

## User Guide to the Attachment Summary

The attachment summary contains the details of all the supporting documents submitted with an application.

All applications submitted via the Planning Portal can be amended by the applicant or agent. (see our amending an application guidance) There are two different types of amendment available:

1. Changes to documentation only
2. Changes to forms and documentation

If option 2 above is selected, the application version number will increment. For example: PP-01234567\_v1 would change to PP-01234567\_v2.

If an application is received by the LPA as a version 2, the LPA will know that the forms have been changed and the whole application will need to be reviewed.

If the applicant amends the documentation only (option 1 above), then the version number will increase with any amendment, the attachment summary PDF supplied with all applications will provide details of what has been changed.

The attachment summary starts with a header that details important information relevant to the whole application and will state whether the documentation has been amended.

The example above is for an application that has not been amended and the PDF contains information relating to the application documentation such as the paper size the document should be printed at and any comments added by the applicant relating to specific documents.

The section in the header titled “Amended Attachments Only?” has now changed to “Yes” therefore this means that some changes have been made to the documents.

It is also worth noting that there are three possible options for the attachment status, which are as follows:

- New
- Pre-existing
- Deleted

These different statuses will allow the LPA to tell what has changed from the previous submission.

## Further help & guidance

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