



National and Local Checklist Guidance for Applications for Removal or Variation of Condition

All applications must be accompanied by two copies unless submitted electronically, together with the appropriate fee. All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

This note is for guidance only and the Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

National Requirements

1. Application Form

The completed application form should be signed and dated including a clear and concise description of the proposed development. Only one Certificate of Ownership and Agricultural Land Declaration should be signed. A signature is not required on electronic submissions.

Guidance - Certificate of Ownership and Agricultural Land Declaration

Certificate A - If you are the sole owner of all the land relating to the application and none of the land to which the application relates is, or is part of, an agricultural holding sign and date Certificate A. (If the foundations of the proposal encroach onto and/or the gutters overhang your neighbours land this Certificate should not be used and Certificate B should be completed instead).

Certificate B - If the applicant does not own the entire site and the owner of the part of the site is known or if you are the sole owner of all the land but the land is part of an agricultural holding.

Certificate C or D - If not all or any of the owners of the site are known.

2. Site Location Plan

This is to enable the Local Planning Authority, consultees and the public to identify the property. The site location plan (ordnance survey based) drawn typically at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line (the red line should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line must be drawn around any other land owned by the applicant.

We will accept any location plans downloaded from the Planning Portal website www.planningportal.gov.uk and plans can also be obtained from Penrith Library.

3. Supporting Information

Any plans/documentation should reflect the nature of the condition to be varied/removed. Where supporting information is required the submitted details should comply with the relevant guidance notes for the original application.