

Amending an application

If you need to amend an application that you have previously submitted, this is possible using the 'amend' function.

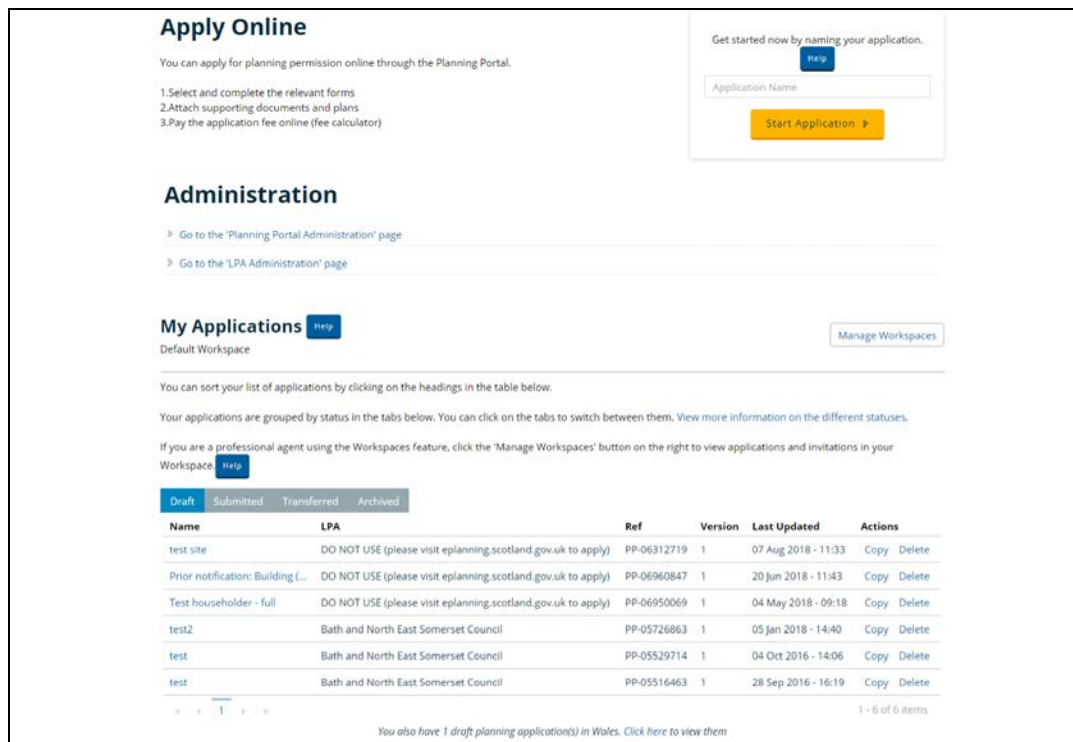
Follow these steps to amend an application:

- 1. Access your application list** - Login to your account on the Planning Portal and go to 'start or view planning applications'.
- 2. Find the application you wish to amend** - On your application list, the status of your application is categorised under tabs named; Draft, Submitted, Transferred and Archived.

There are several types of amendment that can be made depending on the status of your application.

- 'Submitted' applications can be amended as these have yet to be downloaded by the Local Planning Authority.
- 'Transferred' applications can be amended, albeit in a more controlled manner, as these have already been received by the Local Planning Authority.
- 'Archived' applications that were 'Withheld' once submitted can be amended and resubmitted, as they were never sent to the Local Planning Authority.

Note: If the application fee changes due to the nature of the amendment, then this will need to be resolved via an additional payment or a refund.



Apply Online

You can apply for planning permission online through the Planning Portal.

1. Select and complete the relevant forms
2. Attach supporting documents and plans
3. Pay the application fee online (fee calculator)

Get started now by naming your application.

Application Name

[Start Application](#)

Administration

- Go to the 'Planning Portal Administration' page
- Go to the 'LPA Administration' page

My Applications [Help](#) [Manage Workspaces](#)

Default Workspace

You can sort your list of applications by clicking on the headings in the table below.

Your applications are grouped by status in the tabs below. You can click on the tabs to switch between them. [View more information on the different statuses.](#)

If you are a professional agent using the Workspaces feature, click the 'Manage Workspaces' button on the right to view applications and invitations in your Workspace. [Help](#)

Draft Submitted Transferred Archived

Name	LPA	Ref	Version	Last Updated	Actions
test site	DO NOT USE (please visit eplanning.scotland.gov.uk to apply)	PP-06312719	1	07 Aug 2018 - 11:33	Copy Delete
Prior notification: Building (...)	DO NOT USE (please visit eplanning.scotland.gov.uk to apply)	PP-06960847	1	20 Jun 2018 - 11:43	Copy Delete
Test householder - full	DO NOT USE (please visit eplanning.scotland.gov.uk to apply)	PP-06950069	1	04 May 2018 - 09:18	Copy Delete
test2	Bath and North East Somerset Council	PP-05726863	1	05 Jan 2018 - 14:40	Copy Delete
test	Bath and North East Somerset Council	PP-05529714	1	04 Oct 2016 - 14:06	Copy Delete
test	Bath and North East Somerset Council	PP-05516463	1	28 Sep 2016 - 16:19	Copy Delete

1 - 6 of 6 items

You also have 1 draft planning application(s) in Wales. [Click here to view them](#)

- 3. Start the amendment** - Click on 'Amend' under 'Actions' for the relevant application. A pop up box may appear to confirm the amendment.
- 4. Confirm the amendment type** - You will be shown a screen that details the amendment process and presents two options to pick from:

- Make amendments to supporting documents ONLY
- Make amendments to both the application form and supporting documents

You can click OK to continue, or cancel the amendment process and return to your application list.

Amend Application

It is possible to amend the application but, according to the type of amendment, the fee for this application may change. If you are unsure, you should always check with your local planning authority to see if the fee has changed.

You may be required to recalculate your fee on the Planning Portal, if the application fee increases please be aware that any additional payment will be subject to our service charge. If you do not need to recalculate your fee, no further payment will be required.

You should not pay more than once unless you have checked with the local planning authority.

Please do not amend and resubmit your application if it has already been decided by the local planning authority.

To resubmit a decided application, you should return to the 'My Applications' screen and copy the application. This will retain all the details, but allow you to submit the application under a new reference number.

Type of Amendment

Please select from the options below. To assist the local planning authority in processing your amendments, please attach a covering letter with full details of the amendments before resubmitting (this can be done on the 'Supporting Documents' screen).

Make amendments to supporting documents ONLY

Make amendments to both the application form and supporting documents

5. **Make your amendments** - You will be taken to the overview screen for the application you are amending. Browse through the top tabs (Forms; Supporting Documents; Fees) to locate the area of the application that you wish to amend.

Note that if you have selected to only amend supporting documentation, all other areas of the application will be locked.

While making amendments, the LPA will not be able to view or access the application.

Your application Help

Overview Forms Supporting Documents Fees Check, Pay & Submit

Application Details Help

Your Reference: TEST [Edit](#)

Application Type: Approval of details reserved by a condition

Local Authority: DO NOT USE {

Reference: PP-00122053

Status: Draft v2 (Full Amendment)

Last Updated: 10 Sep 2018 - 08:25

Application Completion Status Help

- ✔ Complete Forms
- ✔ Complete Documents
- ✔ Complete Fees
- ✔ Complete Payment
- ✔ Complete Check Application
- ✘ Incomplete Submit Application

DO NOT USE (please visit eplanning.scotland.gov.uk to apply)

Website

Email

Phone: 01234567890

[More Contact Info](#)

What?

Notices Help

[Download the Household application notice](#)

For all other kinds of application:

[Download Notice 1](#)

[Download Notice 2](#)

CIL Downloads Help

[CIL additional questions form](#)

[CIL guidance note](#)

Print Your Forms Help

Generate a printable PDF version of your completed application forms for reference or postal submission

[Print entire application \(opens in a new window\)](#)

Guidance Notes

[Download guidance notes](#)

Application Metadata

Owner/Creator: ...

Created Date: 10 Sep 2018 - 08:25

Document Count: 0 (includes system generated)

Document Size: 0.00Mb

Download Application

[Download entire application](#)

[Generate UAT PDF](#)

[Generate UAT PDF \(Redacted\)](#)

Application History

Version	Status	Created	Deleted	Submitted	Amended	Document Count	Document Size	Payment Amount	Payment Method
2	Draft	10/09/2018 07:25:03				0	0.00MB		
1	Withheld	07/08/2018 13:31:22		08/08/2018 12:23:13	07/08/2018 13:33:40	5	0.04MB	34.00	Portal Payment

6. Submit your amended application - Once you have made your amendments, you will need re-submit your application on the Planning Portal. Click on the 'Check, Pay & Submit' tab to begin this process and follow the instructions on screen as you did for the original submission.

If the application fee changes due to the nature of the amendment, then this will need to be resolved via an additional payment or a refund.

Additional payments can be made via our payment service. If the amended application incurs an additional fee due to the changes made, then a further service charge will apply to payments over £25.

If you believe a refund is due, then discuss this with the Local Planning Authority once they have validated your amended application and confirmed the fee due.

- 7. What happens next** - Once the application has been released, the Local Planning Authority will receive a notification that the application has been amended and they will be able to begin their validation process.

Additional help and guidance

[Access our help page](#) or [visit our FAQ pages](#)