



## CHECKLIST FOR APPLICATIONS FOR REMOVAL OR VARIATION OF CONDITION FOLLOWING GRANT OF PLANNING PERMISSION (Section 73 of the Town and Country Planning Act 1990)

This checklist sets out the information that should be supplied with an application for the removal or variation of a condition attached to an existing planning permission and contains minimum national requirements and the local requirements that may be applicable.

The national requirements are those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007. The local requirements were approved by Warwick District Council Planning Committee on 30 January 2008

**PLEASE NOTE: Information provided on the application form and accompanying drawings and documents will be made available on the internet.**

All submitted plans must be to a recognised scale. Plans that include the words "Do Not Scale" will not be registered.

### NATIONAL REQUIREMENTS

- **Completed form**
- The completed **Ownership Certificate** (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. N.B. for this purpose an "owner" is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.
- In addition, where Ownership Certificates B, C or D have been completed, **notice(s) as required by Article 6** of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.
- **Agricultural Holdings Certificate**- this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.

**A Design and Access Statement** may be required

**The Appropriate Fee**

### LOCAL REQUIREMENTS

**PLANS ( 4 copies to be supplied unless the application is submitted electronically)**

- **Block plan** of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries
- **Existing and proposed elevations** (eg at a scale of 1:50 or 1:100).
- **Existing and proposed floor plans** (eg at a scale of 1:50 or 1:100).
- **Existing and proposed site sections and finished floor and site levels** (eg at a scale of 1:50 or 1:100)

**SUPPORTING INFORMATION** may be required including some or all of the following

- 1 Supporting Planning Statement
- 2 Design and Access Statement
- 3 Affordable Housing Statement

- 4 Village/Parish Housing Needs Survey
- 5 Transport Assessment
- 6 Green Travel Plan
- 7 Flood Risk Assessment
- 8 Contamination/Land Stability Survey
- 9 Archaeological Statement
- 10 Environmental Impact Assessment
- 11 Noise Impact Assessment
- 12 Tree Survey
- 13 Biodiversity and Geological Conservation
- 14 S106 Planning Obligations
- 15 Open Space
- 16 Air Quality Assessment
- 17 Heritage Statement
- 18 Retail Assessment
- 19 Sustainability Statement
- 20 Landscaping Statement
- 21 Lighting/Light Pollution Assessment
- 22 Structural Survey
- 23 Foul sewerage and Utilities Statement
- 24 Car Parking Provision
- 25 Ventilation/extraction equipment
- 26 Photographs and photomontages.
- 27 Community facilities statement
- 28 Noise Insulation Details
- 29 Agricultural/Equestrian/Rural Economy Statements

Please refer to the **Validation Checklist-Supporting Information** Document for information on when and what may be required.



If you need help or advice, please telephone numbers given below during office hours:-  
 8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,  
 P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

**Western Area Team:** Direct Line ( 01926 456532) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

**Eastern Area Team:** Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

**Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.**