

# VARIATION APPLICATION PLANNING CHECKLIST

## Application for removal or variation of a condition following grant of planning permission

We encourage documents to be submitted electronically through the Planning Portal or via email to [planning@nelincs.gov.uk](mailto:planning@nelincs.gov.uk). Plans should be submitted on plain paper with all drawing titles, drawing numbers and scales clearly labelled.

Please contact a planning officer to confirm whether this type of application is suitable.

### Fee

Submitted

For fee information, please call 01472 326289 selecting option 1.

You can pay by card via the link below and by selecting planning.  
<https://www.nelincs.gov.uk/pay-it>

Cheques are also accepted and must be made payable to North East Lincolnshire Council. Cash is NOT accepted.

In exceptional circumstances, electronic payment details and instructions can be requested by calling 01472 326289 and selecting option 1 for planning.

**Please note all fees for applications submitted through the planning portal need to be paid directly through their website.**

### Application Form

One copy of the completed removal or variation application form.  
The description must list all proposed changes.

It should be noted that the suitability of this application type will be assessed by the planning officer post validation.

### Previous Plans/Documents

#### Site Location Plan

One copy of the previously submitted site location plan. The red edge must match the previously submitted however any land outlined in blue denoting other land owned by the applicant must be updated accordingly if required.

#### Plans/Documents

One copy of any previously submitted plans and documents which are to be affected by the changes made as part of this application. Please ensure these are easily identifiable either by updated drawing number revisions on new drawings or clearly labelled as "previously approved".

## Updated Plans/Documents

### Revision Schedule

One revision schedule listing all the approved drawing numbers and documents that are to be revised and which they are to be replaced by. Also, a short summary of ALL proposed changes that are to be carried out. For bigger schemes with multiple changes, please provide an annotated plan of the proposed changes.



### Revised Plans

One copy of updated plans which are to be affected by the changes made as part of this application. Please ensure these are easily identifiable by updating the drawing numbers.



### Revised Documents

One copy of any updated documents required as a result of the proposed changes. Please ensure these are easily identifiable.



It should be noted that details can be included as part of this application in order to resolve conditions from the original application.