

## Application for removal or variation of a condition following grant of Planning Permission Validation Checklist

### National Requirements - Other Documents

#### Application Form

**When required**

All applications

**What information is required?**

Further guidance can be found on the Planning Portal at [Removal/variation of conditions - Consent types - Planning Portal](#)

#### Ownership Certificate

**When required**

All applications

**What information is required?**

Completed Certificate stating the ownership of the application site

**Where to look for further assistance**

The Certificate is part of the planning application form. Further information on what to submit can be found on the Planning Portal at [What to submit - How to apply - Planning Portal](#).

**What information is required?**

Where a third party own all or part of the application site, Notice of the application must be given to them

**Where to look for further assistance**

Notice under article 6 can be found on the governments website [The Town and Country Planning \(General Development Procedure\) Order 1995 \(legislation.gov.uk\)](#)

#### Fee

**When required**

Planning applications incur a fee

**What information is required?**

The correct fee

**Where to look for further assistance**

For full details of fees and to calculate your planning fee, go to [Fees for planning applications - GOV.UK \(www.gov.uk\)](#) or the [Planning Portal](#) website

### Local Requirements – Plans – *the plans must include a scale bar*

#### Location Plan

Scale 1:2500 or 1:1250

**When required** All applications

**What information is required?**

- Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway
- The direction of north should be shown.
- The plan must cover a large enough area to enable the location to be easily found.

**Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](#)

**Planning Statement explaining reasons for seeking variation or removal of condition(s)**

**When required**

All applications

**What information is required?**

Details of the reasons why the applicant seeks to vary or remove the condition(s), including any proposals for any alternative condition(s) as replacement(s)

**Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraph 7 - found at: [Communities and government validation guidance](#)