

PLANNING APPLICATION CHECKLIST

Application for removal or variation of a condition following grant of planning permission

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

Tick boxes have been provided at the side of each requirement to enable you to confirm the information you are providing with your application.

Notes regarding plans and drawings

Please note that drawings, plans and some other documents submitted with applications will be published on the council's website. All plans and drawings should include a scale bar indicating a minimum of 0-10 metres and show the paper size and key dimensions.

For online applications submitted via the Planning Portal drawings should be A3 or smaller and attached as .pdf (Adobe Acrobat) Files. They should include: the print (paper) size; the relevant scale at that print size (e.g. 1:50 or 1:100); a scale bar showing the length of 1 and 10 metres and/or key dimensions.

The maximum size of all files that can be uploaded on the Planning Portal is 25Mb and no individual file can be larger than 5Mb. Please do not attach .cad or .exe files or use zip utilities to compress files because these are not accepted.

Planning Application Requirements

Four copies (including the original) of all of the information on the checklist are required unless the application is submitted electronically through the Planning Portal (www.planningportal.gov.uk)

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National Planning Application Requirements

You must provide the following as part of your application:

- Completed 1APP National Standard Application Form, signed and dated.
- Completed Ownership Certificate (A, B, C or D as applicable), signed and dated.
- Where Ownership Certificate B, C or D has been completed, the correct Notice under GDPO 1995 which must be given and served on the owner(s) and/or published in a local newspaper.
- Agricultural Holdings Certificate, signed and dated.
- Appropriate fee.
- A Location Plan based on an up-to-date map at a scale of 1:1250 or 1:2500. The application site should be clearly edged 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.

Local Planning Application Requirements

You may also need to provide the following as part of your application:

	Requirement	When Required
<input type="checkbox"/>	Community Infrastructure Levy Information Form	All applications for one or more dwellings or where the gross internal floor area of new buildings and/or extensions exceeds 100 square metres
<input type="checkbox"/>	Plans - existing and proposed elevations (scale 1:50 or 1:100)	Where the removal or variation of the condition would change the appearance of the building.
	Plans - existing and proposed floor plans (scale 1:50 or 1:100)	Where the removal or variation of the condition would change the layout of the building.
<input type="checkbox"/>	Affordable Housing Statement	On residential or part residential development where there is capacity to provide 10 or more homes, or where the site area is greater than 0.5 hectares – where the removal or variation of condition would change the number or type of residential units being provided.
<input type="checkbox"/>	Biodiversity Survey and Report	Removal or variation of a condition relating to biodiversity mitigation or protection.
<input type="checkbox"/>	Daylight/Sunlight Assessment	Removal or variation of a condition relating to protection of daylight/sunlight.
<input type="checkbox"/>	Environmental Statement	All development falling within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. http://www.legislation.gov.uk/ukxi/2011/1824/schedule/1/made Development falling within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011, where a Screening Opinion has confirmed the need to submit an EIA. http://www.legislation.gov.uk/ukxi/2011/1824/schedule/2/made

	Requirement	When Required
<input type="checkbox"/>	Evidence to accompany applications for town centre uses	Removal or variation of a condition relating to restriction of use of property outside designated Town Centres or at edge of centre locations.
<input type="checkbox"/>	Flood Risk Assessment	Removal or variation of a conditions relating to flood risk mitigation.
<input type="checkbox"/>	Heritage Statement	Removal or variation of a condition relating to protection of historic environment or archaeology
<input type="checkbox"/>	Land Contamination Assessment	Removal or variation of a condition relating to contaminated land.
<input type="checkbox"/>	Landscaping Details	Removal or variation of a condition relating to landscaping.
<input type="checkbox"/>	Lighting Assessment	Removal or variation of a condition relating to floodlighting.
<input type="checkbox"/>	Noise Impact Assessment	Removal or variation of a conditions relating to noise attenuation or limitation of noisy activities/hours of operation.
<input type="checkbox"/>	Parking Provision	Removal or variation of a conditions relating to the provision/retention of parking.
<input type="checkbox"/>	Tree Survey/Arboricultural Implications	Removal or variation of a condition relating to tree retention or provision.
<input type="checkbox"/>	Ventilation/Extraction Statement	Removal or variation of a condition relating to ventilation/extraction equipment.

NOTE

In specific cases the Council may use powers under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 which allows authorities to request in writing any further information required to enable it to determine an application, even where the above thresholds are not met.