Planning and Regeneration
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Web: www.birmingham.gov.uk/planningapplications

Application for extension of time

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

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IMPORTANT NOTE - Unfortunately these forms are not available to complete online.

Paper versions of the form are available from here. Please note, we only require 2 copies of the forms, plans and accompanying documents rather than 3 copies stated on the Planning Portal.

NOTE – If you are submitting a major application via the Planning Portal or on CD could you please also send 1 full set of the plans to us and any supporting statements clearly marking them to say that you have submitted your application via the portal – this will avoid any duplication

National Application Requirements – Mandatory Information

Application Form • Extending the time limits of existing planning permissions From October 2009 planning authorities can extend the time limits for existing planning permissions. Applicants seeking to extend an existing planning permission should use the standard application form, which has been amended for this purpose. This is a temporary measure and only applies to permissions which were granted on or before 1 October 2010.	☐

Certificates
 	
• The completed ownership certificate (A, B, C or D) as appropriate
  o If ownership certificate B is completed, Notice 1 is required
  o If ownership certificate C is completed, Notices 1 and 2 are required
  o If ownership certificate D is completed, Notice 2is required
 	
• Agricultural Holdings Certificate must be completed
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Application Fee You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid Details of current fees for all application types can be found at www.birmingham.gov.uk/planningfees	☐

Local Application Requirements

Location Plan – Whilst not mandatory it would be useful to submit • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) • Show the direction of North	☐
Planning Statement Planning statement required if there is any change to planning policy since the original approval.	☐
Heads of Terms If there was an original Section 106, a deed of Variation will be required.	☐

Monitoring

Equalities Monitoring Form • It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion.	☐