



## Validation Criteria for Non-Material Amendment

If you are making an application for a Non-Material Amendment to an existing Permission or Consent, the following plans or information should be provided.

Once you have completed this checklist, please send it or a copy to us, with your application.

- The following information must be submitted. If you think some information requested is not relevant to your application, please explain why not.
- **Failure to provide the information requested may invalidate your application and it will be returned to you as incomplete.**
- **One original plus One copy** of each document & plan is required. However we reserve the right to ask for extra electronic or paper copies of plans or information we think is necessary to assess or publicise your application.

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<b>Completed Application Form</b> (signed and dated)			
<b>Plans - All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0 - 10 Metres</b>			
<b>Plans should be provided as may be required which are relevant to the Condition/s to be varied or removed.</b>			
<b>These may include:</b>			
<p><b>Existing and proposed elevations (at a scale of 1:50 or 1:100).</b> (Please specify whether the existing elevations shown relate to the plans previously approved and for which you are seeking a non-material amendment).</p> <p>As may be relevant to the planning condition/s the subject of the application. These should show full elevations of the proposal from all aspects and show clearly the proposed works in relation to what is already there and where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. Existing elevations should be shown separately.</p> <p>The level of the ground floor and of the site should be shown in relation to the level of the adjoining street.</p>			
<p><b>Existing and proposed floor plans (at a scale of 1:50 or 1:100).</b></p> <p>As may be relevant to the planning condition/s the subject of the application. These should show the existing and proposed layout of the building.</p> <p>All floors should be shown separately and indicate clearly the location of the proposed development and the various uses of the floorspace. Where existing and proposed works are shown on the same drawing, new work must be indicated.</p> <p>Where existing buildings or walls are to be demolished these should be clearly shown. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>			

<p><b>Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)</b></p> <p>As may be relevant to the planning condition/s the subject of the application. Such plans should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.</p> <p>In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extensions would be modified.</p>			
<p><b>The appropriate fee</b></p>			

This Validation Checklist is a Direction made under section 62 of the Town and Country Planning Act 1990 and Regulation 4 of the Application Regulations 1988. Failure to submit the information required by the Direction may result in the application being treated as invalid under article 5(4) of the Town and Country Planning (General Development Procedure) Order 1995.

Should you require further guidance, please contact: Planning Services, Elmfield, New Yatt Road, Witney, Oxon, OX28 1PB  
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