



Validation Checklist

Application for Variation or Removal of Condition following Grant of Planning Permission

National Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
Planning Application Form and relevant Ownership Certificate	If you submit your application via the Planning Portal you will auto-fill the Application Form. If you require a paper form to print you can get it from here TO AVOID DELAY IN DETERMINING YOUR APPLICATION – PLEASE ENSURE THAT THE FORM IS FULLY COMPLETED AND ALL VARIATIONS ARE CLEARLY IDENTIFIED (i.e. to change materials, to insert a window on east elevation etc)	Yes
Application Fee	Fees are set by Central Government and an Index Link increase is made on 1 April each year. You can calculate your fee via the Planning Portal	Yes
Existing and Proposed Site Plans	The Plan should, in most cases, be to a scale of either 1:200 or 1:500 and have the curtilage (boundary) of the site, the subject of the application, marked in RED . Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in BLUE . The existing and proposed Site/Block Plan must include ALL features of the site including buildings, hardstanding areas, parking, gates, walls, fences and landscaping (including trees).	Yes
Application Drawings	Existing and proposed drawings must be submitted and include the following; Roof Plan – to a scale of 1:100 Floor Plans – to a scale of 1:100 Elevations – to a scale of 1:100	Yes, obviously depending on what is being varied. Please ensure that the version numbers of the drawings have been updated as, if approved, the drawings will be listed on a Condition attached to the Planning Permission.



	Sections – to a scale of 1:100 showing site levels and finished floor levels	
BNG	Understanding biodiversity net gain	Yes, if the original permission was either granted before 12 February 2024 (Major Applications) / 02 April 2024 (Minor Application) or the application for the original permission was made before 12 February 2024 / 02 April 2024.
CIL (Community Infrastructure Levy)	The CIL pages of the Council's website	Please see website for validation information to be submitted
Information and/or Drawings to be provided depends on which Condition(s) you wish to be Amended. Please see Application for Full Planning Permission for Requirements		
PLEASE NOTE THAT THE TIME LIMIT CONDITION RELATING TO COMMENCEMENT OF DEVELOPMENT CANNOT BE VARIED		
PLEASE NOTE THAT YOU CANNOT INCREASE THE SITE AREA ON A VARIATION OF CONDITION(S) APPLICATION		