

Validation Checklist for: Removal or Variation of a Condition

Use this checklist to see when you need to submit information. Then [refer to the matching note number on our website \(opens in a new window\)](#). That will explain the detail you must include in your documents, to make sure they are valid. This list applies from 1st July 2024.

National planning application requirements

Requirement	Refer to	Do I need to submit this?
Application form	Note 1	<p>Yes.</p> <p>Form title: Application for removal or variation of a condition following grant of planning permission.</p> <p>What you should know</p> <ul style="list-style-type: none"> You can vary or discharge conditions on the same application. You cannot apply for this on an approval of reserved matters application or prior approval application. You will need to submit a new application instead.
Application fee	Note 2	Yes.
Location plan	Note 3	<p>It's not mandatory but it would help us if you included this.</p> <p>What you should know</p> <ul style="list-style-type: none"> You cannot amend the red line on this type of application. You will need to submit a new application instead.
Site plans	Note 4	<p>Only if:</p> <ul style="list-style-type: none"> the proposed variation will affect the site layout.

Local planning application requirements

Requirement	Refer to	Do I need to submit this?
Application drawings - Elevations	Note 8	Only if: <ul style="list-style-type: none"> you propose to amend the approved elevations. (We only need proposed drawings.)
Application drawings - Floor plans	Note 8	Only if: <ul style="list-style-type: none"> you propose to amend the approved floor plans. (We only need proposed drawings.)
Application drawings - Roof plans	Note 8	Only if: <ul style="list-style-type: none"> you propose to amend the approved roof plans. (We only need proposed drawings.)
These will vary according to the change being made	Notes 9 to 40	<p>You will need to self-assess the need for the requirements described in Notes 9 to 40. For example, your changes could mean you need an amended flood risk assessment. Or if you increase the number of proposed dwellings from 9 to 10 you will need an affordable housing assessment.</p> <p>You are responsible for submitting the correct report with your application. If you do not, we may refuse it. This is not something we can assess at validation.</p>

What to submit if you are also discharging conditions

Check the decision notice for the application you want to discharge conditions for. It will list the conditions and tell you what to submit. You will need to list the condition number you wish to discharge on the form and supply what the condition asks for.

We can accept photographs or product brochures where the condition asks you to submit samples of materials.

Timescale for a decision

Government legislation requires us to decide removal or variation of a condition applications within 8 weeks. Or 13 weeks where the original was a major. The timescale only starts from the date your application is complete. This is also known as the 'valid' date.

Contact details

Technical Support Team, Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

[Visit our Northumberland County Council website](#)

Email planning@northumberland.gov.uk