



COTSWOLD
District Council

Removal or variation of a condition including minor material amendment Validation Checklist

How to use the Validation Checklist

This validation checklist sets out the information you must submit with your application for removal or variation of a condition. Please be aware, this application type cannot be used to vary or remove the conditions on a listed building consent, a new application for listed building consent would be required. We reserve the right to request further information that is reasonably required for the determination of the planning application.



Planning applications should be submitted via the [Planning Portal](https://www.planningportal.co.uk) (<https://www.planningportal.co.uk>) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.

Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.



Please note:

- You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.
- If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register

Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.

Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.

The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.

If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.

All drawings should be supplied in a scalable format, ideally as PDF documents and not in draft format.

National requirements

As a minimum, you must provide the following documents for your planning application to be valid.

 Document type	Is it required for my application?	What information is required?
Application Form	All applications	A completed relevant application form.
Correct Application Fee	All applications	Planning Portal's fee calculator

All drawings should be supplied in a scalable format, ideally as PDF documents and not in draft format.

Local requirements

The Council requests the following supporting information with a planning application. Only information relevant to the condition you need to vary or remove is required. If enough information is not provided within your supporting document, it is likely to cause delays to the consideration process.

 Document type	Is it required for my application?	What information is required?
Elevations – Existing Scale 1:50 or 1:100	• Where development extends floor space. • Where alterations and/or extensions to an existing building(s) are proposed. • When a new dwelling or building is proposed. • Where any development is proposed below ground level. • Where structures are to be demolished that form part of the proposal.	• Every elevation of the building e.g. front, rear and side(s) and state the direction in which each elevation faces e.g. rear (south). • Position and size of all windows and doors. • Any buildings, walls or features to be demolished. • All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Elevations – Proposed Scale 1:50 or 1:100	• Where development extends floor space. • Where alterations and/or extensions to an existing building(s) are proposed. • When a new dwelling or building(s) are proposed. • Where any development is proposed below ground level.	• Every elevation of the building, for example front, rear and side(s) and state the direction in which each elevation faces, for example rear (south). • Position and size of all windows and doors • Colour and type of finishing materials to be used. • Outline elevations of other buildings that are close to the development. • Where amenity maybe affected, drawings of neighbouring properties must be at scale or it must be made clear that they are not to scale. • All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Floor Plans – Existing and Proposed Scale of 1:50 or 1:100.	• Where development extend floor space • Where alterations and/or extensions to an existing building(s) are proposed. • When new dwelling or building(s) are proposed. • Where the development proposed is below ground level.	• Uses of each room. • Position of windows, doors, walls and partitions. • Floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building. • Any buildings, walls or features to be demolished. • All drawings must include a title, drawing number, confirmation of the scale and a scale bar.

All drawings should be supplied in a scalable format, ideally as PDF documents and not in draft format.

 Document type	Is it required for my application?	What information is required?
Roof Plans Scale 1:50 or 1:100.	- Where any roof is being altered and the change cannot be adequately shown on the elevation plans. - Where roof insulation is to be installed.	- Shape and material of the roof. - Location of any materials, roof lights, flues, vents etc. - Roof insulation fitting. - All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Site Plan - Existing and Proposed Scale 1:200 or 1:500	All applications	- Up to date map, showing the scale and direction of north. - Size, position and use of buildings, in relation to the property boundary. - Pedestrian, cyclist and public transport access, as well as vehicular access, for example the position and width of adjacent streets. - Trees and hedges within the application site or on adjoining properties, which are within falling distance of the proposed development - All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Site Sections, Finished Floor and Site Levels – Existing and Proposed Scale of 1:50 or 1:100	- Where development is on a steep incline/decline. - Where any development is proposed below ground level. - Where site levels are proposed to be altered	- Existing and proposed site levels and finished floor levels, related to a defined datum point. - All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Community Infrastructure Levy (CIL)	- Development may be liable for a charge under CIL if the Council has chosen to set a charge in its area, currently West Oxfordshire District Council and Cotswolds District Council have adopted CIL charging schedules. - Any development that creates new or additional 'gross internal area' of 100 square metres or more (including new dwellings and annexes) is potentially liable for the levy. - Some developments may be eligible for relief or exemption from CIL e.g. self-build. Further information about reliefs and exemptions is available here Community Infrastructure Levy - GOV.UK	If your proposal creates floor space of any kind/size, the following form must be submitted to validate the application: Mandatory: CIL Form 1: CIL additional information

All drawings should be supplied in a scalable format, ideally as PDF documents and not in draft format.

 Document type	Is it required for my application?	What information is required?
	Exemptions and reliefs are not applied automatically. You will need to apply separately for exemptions.	
Biodiversity Net Gain	- Complete the Biodiversity Net Gain Statement Form and submit a copy with your application. Please see our website to download the Biodiversity Net Gain Statement Form - Applications where the outline consent was subject to the biodiversity gain condition i.e. must deliver at least a 10% net gain.	If exempt, this must be confirmed on the Application Form
Supporting Planning Statement	Desirable for all applications	- Context and need for the proposed development, including an assessment of how the development accords with relevant national and local planning policies, and identification of the benefits/financial viability of proposal. - Details of consultations with the Council, statutory consultees and the wider community.
Any other plans, information or statements required as part of the Pre-application advice process	All applications	Any other plans, information or statements where additional information may be necessary for the purpose of the application that have been requested as part of the pre-application advice process.