NORTH EAST LINCOLNSHIRE COUNCIL
www.nelincs.gov.uk
Balfour Beatty WorkPlace
Working in Partnership

Development Management Services

Origin One, 1 Origin Way, Europarc
Grimsby, N E Lincolnshire, DN37 9TZ
Telephone (01472) 313131 Fax (01472) 324216
Email: Planning@nelincs.gov.uk

FOR APPLICANTS : MODIFY/DISCHARGE OF PLANNING OBLIGATIONS APPLICATION

These notes are to help you fill in your application. Further help and advice is available by writing to the above address, ringing the number above or emailing planning@nelincs.gov.uk.

All applications must include the following:-

- five completed copies of the application forms.

Plans

- five sets of plans. These plans must:-

  - include site plans either Ordnance Survey plans or plans based on Ordnance Survey plans at
    * 1:1250 scale for urban areas;
    * 1:2500 scale for rural areas;
    the application site must be edged in red and any adjoining land owned or controlled by the applicant must be edged in blue;

A4 Ordnance Survey Extracts at 1:1250 or 1:2500 scale may be purchased from the Planning and Transportation Division for Planning/Building Control Applications.

All plans must:-

- be on sheets of paper at least A4 size;
- include north points.

Certificates

- the relevant certificate declaring ownership of the site or that the owners have been informed of the intent to submit a planning application.

There are four types of certificate and an application is not valid unless accompanied by one of them.

- Certificate A is appropriate if you have leased (and the lease has not less than 7 years to run), or owned the land at least 21 days before the application was submitted and no part of the application site forms an agricultural holding;

- Certificate B is appropriate if you are not the owner of a site but have served notice on the owners/leaseholders;

- Certificate C & D are appropriate if you have made all reasonable efforts to trace the owners and have failed;

"Owner" for the purposes of Certificates B, C and D includes a person having a tenancy with 7 years or more to run as well as the freeholder.

It must be stated on all Certificates whether the application site forms part of an agricultural holding or not.

<u>Fees</u>

Applications must be accompanied by the appropriate fee payable. Please see the INFORMATION SHEET ON FEES.