

Guidance Notes for:

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

Town and Country Planning Act 1990

Planning (Listed Buildings and Conservation Areas) Act 1990

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. 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.

4. Pre-application Advice

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state 'Unknown'.

This will assist the Council in dealing with your application as quickly as possible.

5. 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. **You must also complete the Agricultural Holdings Certificate at the bottom of question 7.**

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 Notice 1 in Appendix 1 below. **You must also complete the Agricultural Holdings Certificate at the bottom of question 7.**

If you do not know the names of all of the owners you will need to complete Certificate C and will require additional publicity in the form of a press notice. Please contact the Council for further details if this applies or if you cannot trace any of the owners.

It is an offence knowingly or recklessly to complete a false or misleading certificate.

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 complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

9. Declaration

Please sign and date your application.

10. Applicant Contact Details

Please provide contact information for the applicant.

11. Agent Contact Details

Please provide contact information for the agent.

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. This will assist the Council in dealing with your application as quickly as possible.

Appendix 1

Notice of Planning Application to Owners
(Notice No. 1)

Town and Country Planning Act 1990
Notice under Section 65

Proposed development at:.....
(enter address or location of development)

I give notice that
(enter applicant's name)

Is applying to Kennet District Council for planning permission to:
.....
.....
.....
(enter description of proposed development)

If you wish to make representations about the application, you should make them in writing to Kennet District Council Planning Services, Browfort, Bath Road, Devizes SN10 2AT
or e-mail: dev.control@kennet.gov.uk
Any representations must be made by:
(enter date, giving a period of at least 20 days from the date on which this notice is served)

Signed :
On behalf of :
Date :