

VALIDATION CHECKLIST – APPLICATION FOR VARIATION OR REMOVAL OF CONDITION FOLLOWING A GRANT OF PLANNING PERMISSION (SECTION 73 OF THE TOWN AND COUNTRY PLANNING ACT 1990)

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements

| Document Required | Guidance Notes | Where to look for further assistance | Policy Driver | Provided (Y/N) |
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| Completed application form, ownership certificate and agricultural land declaration | <p>It is recommended that applications are submitted through the Planning Portal.</p> <p>Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p> <p>The ownership certificate must be provided where there are owners of the site other than the applicant.</p> | <p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</p> | Town and Country Planning (Development Management Procedure Order) 2015 (as amended) | |
| Location Plan | <p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:1250 or 1:2500 (metric). • Be up to date • Include the direction of north • Include sufficient named roads to identify the exact location of the | <p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</p> | Town and Country Planning (Development Management Procedure Order) 2015 (as amended) | |

| | <p>site (wherever possible at least two)</p> <ul style="list-style-type: none"> • Include all the surrounding buildings, roads and footpaths on land adjoining the site • Include a red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • Include a blue line around all other land owned by the applicant close to or adjoining the application site | | | |
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| Relevant fee | <p>Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.</p> <p>Alternatively applications made through the Planning Portal include a secure online payment facility.</p> | <p>Please see https://www.planningportal.co.uk/services/help/frequently-asked-questions/how-much-does-a-planning-application-cost to assist in the calculation of the planning fee</p> | <p>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</p> | |
| Local List of Requirements | | | | |
| Requirements | Guidance Notes | Where to look for further assistance | Policy Driver | Provided (Y/N) |
| Block Plan – Required if a Variation of the Approved Plans | <p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:200 or | <p>Additional plans and drawings will in most cases be necessary to</p> | <p>See article 7(1)(c)(ii) of the Town and</p> | |

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| <p>Condition is being sought</p> | <p>1:500 (metric)</p> <ul style="list-style-type: none"> • Include the direction of north • Show the proposed development in relation to the site boundaries and other existing buildings on the site • Show all buildings, roads and footpaths on land adjoining the site including access arrangements • Show all public rights of way crossing or adjoining the site • Show the position of all trees on the site and adjacent land • Show the extent and type of any hard surfacing • Show the type and height of boundary treatment (e.g. walls, fences etc.) | <p>describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> | <p>Country Planning (Development Management Procedure (England) (Order) 2015</p> | |
| <p>Existing and proposed elevations (at a scale of 1:50 or 1:100); Required if a Variation of the Approved Plans Condition is being sought</p> | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Should clearly show the proposed works in relation to what is already there • Show all sides of the proposal • Show where a proposed elevation adjoins or is in close proximity to another building • Drawings should clearly show the | <p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> | <p>See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</p> | |

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| | relationship between the buildings and detail positions of the openings on each property | | | |
| Existing and proposed floor plans (at a scale of 1:50 or 1:100); Required if a Variation of the Approved Plans Condition is being sought | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Include written dimensions to show overall size of any new buildings or extensions. • Show where existing buildings or walls are to be demolished (if applicable) • Show details of the layout of existing building(s) as well as those for the proposed development | Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015). | See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 | |
| Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100); Required if a Variation of the Approved Plans Condition is being sought | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Show how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site) • Show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided | Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015). | See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 | |

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| <p>Roof plans (at a scale of 1:50 or 1:100). Required if a Variation of the Approved Plans Condition is being sought</p> | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric). • Show the shape of the roof, its location and any features such as chimney positions or windows | <p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> | <p>See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</p> | |
| <p>Street scene drawings. Required if a Variation of the Approved Plans Condition is being sought</p> | <p>Normally required when there is a change in height between a proposed development and the neighbouring buildings.</p> <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Be of a scale of 1:100 or 1:200 • As a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors • Accurately show any differences in levels, including dimensions • Include written dimensions for gaps between buildings | <p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> | <p>See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</p> | |
| <p>Any other supporting information required to justify the variation or removal of a</p> | <p>This may include a Planning Statement which sets out the justification for the proposed</p> | | <p>National Planning Policy Framework</p> | |

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| <p>condition</p> | <p>variation/removal of condition.</p> <p>You are advised that any original documentation provided that would be affected by the proposed changes to the permission should be provided with appropriate amendments included.</p> <p>Should the original permission be the subject of further submission conditions, you may wish to provide appropriate supporting information that seeks to satisfy the requirements of the original conditions.</p> <p>Any application that was originally subject to a S106 or other legal agreement may require a Deed of Variation and you may wish to provide new Heads of Terms.</p> | | | |
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Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (2021) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <https://www.stalbans.gov.uk/pre-application-advice> Further advice on making amendments following a grant of planning permission can be found at: <https://www.stalbans.gov.uk/amending-planning-permission>