

NON-MATERIAL AMENDMENT APPLICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH NON-MATERIAL AMENDMENT APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).

NAME OF APPLICANT: _____

NAME OF AGENT: _____

ADDRESS OF DEVELOPMENT: _____

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

UNLESS SUBMITTED ELECTRONICALLY THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

Have you completed the application forms and signed and dated all copies?

Have you given notice to any person (other than yourself) who is an owner of the land to which the application relates or a tenant of an agricultural holding any part of which is comprised in the land to which the application relates, stating:

(a) what the application is for and where the person can view a copy of it; and

(b) that any representations about the application must be made to the Planning Department at the Borough of Pendle within 14 days of the date when the notice is given.

Have you enclosed the fee?

3 Copies of plans that clearly show all proposed revisions. For each revision plans shall be submitted with the revision highlighted and annotated.