



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

## **What information do I submit with my application?**

[www.barrowbc.gov.uk](http://www.barrowbc.gov.uk)

Published January 2020. These Local Requirements will expire January 2022 if not renewed.

# National Requirements<sup>1</sup>

## Forms

- Completed form (3 copies to be supplied unless the application is submitted electronically)  
This form is also used for application for Minor Material Amendments (Section 73)

## 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 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (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 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO).
- In addition **where Ownership Certificates B, C or D have been completed, notice[s] as required by Article 13** of The Town & Country Planning (Development Management Procedure) Order 2015 (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:

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 <https://www.barrowbc.gov.uk/residents/planning/planning-policy/planning-policy-documents/supplementary-planning-documents-spds-other-guidance/>

---

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

- 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 (S106)
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Transport assessment
- Travel Plan
- Transport Form (Cumbria CC) link;  
<http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>
- 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.

**Finally....** It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

The Council has a dedicated mailbox for submitting electronic applications - [planninghub@barrowbc.gov.uk](mailto:planninghub@barrowbc.gov.uk)

Using this mailbox you can:

- submit applications (up to 20MB).
- pay online securely via emailed link to applicant or agent.
- request editable versions of all forms.
- order ordnance survey plans (pdf format).

If you would like more information or would like to speak to someone about electronic planning applications please contact Pam Kayes on the number shown below.

**Contact us:**

Policy Regeneration and Information  
Development Control  
Town Hall  
Duke Street  
Barrow-in-Furness

LA14 2LD Tel 01229 876387 or Email: [planningapp@barrowbc.gov.uk](mailto:planningapp@barrowbc.gov.uk)