



# Northumberland

## County Council

### Quick Reference Checklist for

1. **Removal/Variation of a Condition** | [View Removal or Variation of a Condition guidance.](#)
2. **Non-Material Amendment** | [View Non-Material Amendment guidance.](#)
3. **Approval of Details Reserved by Condition (discharge)** | [View Approval of Details Reserved by Condition guidance.](#)

Below is a list of the information that must be submitted to make the above application types valid. To see the detailed guidance and make sure the information complies with all our requirements refer to the corresponding ‘Note’ in the [Planning Validation Checklist](#).

Requirement	For detail refer to	When required for validation?		
		1 - Removal or Variation of a Condition	2 - Non-Material Amendment	3 - Approval of Details Reserved by Condition
<b>Application Form and Certificate</b>	Note 1	Always - quote the correct condition(s) and reasons. Form title: <i>Application for Removal or Variation of a Condition Following Grant of Planning Permission.</i>	Always – Form title: <i>Application for a Non-Material Amendment Following a Grant of Planning Permission.</i>	Always – quote the correct condition(s) on the form. Form title: <i>Application for Approval of Details Reserved by Condition.</i>
<b>Correct Fee</b>	Note 2	Yes – <a href="#">check the fee schedule for the removal or variation of a condition fee.</a> No – free if the original application was a Listed Building Consent or other concession applies e.g. first revision within 12 months where original application was paid for and same applicant, character /description.	Always – the fee depends on the original application type. E.g. whether it was a householder planning permission or any other development. <a href="#">Check the fee schedule for the non-material amendment fee.</a>	Yes - the fee depends on the original application type. E.g. whether it was a householder planning permission or any other development. <a href="#">Check the fee schedule for the discharge of condition fee.</a>  No – free if the original application was for a Listed Building Consent or Works to Trees.

<b>Location Plan</b>	Note 3	Not required	Not required	Not required
<b>Site Plans</b>	Note 4	Only if – the site layout is affected by the variation. Only the proposed plan would be required.	Only if – the site layout is affected by the amendment. Only the proposed plan would be required.	Only if – requested as part of the condition.
<b>Elevations / Floor Plans / Roof Plans</b>	Note 8	<p>Only if – the variation proposes changes to the approved plans or includes a new building. For example, if window and door positions change we will need amended proposed floor and elevation plans, if adding dormers to roof we would need amended proposed roof, elevation and floor plans.</p> <p>Only the proposed drawings would be required.</p>	<p>Only if – the amendment proposes changes to the approved plans.</p> <p>Only the proposed drawings relevant to the changes would be required.</p>	Only if – requested as part of the condition.
<b>Window / Door Details</b>	Note 8	Only if – the variation proposes alterations to or replacement of windows / doors on a Listed Building Consent.	Not required	Only if – requested as part of the condition.
<b>Boundary Details (fence/wall/ gate)</b>	Note 8	Only if – the variation proposes changes to a fence, wall or gate that would result in it exceeding 1m above ground level (and be located adjacent to a highway) or exceeding 2m above ground level elsewhere. Or it is surrounding or within the curtilage of a listed building.	Only if – the amendment means a proposed fence, wall or gate would exceed 1m above ground level and be located adjacent to a highway or exceed 2m above ground level elsewhere.	Only if – requested as part of the condition.

<b>Ecology Checklist</b>	Note 15	Not required.	Not required.	Not required.
<b>Heritage Statement</b>	Note 18	Only if – the variation proposes: works to a listed building or external works within a conservation area. Or it is a major application and the site includes: a scheduled monument; registered historic parks and garden; registered battlefield; or world heritage site.	Only if – the amendment proposes: external works within a conservation area. Or it is a major application and the site includes: a scheduled monument; registered historic parks and garden; registered battlefield; or world heritage site.	Not required.
<b>The information in these Notes would <u>not be requested</u> for validation</b>	N/A	Notes 5, 7, 13-14, 17, 24, 28	Notes 5, 7, 13-14, 17, 19, 24, 26, 28	Notes 5, 7, 12-13, 17, 24, 26, 28-29
<b>This information <u>may be required</u>, you are advised to check the Full Planning Validation Checklist for the detail in the individual Note</b>	These specific Notes in the checklist >>>	Notes 9-12, 16, 19-23, 25-27, 29-35 Only if – the variation means the requirements or triggers of the above Note were not previously met but will be met as a result of the proposed changes.	Notes 9-12, 16, 20-23, 25, 27, 29-35 Only if – the amendment means the requirements or triggers of the above Note were not previously met but will be met as a result of the proposed changes.	Notes 9-11, 16, 19-23, 25, 27, 29-35 Only if – requested as part of the condition stated on the decision notice.
<b>Other Information</b>	Decision notice	Not applicable	Not applicable	Yes – supply what is requested on the decision notice. Photos or leaflets of materials can be accepted as samples.

Government legislation requires that applications for **removal/variation of a condition should be decided within 8 weeks** (or 13 weeks where the original was a major), **approval of details reserved by condition within 8 weeks and non-material amendment within 28 days**. This timescale begins when your application has everything we require to assess the proposal and make that decision (and not necessarily the date you submit it).

To help prevent an invalid application [submit your planning application using the Planning Portal](#).

## **Get it right first time – top 7 invalid reasons to avoid!**

If an application is submitted without the required information it will be placed on hold (invalid) until we receive the necessary amendments or documents. Check for and avoid the following:

### **1. Plans don't measure correctly**

- Check every plan states the correct scale e.g. 1:100 means 1cm on the plan equals 100cm (1metre) in reality. A metric scale ruler can be used to draw and measure to these scales.
- Check your plans measure to the scale shown especially after you have scanned or photocopied then as they can be distorted/shrunk down e.g. an A3 plan reduced to an A4 size will mean the scale stated no longer applies meaning they will not measure correctly.
- We cannot accept photographs of plans. If you are unable to scan plans find a company/local library who can and request them as PDF documents.

### **2. Plans are not correctly labelled, do not match or are missing**

- Put a meaningful title on each plan to explain what it is e.g. proposed site and roof plan, proposed front elevation, proposed ground floor etc.
- Check window and door positions and sizes on elevations match those on the floor plan(s).
- All external elevations where the change would be seen from must be provided.

### **3. Red line is different to the original application**

- We do not require a location plan and red line boundary for the above applications, however if one is submitted it must match the one approved for the original application. A red line boundary cannot be amended on the above applications, a new application is required.

### **4. Fee missing/wrong amount paid**

- If applying by Planning Portal you must pay them (not us) as part of the online application.
- If applying by email/post quote your payment reference after [paying on our website](#).

### **5. Incomplete/unsigned application forms**

- Answer every question, sign and date the correct ownership certificate and declaration.

### **6. Documents are missing**

- Check the Planning Validation Checklist (or decision notice on the case of a discharge of condition application) to ensure you supply everything we require.
- Do not send an incomplete application while waiting for a survey you intend to send later.
- Links to online documents/product brochures or websites or sites such We Transfer etc will not be accepted. To upload large documents above the Portal / email limit use [Cryptshare](#).
- A Heritage Statement must be submitted where required and include photographs.

### **7. Wrong application type**

- A Non-Material Amendment application cannot be used to amend a Listed Building Consent (LBC), in this case a new LBC application will be required.
- An Approval of Details Reserved by Condition application cannot be used to discharge conditions on two applications e.g. a Full Planning Application and a Listed Building Consent, in this case two separate applications should be submitted. The same applies to Removal or Variation of a Condition applications.

If, after reading this you are still uncertain what application type you are required to submit we can advise you further via our [Pre-application service](#). A fee applies for this service.

If you are unsure how to provide drawings/reports yourself and require someone to make the application on your behalf you can appoint a professional planning consultant. If a consultant (agent) is named on the form all communication will go directly to them. To find an approved Planning Consultant [search the RTPI Directory](#).