

Application Requirements

General information can be found on the Council's website:

[Planning applications | Middlesbrough Council](#)

For a valid application, the following is required:

1. A completed planning application / Listed Building Consent application form, as appropriate.

We encourage online applications through the [Planning Portal](#).

Or you can apply by emailing your application and supporting documents to:

developmentcontrol@middlesbrough.gov.uk

Alternatively, you can download and print an application form and return it to us by post at the address provided at the top of the application form.

2. An Ordinance Survey site location plan to a 1:1250 scale. If you don't have one, a site location plan can be purchased through the [Planning Portal](#).

Please mark the boundary of the site (the property and its curtilage) on the plan in red.

3. Existing and proposed scale plans to demonstrate the change proposed. Please provide detailed specifications for any new additions proposed. Existing photographs can also be helpful.

4. A Design and Access Statement and Heritage Impact Assessment demonstrating the impact the proposed change will have on:

- the [Conservation Area](#) the building lies within (if the application building or site lies within a Conservation Area);
- the [Listed Building](#) (if the application building is Listed);
- the [Local List](#) building or site (if the application building or site is on Middlesbrough's Local List); and
- the [settings](#) of any [Listed Buildings](#) or [Scheduled Monument](#).

We have [guidance](#) online to help you do this.

5. [Planning fees](#) vary. Listed Building Consent and Tree Works application are fee-free. You can make payment for your application over the telephone via debit/credit card (01642 729377) or by cheque (made payable to Middlesbrough Council).

You can use the [Planning Portal's calculator](#) to estimate planning fees. Please note this is only an estimate, given based on your answers to the questions asked.