

**VALIDATION CHECKLIST**  
(Please complete and submit with application)

**Application for Removal or Variation of a Condition following Grant of a Planning Permission (Section 73 of the Town and Country Planning Act 1990)**

<b>NATIONAL REQUIREMENTS*</b> (Original + One copy required unless submitted electronically)	<b>Provided</b> (circle as appropriate)
Completed Form	Y
Ownership Certificate (A, B, C, or D)	Y
Agricultural Holdings Certificate	Y
Appropriate fee	Y
Notice(s)	Y N
<b>A. LOCAL REQUIREMENTS Plans where appropriate*</b> (Original +One copy required unless submitted electronically)	
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Y
Site Plan drawn at a scale of 1:500 or 1:200.	Y
Other plans and drawings or information necessary to describe the subject of the application	
Block plan of the site (1:100 or 1:200 scale)	Y N
Existing and proposed elevations (1:50 or 1:100 scale)	Y N
Existing and proposed floor plans (1:50 or 1:100 scale)	Y N
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale)	Y N
Roof Plans (1:50 or 1:100 scale)	Y N
<b>B. LOCAL REQUIREMENTS* - may include some or all of the following</b> (Three copies required unless submitted electronically)	
Affordable housing statement	Y N
Agricultural, Forestry and other occupational dwellings appraisal/justification	Y N
Air Quality Assessment	Y N
Biodiversity survey and report	Y N
Crime Reduction Statement	Y N
Daylight/sunlight assessment	Y N
Economic statement	Y N
Environmental Statement	Y N
Flood risk assessment	Y N
Foul sewerage and utilities assessment	Y N
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	Y N
Land contamination assessment	Y N
Landscaping details	Y N
Lighting assessment	Y N
Noise assessment	Y N
Open space assessment	Y N
Parking provision	Y N
Photographs/photomontages	Y N
Planning Obligation Draft Head(s) of Terms	Y N
Planning Statement	Y N

Statement of community involvement	Y N
Structural Survey	Y N
Sustainability statement	Y N
Town Centre and/or Local Centre Uses – sequential test/impact assessment	Y N
Transport assessment	Y N
Travel plan	Y N
Tree survey/Arboricultural implications	Y N
Ventilation/extraction statement	Y N

### **Important Note – regarding the Community Infrastructure Levy**

All planning applications which create new floorspace should be accompanied by an additional CIL form which provides additional information which will allow Huntingdonshire District Council to assess CIL payment liability.

It is important that the liable parties (usually either Developers or Landowners) are correctly identified as early as possible. Applicants should therefore submit the CIL Assumption of Liability form with the planning application. Failure to supply such information before work commences on site pursuant to a permission could result in additional penalty costs being incurred.

The forms and additional information about the Community Infrastructure Levy can be obtained from the CIL webpages on the Council's website or the CIL pages of the Planning Portal. The Community Infrastructure Levy Charging Schedule is also available for viewing from the Council's CIL webpages.

**\* See Guidance notes**

**July 2013**

**Guidance notes for application for removal or variation of a condition following a grant of a planning permission (S73 of the Town and Country Planning Act 1990)**

Document/Plan	Additional Notes
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**NATIONAL REQUIREMENTS**

Completed Form	Ensure all questions are answered; the relevant Certificate completed; Agricultural declaration signed; form signed.
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Plans should wherever possible show at least two named roads and surrounding buildings/land named or numbered. The red line should include all the land necessary to carry out the development
<p>Site Plan or block plan drawn at a scale of 1:500 or 1:200.</p> <p>(For large scale developments a plan at 1:500 is more suitable. For small schemes a plan at 1:200 is more suitable.)</p> <p><b>Ordnance Survey plans do not always accurately show boundaries, buildings and other features and should be checked before being relied upon</b></p>	<p>This should accurately show:- a) the direction of north; b) the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries; c) all buildings, roads and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees on the site and those on adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing; and g) the existing and proposed (if any) boundary treatment. New buildings should also be shown in context with adjacent buildings.</p>
Other plans and drawings or information necessary to describe the subject of the application	Site survey plan (at the same scale as site or block plan) should show:- any site boundaries; the type and height of boundary treatment (e.g. walls, fences, etc); the position of any building(s) or structure(s) on the other side of such boundaries, trees and written dimensions.
Existing and proposed elevations (1:50 or 1:100 scale) with written dimensions	These should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions of height, width and depth and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the relationship between them and detail the positions of openings on each property.
Existing and proposed floor plans (1:50 or 1:100 scale) with written dimensions	These should explain the proposal in detail and where existing buildings or walls are to be demolished these should clearly be shown. The drawings should also show details of the existing building as well as those for the proposed development with written dimensions.
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels, illustrative drawings should be submitted to

	show both existing and proposed levels including detail of foundations and eaves and show how encroachment is to be avoided. Full information should also be submitted to demonstrate how proposed new buildings relate to existing site levels and neighbouring development.
Roof Plans (1:50 or 1:100 scale).	Used to show the shape of the roof and to specify roof materials.
Ownership Certificates (A, B, C or D - as applicable)	Please ensure that Certificate A, B, C or D is signed.
Agricultural Holdings Certificate	In all cases this must be completed
Appropriate fee	
Notice(s)	Notice under Article 11 of the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published, where Ownership Certificates B, C or D have been completed.

**LOCAL REQUIREMENTS** – if required, the information can be placed in one document depending upon the amount to be provided

For the purposes of local requirements “Major development” has the same meaning as defined in the Town and Country Planning (Development Management Procedure) Order 2010 or any successor legislation. That is:- the provision of homes where the number to be provided is 10 or more; or the development is to be carried out on a site having an area of 0.5ha or more and the numbers are not known; the provision of a building or buildings where the floor space to be created by the development is 1000sqm or more; or the development is to be carried out on a site having an area of 1ha or more.

Affordable housing statement

Agricultural, Forestry and other occupational dwellings appraisal/justification

Air quality Statement

Biodiversity survey and report

Crime Reduction Statement

Daylight/sunlight assessment

Economic statement

Environmental Statement

Flood risk assessment.

For non-domestic extensions not in excess of 250sqm a tick box form can be used and is available at <http://www.huntingdonshire.gov.uk/SiteCollectionDocuments/HDCCMS/Documents/Planning%20Documents>

Foul sewerage and utilities assessment

Heritage Statement (including historical and archaeological sites, landscapes, buildings and structures)

Land contamination assessment

Landscaping details

Lighting assessment

Noise impact assessment

Open space assessment

Parking provision

Photographs/photomontages

Planning obligations - Draft Head(s) of Terms

Planning Statement

Statement of community involvement

Structural Survey

Sustainability statement

Telecommunications Development

Retail and Other Main Town Centre Uses

Transport assessment

Travel plan

Tree survey/Arboricultural implications

Ventilation/extraction statement

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**July 2013**