

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

Important information

This form is issued by Planda Portal in compliance with government criteria, designed exclusively for submitting information to your Local Planning Authority as required by relevant legislation. Please note that once this document is downloaded, Planda Portal retains no visibility into the form or any data entered. How you use this form from that point forward is entirely up to you, including your decision to complete and submit it to the Local Planning Authority in line with the declaration terms.

Once submitted, the Local Planning Authority is responsible for advising you on how your data will be processed. For comprehensive details regarding their legal, regulatory, and commercial data protection policies, please consult the authority's official website.

This form is specifically designed to be printed and completed offline. Please complete this form in block capitals using black ink to facilitate scanning. You are advised to read the accompanying guidance notes and per-question help text. Submit your application online on [Our Website](#).

Publication on Local Planning Authority websites

Information submitted in this form and its attachments will be added to the public planning register. Please verify that all details are correct and that no private or sensitive information is included. Direct any inquiries to the Local Planning Authority for clarification.

① Applicant Details

Title

First Name

Last Name:

Company (optional):

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

② Agent Details

Title

First Name

Last Name:

Company (optional):

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

③ Site Address Details

Please provide the full postal address of the application site.

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Describe location or grid reference if postcode is unknown.

Easting:

Northing:

Description:

④ Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes

☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

☐ Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY) (must be pre-application submission):

Details of pre-application advice received?

⑤ Description of Your Proposal

Provide a description of the approved development from the decision letter, including application reference and decision date.

Reference number:

Date of decision (DD/MM/YYYY) (must be pre-application submission):

Please state the condition number(s) to which this application relates:

01		06	
02		07	
03		08	
04		09	
05		10	

⑤ Description of Your Proposal

Has the development already started?

- ☐ Yes
- ☐ No

Has the development been completed?

- ☐ Yes
- ☐ No

If Yes, please state when the development started (DD/MM/YYYY):

(date must be pre-application submission)

If Yes, please state when the development started (DD/MM/YYYY):

(date must be pre-application submission)

⑥ Condition(s) - Removal

Please state why you wish the condition(s) to be removed or changed:

If you wish the existing condition to be changed, please state how you wish the condition to be varied:

⑦ Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural holding” has the meaning given by reference to the definition of “agricultural tenant” in section 65(8) of the Act.

Please Note: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural tenant” has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenat	Address	Date Notice Served

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural tenant” has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Name of Owner / Agricultural Tenat	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural tenant” has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

⑧ Planning Application Requirements - Checklist

Please review this checklist carefully to ensure all supporting information is included. The Local Planning Authority (LPA) will deem your application invalid if any required details are missing. Your application will not be processed or considered valid until every requirement has been met and submitted.

- ☐ The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):
- ☐ The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application.
- ☐ The original + 3 copies* of a completed and dated application form.
- ☐ The correct fee:

*Note on Documentation: Per national legislation, physical applications usually require four copies (the original plus three duplicates). This requirement is waived for electronic submissions or where the LPA specifies otherwise. Digital documents may sometimes be submitted via USB or CD. Please check with your Local Planning Authority for their specific requirements before finalizing your submission.

⑨ Declaration

I/we hereby apply for planning permission as detailed in this form and its accompanying plans and documents. I/we certify that, to the best of my/our knowledge, all stated facts are true and accurate, and any opinions expressed are the genuine views of the person(s) providing them.

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

Cannot be pre-application

⑩ Applicant Contact Details

Country code:

National number:

Extension no.:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

⑪ Agent Contact Details

Country code:

National number:

Extension no.:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

⑫ Site visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

- ☐ Yes
- ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- ☐ Agent
- ☐ Applicant
- ☐ Other (if different from the agent/applicant's details)

Contact name:

Telephone number:

Email address: