



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 not required for applications unless any part of a dwelling house or its curtilage fall within one of the following designated areas:
 - Site of special scientific interest
 - Conservation area
 - Area of outstanding natural beauty

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.

- The appropriate fee

LOCAL REQUIREMENTS

Additional Mandatory Documents	<p>Plans (original plus 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 1:100 or 1:200) 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.
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	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 the boundaries of the site and size of the building) original paper size and a north point</p>
	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>
	Existing and proposed site sections and finished floor and site	Where changes or variations are proposed.

	levels. Scale 1:50 or 1:100	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
	Affordable housing statement	Where relevant to the condition which is the subject of the application for removal or variation.
	Biodiversity survey and report	Where relevant to the condition which is the subject of the application for removal or variation.
	Economic statement	Where relevant to the condition which is the subject of the application for removal or variation.
	Environment Statement	Where relevant to the condition which is the subject of the application for removal or variation.
	Flood risk assessment	Where relevant to the condition which is the subject of the application for removal or variation.
	Foul sewage and utilities assessment	Where relevant to the condition which is the subject of the application for removal or variation.
	Heritage Statement	Where relevant to the condition which is the subject of the application for removal or variation.
	Land contamination assessment	Where relevant to the condition which is the subject of the application for removal or variation.
	Landscaping details	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. Proposals to include details of proposals, long term maintenance and landscape management.
	Lighting Assessment	Where relevant to the condition which is the subject of the application for removal or variation.
	Noise assessment	Where relevant to the condition which is the subject of the application for removal or variation.
	Parking provision	Where relevant to the condition which is the subject of the application for removal or variation.
	Photographs and photomontages	Where relevant to the condition which is the subject of the application for removal or variation.

	Structural survey	Where relevant to the condition which is the subject of the application for removal or variation.
	Travel plan	Where relevant to the condition which is the subject of the application for removal or variation.
	Tree survey/arboricultural implications	Where relevant to the condition which is the subject of the application for removal or variation.
	Ventilation and extraction statement	Where relevant to the condition which is the subject of the application for removal or variation.