

Guidance notes for submitting further Supporting Documents

Introduction

This form tells the Local Authority that you have more documents to support an application or submission you have already made.

When to use this form

Use the form to tell the Local Authority that you are sending more documents (for example, revised drawings, engineers' reports, photographic evidence and so on) to support your application or submission.

You can also use the form to submit further documents for larger applications where the total file size of the documents is more than 200 Mb.

Note: Do not follow this process when making a new application for an Amendment to Warrant, which has its own form. However, do follow it when sending further information in support of an Amendment to Warrant which you have already made.

Electronic communication

All correspondence will be by email. If you do not want to use email, please let the Local Authority know.

You should send all correspondence and documents relating to your supporting documents through the eBuildingStandards portal.

