

Removal or variation of a condition following grant of Planning Permission - V10

Please provide two sets of all documentation relating to the application (an original plus a copy) EXCEPT if the application is submitted via the Planning Portal.

National Requirements

Application form

☐ **When required:**

All applications completed, together with a full description of the proposed works.

Where to look for further assistance:

Apply online at www.planningportal.co.uk. There are guidance notes and help text available on this website to assist you to complete the application form.

Certificate of ownership / Agricultural holdings certificate:

- ☐ Please ensure ONE of either Certificate A, B, C or D is completed signed and dated within the 21 days prior to submission.

Declaration:

- ☐ Please ensure this is completed signed and dated within the 21 days prior to submission.

Fees

☐ **Correct fee**

Exemptions and reductions may apply in certain cases. Full details can be found on:
www.sevenoaks.gov.uk/planningfees or telephone the Validation Team on 01732 227000.

Local Requirements

Documents

Approved Plans Condition

Are you proposing to vary the condition that lists the approved plans? ☐ Yes ☐ No

If no, please see the 'All other conditions' section below

If yes, has the development commenced? i.e. started

If the development has commenced, is it in accordance with the previously approved plans?

☐ Yes ☐ No

Please be aware that this type of application can only be entertained provided that the development has been built in accordance with the previously approved plans.

What information is required?

- To submit the substitute drawing/s detailing the amendment(s). This must be a 'like for like' drawing of the approved version including the same drawing number but updated revision. It would be helpful to annotate the amendment(s).
- Accurately drawn to the chosen scale and consistency between the existing and proposed plans and must show a metric scale bar. It would be helpful if at least one dimension is annotated.

When required:

☐ All applications proposing to vary a condition that lists the approved plans

All Other Conditions

For applications to vary or remove all other condition(s) please see below:

What information is required?

- A statement explaining reasons for seeking variation or removal of condition(s)
- Any other document/evidence relevant to your proposal.

When required:

☐ All applications proposing to vary or remove any other conditions.

Planning Obligation(s) Draft Head of Terms for S106 Legal

When required:

When the development proposes more than 10 new residential units; or more than 5 new residential units if the site is in an Area of Outstanding Natural Beauty or for smaller developments where the gross floor space of the completed development is greater than 1,000 sq m;.

☐ Yes ☐ No

What information is required?

- **For applications where on-site affordable housing is required but a financial contribution is proposed only:** A full draft S106 Agreement for affordable housing contribution including copy of Title Deeds and Solicitors' details; A supporting statement setting out how the contribution was calculated, with independent verification and details of why on-site provision in accordance with Policy SP3 is not proposed; A viability statement to support a financial contribution for affordable housing below the requirements of Policy SP3. If a Vacant Building Credit is being claimed details of how this has been calculated must be included.
- **For applications where on-site affordable housing is required and the development proposes to meet the requirements of Policy SP3:** An affordable housing statement including information concerning both the affordable housing and any market housing and an indication of where on the development the affordable housing is proposed. Include the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms or the floor space of the new units. The levels or types of affordability or tenure proposed for different units should be clearly and fully explained. The statement should also include the proposed timing of the provision and should include as a minimum draft heads of terms for a planning obligation or should be accompanied by a Unilateral Undertaking. If a Vacant Building Credit is being claimed details of how this has been calculated must be included. In preparing the statement, and any proposal advice can be obtained from planning officers during pre-application discussions.

Policy Drivers:

- National Planning Policy Framework and National Planning Policy Guidance
- Policy SP3 'Provision of Affordable Housing' of Sevenoaks District Council's Core Strategy
- Sevenoaks Affordable Housing SPD

Where to look for further assistance:

- Pre-application advice with a planning officer
www.sevenoaks.gov.uk/preapplicationadvice
- Affordable Housing Supplementary Planning Documents October 2011
www.sevenoaks.gov.uk/affordablehousing
- Telephone the Duty Planner on 01732 227000, option 3

Community Infrastructure Levy

When required:

- When the original permission was CIL liable or when the application is for any proposal within a C3 Residential Use Class and includes proposals for a new dwelling(s), a change of use to a dwelling, a residential annex or a total of 100 square metres or more of extensions/outbuilding to an existing dwelling. (For the purposes of CIL a development is normally a residential annex if it is wholly within the curtilage of the main dwelling and can be used as self contained living accommodation, but it can be used ancillary to the main dwelling.)
- When the original permission was CIL liable or when the application is for any proposal for an increase in floor space of 100 square metres or more where the use is: supermarkets and superstores; Retail - primarily selling convenience goods; Retail warehousing.

☐ Yes ☐ No

What information is required?

A completed 'Community Infrastructure Levy (CIL) - Determining whether Development may be CIL liable. Planning application Additional Information Requirement Form.' This can be found online at:

http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf.

The form gives us the information to: a) decide if it is CIL Liable and; b) to calculate the liability.

Where to look for further assistance:

More information and details including exemptions and reliefs etc. can be found on our website at:

www.sevenoaks.gov.uk/cilguidance

Gypsy Status

Is Gypsy status being claimed as part of this application? If yes please answer the questions stated below.

☐ Yes ☐ No

When required:

Please provide additional information so we can assess the Gypsy status in accordance with Planning Policy Guidance. Please complete the questions listed below (use additional sheets if required).

List of questions:

1. Please provide details of family background and travel for work purposes over the last 10 years

2. If no travelling for work purposes has taken place over the last 2 years, or it is proposed to give up the travelling lifestyle, please explain why.

3. If you have ceased travelling temporarily, please explain why, when you ceased travelling and when you expect to return to travelling.

4. Where do you or your client and their family currently live and what are your or your client's current accommodation arrangements?

5. Does your client/do you, travel for the purpose of earning a living? If yes please explain what you do.

☐ Yes ☐ No

6. Who is to be living on the site? Please give names and family relationships.

7. If more than one family (parents and children) intend to occupy the site, how long have they been travelling together and how important is it that they stay together?

8. Do any of the residents have any particular health needs which affect their day to day lives or educational needs which they would like the Council to take into account? Where possible these should be supported by written evidence from educational or medical authorities. Please note that these may become public documents and should be written with this in mind.

☐ Yes ☐ No

9. How many caravans will normally be on the site, and what type: touring or static?

10. Are any buildings proposed? If yes, please provide details.

☐ Yes ☐ No

11. Is any business use of the site proposed? If yes, please provide details.

☐ Yes ☐ No

12. Please explain why you/your client needs a site and why have you or your client chosen this particular site?

13. Why has your client/have you chosen to reside in the Sevenoaks District?

14. Were any other sites within the District considered? Please provide evidence where available.

☐ Yes ☐ No

15. What efforts have been made to find an alternative site? Please provide evidence where available.

16. Is this permission sought on a temporary or permanent basis? If temporary, for how long and why?

17. Does your client/do you have any family living locally?

☐ Yes ☐ No

18. How many children does your client/do you have and what are their ages?

19. Do any of the children attend local schools? If yes, where?

☐ Yes ☐ No

20. In the event that your client/you cannot stay at the above site, where would they/you reside as an alternative location?

Where to look for further assistance:

Contact the Duty Planner on 01732 227000, option 3.

Authorisation

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

Please sign name electronically, no signature required.

Signed (print):

Date:

Any further information