



Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

NATIONAL REQUIREMENTS

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required.

A Design and Access Statement must accompany both applications for outline planning permission and full applications for planning permission, and generally will be required for all planning and listed building consent applications except applications for planning permission only for:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments: statements are required for applications where any part of a dwelling house or its curtilage fall within one of the following designated areas:
 - Site of special scientific interest
 - Conservation area

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the General Development Procedure Order 1995.

Please Note: This must be on a separate document.

- The appropriate fee

LOCAL REQUIREMENTS

<p>Additional Mandatory Documents</p>	<p>Plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):</p> <ul style="list-style-type: none"> ○ Block plan of the site (e.g. at a scale of 1:500) showing any site boundaries. ○ Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to vary or remove. <p>Plans marked “Do Not Scale”, or similar, cannot be accepted.</p> <p>All plans must have a scale bar.</p> <p>All plans should show the original paper size.</p>
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Location Plan	<p>Plans must be based on a licensed copy of an Ordnance Survey plan showing the OS Copyright Statement. Or drawn from a site survey and confirmed as such.</p> <p>It must be accurate and up-to-date, showing the site and adjoining properties with at least two roads shown along with the road names (where appropriate).</p> <p>The whole of the application site including access to the highway must be outlined in RED. The scale must be 1:1250 or 1:2500 and show the direction of north (The scale on large site plans can</p>

		be adjusted accordingly to show the whole of the area). If the applicant owns or controls any adjoining land, the land must be outlined in BLUE.
	Block / Site Plan	<p>Plans must be based on a licensed copy of an Ordnance Survey plan showing the OS Copyright Statement. Or drawn from a site survey.</p> <p>The block / site plan should be at a scale of 1:500 showing the site centred on the map and showing the proposal in relation to all adjoining buildings and properties that have a common boundary, whether or not separated by a road. Furthermore, the plan must show the position, size and species of any trees in, or just outside, the site and the position of any new or altered access for cars and pedestrians and any changes to the parking arrangements. The plan also needs to show the direction of north.</p>
	Existing and proposed floor plans	<p>Where changes or variations are proposed.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point.</p>
	Existing and proposed elevations Scale 1:100 or 1:50	<p>Where changes or variations are proposed.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from</p>

		the boundaries of the site and size of the building) original paper size and a north point.
	Roof plans Scale 1:100/ 1:50	<p>Where changes of variations are proposed.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point. To show the shape of the roof, materials, vents and location.</p>
	Landscaping details	<p>Where existing trees, hedges and other landscape features will be affected by the proposals to vary or remove the condition and landscaping needs to be considered an integral part of the development.</p> <p>Proposals to include details of proposals, long term maintenance and landscape management.</p>