



working on behalf of Barking and Dagenham

Be First
5th Floor, MAKE IT Barking
15 Linton Road
Barking
IG11 8HE

VALIDATION CHECKLIST

APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION

Please submit via the Planning Portal (our preferred method). If you are unable to submit via the Portal then please use other electronic means such as a memory stick or electronic transfer (for example We Transfer or equivalent). Do not send hard copies as we are a paperless office.

STATUTORY NATIONAL INFORMATION REQUIREMENTS	
An application MUST include the following information/documents:	
Application Form	The completed application form should be submitted.
Location Plan (typically at a scale of 1:1250 or 1:2500)	The location plan should be based on an up-to-date map and should identify sufficient roads and/or buildings on land adjoining the application site. The application site should be edged clearly with a red line and a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
The correct fee	The quickest and most efficient way to submit your application and fee is via the Planning Portal. In cases where you are unable to submit via the Planning Portal you will need to pay on the Council's website and confirm payment details to us. Please note that we do not accept cheques sent to London Borough of Barking and Dagenham or Be First.

The [Planning Portal's Fee Calculator](#) can help you calculate the planning fee required for your application.

Plans / Drawings

Plans / drawings should be provided to demonstrate the proposed amendment(s). It is also useful to include a mark-up of the approved plans / drawings to help illustrate the location of the proposed amendment(s).

Last updated: 27th July 2026