



South Hams
District Council



West Devon
Borough
Council

Working together

S73 REMOVAL OR VARIATION OF A CONDITION / MINOR MATERIAL AMENDMENT Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Certificates	The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Notices	As indicated by the eligibility requirements, the appropriate persons must have been notified as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article.	
N	Agricultural Holdings Certificate	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Depending on the nature of the application the following information may be required. Please contact the Planning Department for clarification.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It 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 should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown. The plan should show access/parking arrangements within the site if there are any and include a finished floor level relating to a fixed point within the site.</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100, labelled north/south/east/west as appropriate and showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of an agricultural building, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	



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L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (<i>if the proposal will create, alter or add to a floor or where the development involves demolition in a Conservation Area</i>) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name of each of the rooms or areas 	
L		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	
L		<p>Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	
L		<p>Existing (if any) and proposed cross section drawings</p> <ul style="list-style-type: none"> • (<i>if the proposal will create, alter or add to a building</i>) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> ○ cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to the adjoining ground levels • <i>if the proposal relates to a listed building or is in a Conservation Area and includes new or replacement windows and doors or other architectural features - to a scale of 1:2 or 1:5</i> • <i>if the proposal is for a track or an outdoor horse-riding arena - to a scale of 1:10 or 1:20 showing:</i> <ul style="list-style-type: none"> ○ cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials. 	
L		<p>Existing and proposed site levels (if the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u> • These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint. 	
L	Other documents	<p>Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development).</p>	

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L		<p>Drainage</p> <p>Where the proposed changes increase the impermeable surface area or the changes would alter the approved drainage scheme then a revised drainage assessment will be required.</p> <p>Please see the <i>'Other Supporting Information'</i> document below which has further guidance about drainage information requirements.</p>	
N	Fee	The appropriate fee - please see the most up to date fees on The Planning Portal	

Other Supporting Information

[Please see full guidance relating to each document type.](#)

Complete and submit this list to indicate which supporting information documents you have provided - where relevant to the amendment being made:

Tick if enclosed

Flood Risk Assessment	
Surface Water Drainage Assessment	
Foul Water Drainage Assessment	
Parking Provision	
Retail Impact Assessment	
Planning Statement	
Environmental Statement	
Affordable Housing	
Viability Assessment	
Transport Statements/Assessments/Plans	
Heritage Statement	
Agricultural and Rural Development Information	
Planning Obligations	
Ecological Information	
European Protected Sites	
European Protected Species	
Geology	
Geo-technical Survey and Design	
Structural Survey	
Hazardous Installations Risk Assessment	
Lighting Impact Assessment/Scheme	
Odour Statement	
Contaminated Land Survey	
Noise Impact Assessment	
Air Quality Assessment	
Landscape and Visual Impact Appraisal (LVIAP)	
Landscape Design, Management and Maintenance Scheme (LDMMS)	
Green Infrastructure Plans and Statements	
Tree / Hedge survey	
Open Space, Sport and Recreation (OSSR) Statement	
Waste Statement	
Playing Field Statement	