



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## Application for Removal or Variation of a Condition following Grant of Planning Permission Validation Checklist

### NATIONAL REQUIREMENTS

#### Application form

**When required**  
All applications

**What information is required?**  
Please complete all questions on the form

#### Ownership Certificate

**When required**  
All applications

**What information is required**  
Completed certificate stating the ownership of the application site.

**Where to look for further information**

Certificates are part of the planning application form and details on how to complete are included in our Validation Guidance Document  
Where a third party own all or part of the application site, Notice of the application must be given to them. You can download a copy of the relevant Notice on the Council's website

#### Fee

**When required**  
All planning applications that incur a fee

**What information is required?**  
The correct fee

**Where to look for further information**

Full details can be found on the council's website or in the Government Circular 04/2008

#### Please note for all Drawings and plans:

- A4 and A3 drawings are preferred, however larger drawings are acceptable
- If a drawing contains different elements of the proposal, they should be clearly grouped under headings.
- All drawings MUST include the following:
  - Scale of the drawing (eg 1:100, 1:200 as detailed in this document)
  - Title to identify the development and subject of the drawing
  - Unique drawing number which also indicates any revision (eg. 123 Rev B)
  - All revisions should be described to identify any changes (eg 01/09 Rev A Layout changed)
  - Annotation against the drawing to indicate all key external dimensions
  - A clear Scale bar
  - Date plan prepared or amended

### LOCAL REQUIREMENTS

**Justification Statement**