



Application for removal or variation of a condition following grant of planning permission - Validation Checklist

What information do I submit with my application?

National Requirements¹

Forms

- Completed form (3 copies to be supplied unless the application is submitted electronically)

Plans

- The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically.
- Other plans and drawings or information necessary to describe the variation over the originally approved scheme.
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and Proposed Elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and Proposed Floor Plans (e.g. at a scale of 1:50 or 1:100)
- Existing and Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Plans to a scale of not less than 1:20 to show all items such as new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
- Roof plans (e.g. at a scale of 1:50 or 1:100)

Certificates

- **The completed Ownership Certificate** [A, B, C or D – as applicable] as required by Article 12 of The Town & Country Planning (Development Management Procedure) Order 2010 (DMPO). If you are unsure about which Certificate to complete contact the Planning Service for advice.
- **The completed, dated Agricultural Holdings Certificate** as required by Article 12 of The Town & Country Planning (Development Management Procedure) Order 2010 (DMPO).
- In addition **where Ownership Certificates B, C or D have been completed, notice[s] as required by Article 11** of The Town & Country Planning (Development Management Procedure) Order 2010 (DMPO) must be given and/ or published in accordance with this Article.

Other Information

- Design and Access Statement as required
- The appropriate fee

Local Requirements

Shall include some or all of the following:

- A plan which identifies the land to which the application relates in red drawn to a scale of either 1:1250 or 1:2500. The direction of North must be shown (3 copies to be supplied unless the application is submitted electronically)

¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- ALL plans must include a scale bar.
- If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.

If the original application contained supporting information, this information should be updated to reflect the nature of the proposed change or variation. Examples are shown below;

- A clear and full description of the proposed works including the reason(s) for the proposed variation
- Archaeology Assessment
- Biodiversity survey and report
- Conservation Area Assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Land contamination assessment
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Transport assessment
- Travel Plan
- Transport Form
- Tree survey
- Ventilation/extraction statement with appropriate drawings
- Unique reference numbers on plans and drawings
- All location plans must be correctly licenced and show a valid licence number. This is to ensure that the Authority do not breach copyright or national agreements by displaying un-copyrighted material.

Contact us

Property Information Team
 Development Control
 Town Hall
 Duke Street
 Barrow-in-Furness
 LA14 2LD

Email: planningapp@barrowbc.gov.uk

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