
<p>Consent to display an advertisement</p>	<p>You may need to apply to us for advertisement consent to display an advertisement bigger than 0.3 square metres (or any size if illuminated) on the front of, or outside, your property, be it a house or business premises. It is unlikely you will need consent for a small sign with house / building name on it, or even a sign saying 'Beware of the Dog'. However, if you own a Listed Building (either Grade I, II or II*), please seek advice from the council before attaching any signs to the building.</p> <p>Temporary notices up to 0.6 square metres relating to local events, such as street parties and concerts, may also be displayed for a short period. There are different rules for estate agents boards, but, in general, these should not be bigger than 0.5 square metres. Please ensure that you do not place signs on Highway land or attach it to any existing Highway sign or structure without prior consent.</p> <p>The planning regime for larger, professional adverts and signs for businesses is complex (you may find it useful to seek <a href="#">pre-application advice</a> first), though all outdoor advertisements must comply with five standard conditions, which are:</p> <ul style="list-style-type: none"> <li>be kept clean and tidy</li> <li>be kept in a safe condition</li> <li>have the permission of the owner of the site on which they are displayed (this includes the Highway Authority if the sign is to be placed on highway land)</li> <li>not obscure, or hinder the interpretation of, official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport</li> <li>be removed carefully where so required by the planning authority</li> </ul> <p>Please note that where you do not comply with the Advertisement Regulations, a criminal offence has been committed and you may be liable for prosecution. It would therefore be in</p>

	<p>your interest to seek advice before putting up your signs if you are unsure whether they would comply with the Regulations. You can access the Advertisement Regulations by visiting the <a href="#">Planning Portal</a>.</p>
Full planning permission	<p>You should use these application forms for developments that include building, engineering or other works, in, on, over and under land, or when making a change in the use of any building or land.</p> <p>They can be used for:</p> <p>Any works relating to a flat</p> <p>Applications to change the number of dwellings (flat conversions, building a separate house in the garden for example)</p> <p>Change of uses to part, or all, of the property to non-residential (including business) uses</p> <p>Anything outside the garden of the property (including stables if in a separate paddock)</p>
Full planning permission and Demolition in a conservation area	
Full planning permission and Listed building consent	
Full planning permission and Consent to display an advertisement	
Full Planning permission for development relating to the onshore extraction of oil and gas	
Lawful development certificate	
Lawful development certificate (Existing use, operation or activity)	<p>A Lawful Development Certificate is required to establish whether an existing use of buildings or other land, or some operations proposed to be carried out in, on, over, or under land, would be lawful. Examples of when an application for a Lawful Development Certificate should made include:</p> <p>When planning enforcement action is taken by us and you believe it is immune from action because the time limit for taking enforcement action has passed.</p> <p>When you discover, in the course of a sale of the land, that planning permission has never been granted, and need to show a prospective purchaser that no enforcement action can be taken by us.</p> <p>An application for a Lawful Development Certificate is also sometimes used in cases involving intensification of use or where the precise nature of the existing use is difficult to describe, such as:</p> <p>Secondary uses</p> <p>Mixed uses</p> <p>Intensification</p> <p>Sub-division of the planning unit.</p> <p><b>Time limits</b></p> <p>There are rolling time limits within which we can take planning enforcement action against breaches of planning control. The time limits are:</p> <p>4 years for building, engineering, mining or other operations in, on, over or under land, without planning permission.</p> <p>4 years for the change of use of a building, or part of a building, to use as a single dwelling house.</p> <p>10 years for all other development.</p> <p>Once these time limits have passed, the development becomes lawful, in planning terms.</p> <p><b>What is a Lawful Development Certificate?</b></p> <p>A Lawful Development Certificate is a legal document stating lawfulness of past, present or future development. If granted by us, the certificate means that enforcement action cannot be carried out to the development. The merits of the use operation or activity in the application are not relevant. The issue of the certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any planning law or judicial authority. The responsibility is on you to provide evidence to support the application.</p> <p>A certificate for a proposed operation or activity will specify the area of land included in the certificate and describe the precise nature of use, operation or activity which is lawful. The certificate will give the reason for determining the use or operation to be lawful and specify the date of the application for the certificate. The certificate is not planning permission.</p>
Lawful development certificate (Proposed use or development)	<p>An application for a Lawful Development Certificate should be used to establish whether a proposed use of buildings or other land, or some operations proposed to be carried out in, on, over, or under land, would be lawful.</p> <p>A Lawful Development Certificate is a legal document stating lawfulness of past, present or future development. The certificate is not planning permission.</p> <p>A certificate for a proposed operation or activity will specify (by reference to a plan or drawing) the area of land included in the certificate and describe the precise nature of use,</p>
Lawful development certificate (Proposed Works to a Listed building)	

	operation or activity which is lawful. The certificate will give the reason for determining the use or operation to be lawful and specify the date of the application for the certificate.
<b>Prior Notification</b>	
Prior notification of proposed agricultural or forestry development (Building)	In certain cases you will need to tell us about your plans for certain agricultural and forestry developments, permitted under Parts 6 and 7 of the Town and Country Planning General Permitted Development Order 1995.
Prior notification of proposed agricultural or forestry development (Road)	We have 28 days in which to let you know of a decision whether a full application is required, or to inform you of our decision to allow or refuse approval. You should not start work before an application is made and has been determined by us.
Prior notification of proposed agricultural or forestry development (Excavation/waste material)	<b>A prior notification application form should be submitted for the following types of development:</b> <b>1) Relating to agricultural units of five hectares or more:</b> Building, significant extension or significant alteration of a building Formation or alteration of a private way Carrying out of certain excavations and waste disposal Placing or assembly of a tank or cage for use in fish farming in any waters on forestry land to (i) and (ii) above Proposed road Proposed excavation/deposit of waste Building a fish tank You must apply to us in advance for a decision as to whether our prior approval is required.
Prior notification of proposed agricultural or forestry development (Fish tank/cage)	<b>2) Examples of when planning permission will be required include:</b> Development not reasonably necessary for the purposes of agriculture/forestry on the holding. (The keeping or rearing of horses, unless for working the land, is not agriculture) Development on land which is not currently used in connection with an agricultural business, for example, hobby farming Development not designed for the purpose of agriculture, for example, railway carriages or lorry containers Development on an agricultural holding of less than 0.4 hectares Development on separate parcels of land of less than one hectare of five hectares or more, or 0.4 hectares on units less than five hectares Agricultural buildings of more than 465 square metres for area (calculated to include all other development within 90 metres of the site which has been carried out within the preceding two years) Buildings or excavations for livestock or slurry storage within 400 metres of a protected building (most non-agricultural buildings) Agricultural development more than 12 metres in height Excavation or engineering operations connected with fish farming. <b>It is often helpful to discuss your proposal with us before you send in your application. You can do this through our <a href="#">pre-application advice service</a>.</b>
Prior notification (Telecommunications)	Certain forms of telecommunications development, for example, mobile telephone masts, fall under permitted development and are subject to prior approval from us. The prior approval procedure means that the principle of development is not an issue and we can only consider the siting and appearance of the proposal. We have 56 days in which to let the mast operators know whether prior approval is required for siting and appearance, and to let the operator know of our decision to allow or refuse approval. There is no power to extend the 56 day period. The prior approval procedure applies to the construction, installation, alteration or replacement of: A ground-based mast of up to and including 15 metres in height; A mast of up to, and including, 15 metres in height installed on a building or structure; An antennae (including any supporting structure) which exceeds the height of the building or structure (other than a mast) by 4 metres or more at the point of where it is installed or to be installed; A public call box; Radio equipment housing with a volume of 2.5 cubic metres; Development ancillary to radio equipment housing (for example, fences or access roads).
Prior Notification (Proposed demolition)	Until 31 March 2011 it was only necessary to seek prior approval for the demolition of a building that either comprised a dwelling, or was attached to a dwelling, to leave a cleared

	<p>site. That approval was in addition to any other consent, eg conservation area consent or listed building consent.</p> <p>Following a recent decision of the Court of Appeal, paragraphs 2(1)(a) to (d) of the Town and Country Planning (Demolition – Description of Buildings) Direction 1995, contained in DoE Circular 10/95, have been quashed. This has had effect that the demolition of any building prior to the grant of planning permission for redevelopment (and, if necessary, conservation area consent or listed building consent) must now be the subject of an application to the Planning Service in accordance with the provisions of Part 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 to check whether prior approval of the method of demolition would be required.</p> <p>Demolition works also come within the scope of the Environmental Impact Assessment Directive. Where demolition works are likely to have significant effects on the environment the Planning Service must issue a screening opinion on whether an environmental impact assessment is required.</p> <p>It is often helpful to discuss your proposal with us before you send in your application. You can discuss your proposal for demolition through our <a href="#">pre-application service</a></p>
<p>Prior Approval</p>	
<p>Prior Approval of a Proposed Larger Home Extension</p>	<p>Regulations which allow larger single-storey rear extensions to be built at your house or bungalow came into effect on 30 May 2013, depending on whether your house has permitted development rights or not. The decision to allow larger extensions to your property is subject to a neighbour consultation scheme.</p> <p><b>What does it mean?</b></p> <p>Between 30 May 2013 and 30 May 2019 you may be able to build larger single-storey rear extensions to your house or bungalow. The size limits will double:</p> <p>Up to 8 metres for <b>detached houses and bungalows</b></p> <p>Up to 6 metres for <b>all other houses and bungalows (terrace and semi-detached)</b></p> <p><b>The responsibility lies on you to apply to us to determine whether you can build a larger extension.</b> When you apply to us, you will need to clearly state who your adjacent neighbours are, under the Larger Home Extensions Notification Scheme, and provide all the necessary information required. The required information is in the Notification Form at the bottom of this page.</p> <p><b>PLEASE NOTE:</b> You will need to apply to us before you start works. This process cannot be done retrospectively.</p> <p>Development cannot start until you have received written notification from us within 42 days that either:</p> <ul style="list-style-type: none"> <li>prior approval is not required;</li> <li>prior approval is required and given; or</li> <li>prior approval is required and refused</li> </ul> <p><b>Is there a time limit?</b></p> <p>Yes. Any extension permitted in this process must be completed on, or before, 30 May 2019. You must notify us as soon as possible in writing of the date the larger extension is completed.</p> <p><b>Are there any exemptions?</b></p> <p>The permitted development rights for larger extensions do not apply to houses or bungalows in Conservation Areas or in Sites of Special Scientific Interest (SSSI).</p>
<p>Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3)</p>	<p>Potential changes of use</p> <p>Non-residential buildings are designated to be used for certain purposes, known as use classes. Changes came into effect on 30 May 2013 which allow some of those buildings to have their original use changed by permitted development, from one class to another. You will still need to submit an application to us for prior approval, to use these permitted development rights before any works are undertaken or use changes.</p> <p>Permitted development rights can apply to a change of use from;</p> <ul style="list-style-type: none"> <li>of a building from offices (B1(a)) to a residential (C3)</li> <li>of an agricultural building up to 500 sq.m to a flexible use falling within either shops (A1), financial and professional services (A2), restaurants and cafes (A3), business (B1), storage or distribution (B8), hotels (C1) and assembly and leisure (D2)</li> <li>of a building from business (B1), hotels (C1), residential institutions (C2), secure residential institutions (C2A) and assembly and leisure (D2) to use as a state-funded school</li> </ul> <p>The process will require neighbours and stakeholders to be informed to allow them to make representations about the development on issues such as flooding, contamination,</p>
<p>Prior Approval of Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and for Associated Operational Development</p>	
<p>Prior Approval of Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and for</p>	

Associated Operational Development	highways, transport, noise and drainage. The requirements are different depending on what change is being proposed and the amendments to Changes of Use are subject to a number of conditions, which vary depending on the type and where it is. It is also dependent on if the property still has its permitted development rights. The national <a href="#">Planning Portal</a> has guidance on what the requirements are.
Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	Following the submission of a Prior Approval application, we are required to make a decision within 56 days of receiving your application. The decision can be:
Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	<p>prior approval is not required;</p> <p>prior approval is required and given; or</p> <p>prior approval is required and refused</p> <p>To submit an application for prior approval for a change of use, complete the form below:</p>
Prior Approval of Proposed Change of Use to State-Funded School or Registered Nursery	Prior approval of proposed change of use to state funded school or nursery Development is not permitted if this process has been used for the building previously, or if the use of the building is 'sui generis', or if the building is a listed building or a Scheduled Ancient Monument or is or forms part of a safety hazard or military explosives storage area
Prior Approval of Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	
Prior Approval of Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	<p>Prior approval of a proposed change of use of agricultural building to a flexible use within shops, financial and profession services, restaurants and cafes, business, storage or distribution, hotels, or assembly or leisure</p> <p>Development is not permitted where the building exceeds 500 square metres or is a listed building or Scheduled Ancient Monument or is or forms part of a safety hazard area or military explosives storage area.</p>
Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	
Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	
Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	
Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	
Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	
Tree Works (TPO/Conservation Area)	Before making an application to us, if you wish to undertake works to a protected tree, we recommended you seek advice from an appropriately qualified

	<p>professional, either a tree surgeon or an arboricultural consultant. Information about choosing a suitable person can be obtained from the <a href="#">Arboricultural Association</a>.</p> <p>Although we are able to give advice on proposals, this advice must not be taken as official approval and is given without prejudice to the determination of a formal application.</p> <p>To submit an application for works to a tree protected under Tree Preservation Order (TPO), apply online at the <a href="#">Planning Portal</a> using the form ' Works to trees protected under a Tree Preservation Order (TPO) and/or works to trees in a conservation area.</p> <p>The application must include:</p> <p>A plan which identifies the tree(s) to which the application applies.</p> <p>Exact details of the works for which consent is sought - eg. crown thin by X% (See tree surgery terminology below)</p> <p>Statement of the reasons for making the application</p> <p>Appropriate evidence (eg. if the proposal is to fell a tree because of structural damage to property, reports on soil type, foundation depth and evidence of tree roots around the building or if the application relates to tree health or safety, a report from a qualified person).</p> <p>Any submission that does not include the above information will not be registered, and you will be required to provide the additional information before the proposals can be considered.</p> <p>In determining an application, we will take into account the impact the works would have on the tree's visual contribution to the area and to good arboricultural practice.</p> <p><b>Tree surgery terminology - what do we mean?</b></p> <p>Crown - the part of the tree, which is above ground level, apart from the main stem</p> <p>Crown thinning - the removal of selected branches throughout the crown to reduce its density by a given percentage, without reducing the tree's overall shape</p> <p>Crown lifting - the removal of lower branches to increase the clearance ground level to provide access around the tree or prevent obstruction for vehicles using the highway</p> <p>Crown reduction - reducing the height and spread of the crown by a given amount</p> <p>Pollarding - the removal of the whole crown to a given point on the main stem</p> <p>Dead wooding or crown cleaning - the removal of dead, dying, damaged or diseased branches, back to sound wood, for reasons of safety and appearance.</p>
Hedgerow Removal notice	<p>If you want to remove a hedgerow, or part of a hedgerow, you will need to complete the Hedgerow Removal Notice to comply with regulations which are designed to protect important hedgerows in England and Wales.</p> <p><b>Definitions</b></p> <p><b>Hedgerow:</b> is not separately defined in section 97 of the Environment Act 1995 or in the Regulations. The Oxford English Dictionary definition (2nd Edition, 1989) however states that it is 'a row of bushes forming a hedge, with the trees, etc growing in it.'</p> <p><b>Remove:</b> the term remove defined in section 97(8) of the 1995 Act as 'uproot or otherwise destroy.' A judgement on whether the proposed work or other activity constitutes removal will be made according to the circumstances of the individual case.</p> <p><b>To submit an application for Hedgerow Removal, apply online at the <a href="#">Planning Portal</a> or complete the form:</b></p> <p>Hedgerow Removal Notice application form</p> <p>Information required for a Hedgerow Removal Notice application:</p> <p><a href="#">National requirements (Part 1)</a></p> <p>Local requirements (Part 2) - we are working on a Local List, please submit your application in accordance with national requirements</p> <p>To process an application we require the information detailed in Part 1 above to be</p>



	<p>submitted with the application. The period for deciding the application cannot start until all the information has been received.</p> <p>Please make sure you submit <b>one original plus one copy</b> of the application form, together with <b>one original plus one copy</b> of the plan at 1:2500 metric scale. This must show clearly the location / length of the hedgerow to be removed and where any part of the hedgerow to be removed was planted less than 30 years ago indicate X - X on the plan and provide evidence of the date of planting.</p> <p>You will need Adobe Acrobat Reader to download these documents. If you don't have it you can download <a href="#">Adobe Reader</a> for free.</p>
Amendment/Variation of S106	<p>A section 106 planning obligation may be changed (Deed of Modification) or discharged in two ways:</p> <p>Within five years of the date of the completion of the obligation, at any time, by agreement between us and the person or persons against whom the obligation is enforceable;</p> <p>After five years beginning with the date the obligation was legally completed (or a later date specified in the obligation itself).</p> <p>For a request for agreement to be made within five years, the applicant will need to set out reasons why this is necessary.</p> <p>In both cases the proposal for modification or discharge should be submitted to us as a formal application. We will decide the application (i.e after five years) in one of the following ways:</p> <p>If the obligation is no longer needed to serve its original intended purpose, it may be discharged</p> <p>If we consider that the obligation is still needed to serve its original intended purpose, but that this can be achieved by modifying the obligation in the way proposed in the application, we can agree to modify the obligation</p> <p>If we consider that the obligation still serves a useful purpose, we can refuse to discharge the condition.</p> <p>Complete the application form:  Deed of variation or modification of a S106 planning obligation form  Notice to modify a S106</p>
Public footpath diversion order	<p>Sometimes it is necessary for a footpath or bridleway to be stopped up or diverted in order to enable development to be carried out in accordance with planning permission granted by us.</p> <p>The disadvantages, or loss, which is likely to arise to users of the route as a result of any change are considered by us. However, it should not be assumed that an order to stop up or divert a footpath or bridleway will be made simply because planning permission has been granted.</p> <p>We also have powers to divert a public footpath.</p> <p>If you want to apply for a diversion order you will need to complete our <a href="#">application form</a>.</p> <p>Guidance notes are currently being drafted and will be available shortly, but if you have a question in the meantime, or would like to know how much the fees are please contact our <a href="#">legal and democratic services team</a>.</p>