

**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**

Guidance on Completing the Application Form

1. Applicant Name and Address

Please enter the Applicant Details.

2. Agent Name and Address

Please enter the Agent Details.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Site Address Details

Please enter the same address of the site as stated on the decision notice, together with the full postcode or grid reference.

4. Pre-application Advice

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state 'Unknown'.

Haringey Council may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. Please see our website www.haringey.gov.uk/pre-application_planning_advice_services for more information.

5. Description of Your Proposal

Please describe the development or works as shown on the original decision letter and clearly indicate the permission reference number and condition that you wish to discharge, remove or vary. It is essential that the number and description of the condition(s) to which this application relates are specified, so that no confusion arises.

6. Condition(s) - Removal

If you wish the condition to be varied, please state how you wish the condition to be rephrased, e.g. you may wish to vary the hours of opening for your premises: *'variation to*

condition 3 to allow opening of the premises between 08.00 to 23.30 Monday to Fridays, 08.00 to 00.30 on Saturdays and 14.00 to 22.00 on Sundays'.

7. Certificates

If you are the sole owner of the land to which the application relates please complete Certificate A. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete Certificate B and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

It is an offence knowingly or recklessly to complete a false or misleading certificate.

8. Planning Application Requirements

Please use the checklist at the end of this document to ensure that the form has been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

9. Declaration

Please sign and date your application.

10. Applicant Contact Details

Please provide contact information for the applicant.

11. Agent Contact Details

Please provide contact information for the agent.

12. Site Details

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

Planning Application Requirements Checklist

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications. It may also

include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

You can use the tick boxes on the checklist to confirm the information you are providing with your application.

National Planning Application Requirements

- A Completed Planning Application Form (3 copies to be supplied unless the application is submitted electronically)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement
All applications need to submit a design and access statement, apart from the following proposals:
 - A material change in the use of land or buildings, unless it also involves operational development
 - Engineering or mining operations
 - Development of an existing dwelling house, or development within the curtilage of a dwelling house for any purpose incidental to the enjoyment of the dwelling house, where no part of the dwelling house or curtilage is within a designated area. “Designated area” means a National Park, site of special scientific interest, conservation area, area of outstanding natural beauty, World Heritage Site and the Broads
- The appropriate fee (please note: if you are paying by cheque please make it payable to Haringey Council and ensure that you put the site address and/or, if you have applied online, the Planning Portal reference number)
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

Local Information Requirements

May include some or all of the following

- 1. Photographs & Photomontages

When are these required?

These provide useful background information that can help to show how developments can be satisfactorily integrated within the context of the streetscene or an existing development. Photographs should particularly be provided for larger developments of 10 or more units or 1,000m² or more floorspace or if the proposal involves the demolition of an existing building or is a development affecting a conservation area or a listed building.

Explanatory note on Supplementary Planning Guidance

This guidance document makes reference to Supplementary Planning Guidance (SPG).

The UDP sets out the policies for specific areas and core planning policies on topics for the whole borough. Much of the detail to support the UDP policies will be contained in accompanying documents called Supplementary Planning Guidance (SPG).

Supplementary Planning Guidance (SPG) is a material consideration for development control purposes and can take the form of design guides, area development briefs or supplement other specific policies in the UDP.

As of January 2008 five SPG have been adopted to bring them in line with the adopted UDP policies, the UDP Inspector's recommendations and changes to government legislation. The remaining SPG are still draft and will continue to be used for development control purposes. In addition, two codes of practice on employment and training and health planning obligations have been prepared and adopted. The two Code of Practice Notes will assist in development control negotiations on planning obligations and relate to employment and health impacts of development proposals.

The SPG and Codes of Practice Notes adopted in 2006 are:

- SPG1a Design Guidance
- SPG3a Density, Dwelling Mix, Floorspace Minima, Conversions, Extensions and Lifetime Homes
- SPG8a Waste and Recycling
- SPG10a The Negotiation, Management and Monitoring of Planning Obligations
- SPG10b Affordable Housing
- Planning Obligation Code of Practice No 1: Employment and Training
- Planning Obligation Code of Practice No 2: Health

As Supplementary Planning Documents are introduced it may be necessary to review and amend the Local Information Requirements accordingly, any changes that are made will be publicised.

Availability of SPG and Code of Practice Guidance Notes

All SPG and Code of Practice Guidance Notes (draft and adopted) are available free of charge via our website: www.haringey.gov.uk/planning on request via telephone (020 8489 1000); or in writing or in person at the following address:

Haringey Council
Planning Service
639 High Road
London
N17 8BD