



CHECKLIST FOR APPLICATIONS FOR APPROVAL OF DETAILS RESERVED BY CONDITION

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. Please see below for useful supporting information that can be submitted.

PLEASE NOTE: Information provided on the application form (or letter of application) and accompanying drawings and documents will be made available on the internet.

All submitted plans must be to a recognised scale. Plans that include the words "Do Not Scale" will not be registered.

- **Completed form or letter of application specifying the permission and the condition(s) attached to it which you are seeking to discharge.**
- **A plan** which identifies the land to which the application relates drawn to an identified scale and showing the direction of North.
- **A copy of other plans and drawings or information necessary to describe the subject of the application.**

LOCAL REQUIREMENTS

Please supply two copies of drawings (unless submitted electronically) for all approval of details applications.



If you need help or advice, please telephone numbers given below during office hours:-
8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,
P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

Western Area Team: Direct Line (01926 456532) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

Eastern Area Team: Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.

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