

Planning Permission
Successful Appeal

A Liability Notice will be issued by the Council. If the Liable Party changes the Council must be informed immediately by completing forms 3 or 4.
A request for relief or an exemption can be submitted.

The applicant must submit a Commencement Notice at least 1 day prior to commencement of development - failure to do so results in full payment becoming due immediately

At least 1 day in advance

Complete Form 1

Complete Form 2

Form Completed

Acknowledged

Liability Notice to Liable Party

Liability Notice to Landowner

Waiting for Commencement Notice

No Change

Change to Liable

Complete form 3 or 4

Request for relief or

Granted

Refused

Acknowledged..

Appeal

Issue New Liability Notice

Commencement Notice

Acknowledged..

Issue Demand Notice

Payment Received

Issue Receipt

Once Planning Permission is granted, the Liable Party must complete Form 2 (Assumption of Liability)
Please Note
Form 2 can be completed at the same time as Form 1

If no Form 2 is received, the Council will assume liability sits with the landowner

Form 1 Additional Information
Form 2 Assumption of Liability
Form 3 Withdrawal of Assumption of Liability
Form 4 Transfer of Assumed Liability

PLEASE NOTE
This process is still applied if you have a ZERO liability or any EXEMPTION or RELIEF applied.

Development should not commence until a correct Liability Notice has been issued. Failure to adhere to this process could result in being unable to receive awards reliefs or exemptions.

Your DEMAND NOTICE will set out any further action required

