

Local Authority guidance: Application amendments

Once an application has been received by a Local Authority, an amendment may be needed. Both the applicant/agent and the Local Authority can instigate this:

- **Applicant/Agent initiated** – wants to update proposal (e.g. revised plans) or make a correction (e.g. details were accidentally omitted)
- **Local Authority initiated** – needs applicant/agent to resolve a validation issue (e.g. incorrect fee or missing/incorrect information)

In all cases, we advise that parties should contact each other regarding the required changes to ensure they will be acceptable and adequately address the reason(s) for making the amendment.

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Making application amendments on Planning Portal

Users of the Planning Portal can make an amendment to any submitted application that has been received by the Local Authority.

We have warning in place to try to ensure that this only occurs when necessary and possible (i.e. before the application is returned, determined or withdrawn). [Read our guidance on making an amendment.](#)

When an amendment is created, it will have the same Planning Portal reference number, but the version will advance by 1 (e.g. PP-12345678 v2).

There are no limitations on the number of times an application can be amended, but the process will ensure that the Local Authority always receives each version before the next amendment can be started.

Where an application has been submitted but not yet received by the Local Authority, the user is able to 'retract' the submission, make relevant changes, and then submit again without an 'amendment' being required.

What can be amended

When a user makes an amendment, they can update all the main areas of their application:

- Site boundary / Location plan
- Answers to questions
- Supporting documentation
- Application fee calculation (if the fee increases, an additional payment will be required)

What cannot be amended

Users are not able to amend the following details:

- Site address / Grid reference
- Application type

Such changes need a new application to be created, from scratch or by making a copy.

Copy functions

If the user wishes to retain details from a previous application but change the address/grid reference or type, this can be done via the 'Copy' process which results in a separate new application under a different reference number. [Read our FAQ on copying an application.](#)

Receiving amendments from Planning Portal

Once a user has made the required changes to their application, they can resubmit it and pay any additional fee that may be required. No payment will be needed if the fee has not increased. If the fee has reduced, they will be advised to discuss any refund due with the Local Authority.

As part of the submission process, the user will need to provide details of why the amendment was made. Once submitted, the amended application will be available to the Local Authority to retrieve as usual via automated or manual routes and any additional application fee payment will be transferred.

Currently, all application information is sent as part of the amendment (regardless of if it has changed or not). While we are aware that this is not ideal in all circumstances, it is the only way to ensure that a complete copy of every application version is always received by every Local Authority.

Amendment summary

As part of any amended application submission (from May 2023) a system generated PDF document will be included that details the exact changes made to the application.

This will include:

- Summary details of the application:
 - Name
 - Reference
 - Version
 - Submission date
- 'Before and after' details for:
 - Application questions
 - Fee calculator questions and values
 - Submission information
- If the site/other boundary data has been updated
- Details of any supporting documents that have been:
 - Added - New to this version of the application
 - Updated – Replaced in this version by another identically named file
 - Deleted – Removed from this version

This will allow anyone in the Local Authority to quickly review the details of what has been amended and allow this information to be made public if required.

Details of the amendment summary PDF

- **File name:** AmendmentSummary.pdf
- **XML Reference:** Delta Summary

[A full list of all current supporting document types, including details of all the system generated files, is also available for reference.](#)