

## **Notification of Initiation and Completion of Development**

From 3 August 2009 those who are in receipt of decision notices granting planning permission will receive forms for completion, and return to the Council, providing details of when works will start on the development approved and when the project has been completed. This is a requirement of the new planning legislation. Further details are provided below.

### **Notification of Initiation of Development Form**

The completion and return of this form ensures that the Council is aware that the development is underway and is in a position to liaise with the applicant to ensure that any conditions which were applied to the permission are adhered to and to offer advice. For example, the decision notice may indicate that certain details should obtain further approval from the Council before work starts. Failure to adhere to such conditions may be a breach of planning control necessitating formal enforcement action. Failure to submit the Notice to the Council may itself be a breach of planning control but there is no breach if the developer does not begin work on the date specified on the returned notice but at some point afterwards.

The responsibility for completing and returning the Notice to the Council rests with the person intending to carry out the development. If the recipient of the decision notice is not the person who will undertake the development, it should be passed on to that person together with a copy of the Decision Notice.

The Notice can be submitted to the Council at any point right up to when the work (or the use if the permission was for a material change of use) commences. However the Notice must be submitted to the Council before work starts.

A copy of the Notice of Initiation of Development may be downloaded below

Download the [Notice](#)

### **Notification of Completion of Development Form**

The completion and return of this form ensures that the Council is aware that the development for which the planning permission was granted has been completed. This will also ensure that the Council is able to confirm that all relevant conditions have been complied with. Where planning permission for a phased development is involved the Council will impose a condition on the consent requiring the completion and submission of a completion Notice to the Council when each phase is complete, except the last phase.

The responsibility for filling in and returning the Notice rests with the person completing the development. If the recipient of the decision notice is not the

person who will complete the development, it should be passed on to that person together with a copy of the Decision Notice.

A copy of the Notice of Completion of Development may be downloaded below

Download the [Notice](#)

For further information please contact  
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