Development Management, Economic Development and Planning,
County Hall, Bythesea Road, Trowbridge, BA14 8JN
Tel: 0300 456 0114  Email: developmentmanagement@wiltshire.gov.uk

**Wiltshire** Council
Where everybody matters

# Application for removal or variation of a condition following grant of Planning Permission Validation Checklist

## National Requirements - Other Documents

### Application Form ☐
**When required**
All applications

**What information is required?**
Further guidance is available on the Planning Portal website at
[Removal/variation of conditions - Consent types - Planning Portal](#)

### Ownership Certificate ☐
**When required**
All applications

**What information is required?**
Completed Certificate stating the ownership of the application site

**Where to look for further assistance**
The Certificate is part of the planning application form. Further information on what to submit can be found on the Planning Portal at [What to submit - How to apply - Planning Portal](#).

**What information is required?**
Where a third party own all or part of the application site, Notice of the application must be given to them

**Where to look for further assistance**
Notice under article 6 can be found on the government's website [The Town and Country Planning (General Development Procedure) Order 1995 (legislation.gov.uk)](#)

### Fee ☐
**When required**
Planning applications incur a fee
**What information is required?**
The correct fee
**Where to look for further assistance**
For full details of fees, go to [Fees for planning applications - GOV.UK (www.gov.uk)](#) or the [Planning Portal](#) website

## Local Requirements – Plans – *the plans must include a scale bar*

### Location Plan ☐
**Scale** 1:2500 or 1:1250      **When required** All applications
**What information is required?**
- Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway
- The direction of north should be shown.
- The plan must cover a large enough area to enable the location to be easily found.

**Planning Policy and Where to look for further assistance**
Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:
[Communities and government validation guidance](#)

**Planning Statement explaining reasons for seeking variation or removal of condition(s)** ☐

**When required**

All applications

**What information is required?**

Details of the reasons why the applicant seeks to vary or remove the condition(s), including any proposals for any alternative condition(s) as replacement(s)

**Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraph 7 - found at:

[Communities and government validation guidance](#)