

Planning Applications for Variation of Conditions – Applicant/Agent Checklist

This application is submitted On-Line

1. Application Form Completed to include the following

- | | | | | | |
|---|--------------------------|----------------|--------------------------|-------------------------------|--------------------------|
| Applicant Details | <input type="checkbox"/> | Agents Details | <input type="checkbox"/> | Site Address (inc. post code) | <input type="checkbox"/> |
| Ownership certificates | <input type="checkbox"/> | Proposal | <input type="checkbox"/> | | |
| Agricultural Certificate completed | | | | | <input type="checkbox"/> |
| Part 2 completed (if not householder application) | | | Not applicable | | <input type="checkbox"/> |
| Completed and submitted on-line and copy saved. | | | | | <input type="checkbox"/> |
| Contact list included telephone number and e-mails (Not to be shown on the web) | | | | | <input type="checkbox"/> |

2. Site Plan

- | | |
|---|--------------------------|
| A site plan at a scale of 1:1250 or 1:2500 | <input type="checkbox"/> |
| Site Boundary indicated by a red line | <input type="checkbox"/> |
| Material Ownership of adjoining Land shown by a blue line | <input type="checkbox"/> |

3. Drawings

- | | |
|---|--------------------------|
| All measurements and volumes must be in metric units | <input type="checkbox"/> |
| Drawings have the scale or scale bar | <input type="checkbox"/> |
| Drawings have critical dimensions | <input type="checkbox"/> |
| North is indicated on all drawings | <input type="checkbox"/> |
| List of Drawings submitted (e.g. Drawings register) | <input type="checkbox"/> |
| List of other document submitted (Schedule of document submitted) | <input type="checkbox"/> |
| Drawing file sizes not greater than 2Mb | <input type="checkbox"/> |

4. Supporting Statements

A list of supporting statements/impact studies

Relevant decision notice Consultation Planning Traffic

Other (please attach a list)

Maximum size of each supporting documents is 2Mb

6. Other

Other information (Please attach list)

7. Pre-Application Discussion

With

Local Planning Authority Highways Environment Agency

Other

List of documents included e.g. letters, minutes etc

8. Fees

Fees Checked with the Council

Paid on-line

Paid by cheque