Validation Checklist and Guidance – Proposals for Variation or Removal or Condition/Minor Material Amendment

This is a checklist of local requirements only for National requirements please see here. You will be required to provide all the information on the application form and some of the information on this checklist, where relevant to the proposal. Each application has its own requirements, and some may need more supporting information than others. Please submit this form with your application marking the end column as n/a if it is not relevant to your proposal.

General Notes

- Written dimensions are required on drawings
- If the application is found to be incomplete we will contact you as soon as possible, and the application will not progress until we have received the necessary information
- Information on fees
- The statutory determination period for this type of application is 13 weeks from the date the application is valid for a major* development, 8 weeks in all other cases
- Please clearly show any revisions (e.g. Revision A)
- Examples of acceptable plans
- Please submit the policy tick sheet with this checklist when submitting your application. The policy tick sheet can be found here Guidance, Checklists and Advice Notes - Huntingdonshire.gov.uk

Important Note Regarding the Community Infrastructure Levy (CIL)

The introduction of the levy means that charging authorities require additional information to determine whether a charge is due and to determine the amount.

Applicants will therefore be required to provide additional details to enable authorities to calculate levy liability. This can be done using the form 1: CIL Additional Information from the HDC website or Planning Portal, **this should be submitted to your local planning authority alongside every planning application**.

The forms and additional information about the Community Infrastructure Levy, including the Charging Schedule can be obtained from the CIL webpages on the Council's website or the CIL pages of the Planning Portal.

*Major developments mean development involving the provision of homes where the number to be provided is 10 or more; or the development to be carried out on a site having an area of 0.5ha or more and the numbers are not known; the provision of a building or buildings where the floorspace to be created by the developments is 1000m2+; or the development is to be carried out on a site with an area of 1ha or more.

Item Required	Guidance on the standard of information required	Submitted? Y/N
List of plans from the original permission which remain relevant to the amended scheme	As a S73 application results in a standalone permission, full details of the plans from the original consent which remain relevant will be required to be listed on the Decision Notice.	Y
Plans/documentation relevant to the amendments proposed	Depending on the nature of the application, further drawings/documentation will be required relating to the changes being sought to the condition(s) on the original scheme i.e. amended site layout, elevation(s), landscaping scheme etc. The level of information will be influenced by both the nature and scale of the application, as well as the length of time that has elapsed since the original grant of permission. The longer the time period since planning permission was first granted, the greater the level of information that is likely to be needed. This is because the characteristics of the surrounding environment and infrastructure may have changed since the original grant of permission with regard to issues such as nature conservation designations, highways, sensitive receptors, air quality, flood risk etc.	Y