

Application for Removal or Variation of a Condition Following Grant of Planning Permission

Please note that if the application is not submitted correctly it may delay the processing of the application.

1. & 2. Applicant/Agent Name and Address

You may submit the application yourself or employ an agent to do it on your behalf. All correspondence will be sent to your agent if you have one. If you are submitting the application yourself please state clearly your name, address. Please ensure that a name of a person is given along with a day time contact number or email address.

2. Site Address Details

Please enter the same address of the site as stated on the decision notice, together with the full postcode or grid reference.

3. Pre application discussions

If the proposal has been subject to any discussions or correspondence with the Council, please give the name of the person you have discussed it with or the reference given on any letter sent by the Council.

4. Description of your Proposal

Please describe the development or works as shown on the original decision letter and clearly indicate the permission reference number and condition that you wish to discharge, remove or vary. It is essential that the number and description of the condition(s) to which this application relates are specified, so that no confusion arises.

6. Conditions(s) – Removal

If you wish the condition to be varied, please state how you wish the condition to be rephrased, eg you may wish to vary the hours of opening for your premises: '*variation to condition 3 to allow opening of the premises between 08.00 to 23.30 Monday to Fridays, 08.00 to 00.30 on Saturdays and 14.00 to 22.00 on Sundays*'.

7. Certificates

If you are the sole owner of the land to which the application relates please complete **Certificate A**. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete **Certificate B** and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

8. Planning Application Requirements

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to supply the correct information will result in your application being invalid.

9. Declaration

Please sign and date your application.

10. & 11. Applicant & Agent Contact Details

Please provide contact information for the Applicant and Agent. Please note these details are not mandatory and will be available to view on the public file, however they will not be available to view on the website

12. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made.