



Northumberland County Council

Validation Checklist for:

Approval of Details Reserved by Condition (discharge)

Use this checklist to see when you need to submit information. Then [refer to the matching note number on our website \(opens in a new window\)](#). That will explain the detail you must include in your documents, to make sure they are valid. This list applies from 1st July 2024.

National planning application requirements

Requirement	Refer to	Do I need to submit this?
Application form	Note 1	Yes. Form title: Application for approval of details reserved by condition. What you should know You cannot discharge conditions from two different applications on one discharge of condition application. Such as householder planning permission and a listed building consent. Each application has it's own set of conditions so we need separate applications.
Application fee	Note 2	Yes, unless the application relates to a condition(s) on an application for: <ul style="list-style-type: none">• listed building consent.• works to trees.
Location plan	Note 3	No.
Site plans	Note 4	Only if requested as part of the condition.

If a requirement (or note number) is not mentioned above we don't need it for this application type.

Other information to support your application

Check the decision notice for the application you want to discharge conditions for. It will list the conditions and tell you what to submit. You will need to list the condition number you wish to discharge on the form and supply what the condition asks for.

We can accept photographs or product brochures where the condition asks you to submit samples of materials.

Timescale for a decision

Government legislation requires us to decide Approval of Details Reserved by Condition within 8 weeks. The timescale only starts from the date your application is complete. This is also known as the 'valid' date.

Contact details

Technical Support Team, Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

[Visit our Northumberland County Council website](#)

Email planning@northumberland.gov.uk