

APPLICATION FOR VARIATION OR REMOVAL OF A CONDITION ON GRANT OF PLANNING PERMISSION OR LISTED BUILDING CONSENT

PART I - COMPULSORY REQUIREMENTS

Planning applications may be submitted either as a 'hard copy' or as an on-line application. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

Please Note: It is a MANDATORY REQUIREMENT to fill in this checklist for all applications.

All Plans:

- Marked "Do Not Scale", or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

The completed application form	YES →	The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants MUST answer ALL the questions.
		Requirement Included Please tick <input type="checkbox"/>
The correct fee	YES →	Most planning applications incur a fee. These are described in Communities and Local Government (CLG) Circular 04/2008, Planning-Related Fees. The Planning Portal includes a fee calculator for applicants. Applications to vary a condition on a listed building consent do not attract a fee.
		Requirement Included Please tick <input type="checkbox"/>

Reason not included:

Ownership certificates

YES

Under section 65(5) of the TCPA¹, read in conjunction with Article 12 of the DMPO² the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission **MUST** therefore include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. These ownership certificates are part of the standard application form.

Requirement Included Please tick

Agricultural Holdings Certificate

YES

All agricultural tenants on a site **MUST** be notified prior to the submission of a planning application. This is required by Article 12 of the DMPO. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. **The certificate is required whether or not the site is used agriculturally including urban areas.** It is incorporated into the standard application form, and must be signed in order for the application to be valid.

a)

Requirement Included Please tick

¹ Town and Country Planning Act 1990

² The Town and Country Planning (Development Management Procedure) (England) Order 2010 SI 2010/2184

The Location Plan

YES

ALL applications **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North.

The application site should be edged clearly with a **red line**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A **blue line** should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Requirement Included Please tick

Drawings

YES

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size). Plans must show the direction of North, and elevations marked appropriately, ie north, northeast, etc. (facing the direction in question).

Requirement Included Please tick

Design and Access Statement

YES

The statutory requirements for [design and access statement](#) are set out in Article 8 of the DMPO and Article 3A of the Planning (Listed Building and Conservation Areas) Regulations 1990. They are only required for the following types of applications for planning permission except:

- a) Major³ applications;
- b) Applications for one or more dwellinghouses in a Conservation Area; or
- c) Applications for 100m² or more of floorspace in a Conservation Area.

Design and access statements are particularly important where design or materials is a significant issue or in the

- case of prominent sites. The statement should:
- a) Explain the design principles and design concept and how the design relates to its wider context (through a full context appraisal where appropriate)
 - b) Be illustrated, as appropriate, with plans and elevations; photographs of the site and its surroundings; and other illustrations such as perspectives
 - c) Explain how the access arrangements would ensure that all users (including people with disabilities) would have equal and convenient access to buildings and spaces and the public transport network
 - d) Address the need for flexibility of the development and how it may adapt to changing needs.

They are required for all applications for listed building consent; however, they do not need to deal with access elements where they only relate to internal works.

For listed building applications the design and access statement should explain:

- a) The design principles and concepts that have been applied to the works; and
- b) How the design principles and concepts that have been applied to the works and access to the building take account of—
 - (i) The special architectural or historic importance of the building;
 - (ii) The particular physical features of the building that justify its designation as a listed building; and
 - (iii) The building's setting.

See also Policy GEN1 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

PART II - LOCAL REQUIREMENTS

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below.

Agricultural Statement

When required

All planning applications for removal of

YES

Information required

The [National Planning Policy Framework](#) sets out guidance which will be taken into account in determining the application.

agricultural occupancy condition.

The Council has adopted as non-statutory guidance the former [Annex A of PPS7](#) to allow applicants to show that there is no longer a need for the condition. Information should therefore be submitted showing that the property has been marketed for a period of 12 months at an appropriate value to reflect the condition and what, if any, responses have been received, and if they were rejected information as to why they were rejected.

See also Policy RUR11 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included:

Heritage Statement

When required

All applications relating to a condition on a listed building consent

YES

Information required

The [National Planning Policy Framework](#) sets out the overall approach to the protection of Heritage Assets. A heritage asset includes any building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. They include designated heritage assets (in the Hart context [Scheduled Monuments](#), [Listed Buildings](#), [Registered Parks and Gardens](#), [Conservation Areas](#) or [Hampshire Treasures](#)).

Where an application, affects a Heritage Asset the application must be accompanied by a Heritage Statement setting out a description of the significance of the heritage asset(s) affected and how the proposal will affect the significance of the asset(s).

See also Policy GEN1, CON10 to CON 14, CON17 and CON18 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Town Centre Uses Statement

When required

Applications to vary/remove any restrictions on how a building can be used for sale of convenience and/or comparison goods.

YES

Information required

The [National Planning Policy Framework](#) sets out overall approach to economic development, focussing on town and district centres.

Where the site is that are not in an existing centre and are not in accordance with an up-to-date Local Plan a **sequential assessment** of the proposal shall be submitted.

Where the total floorspace of the building is 2,500m² or more of retail, leisure and/or office development outside town centres, which are not in accordance with an up-to-date Local Plan an **impact assessment** of the proposal shall be submitted.

See also Policies URB1 to URB10 and RUR12, RUR13, and RUR18 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.