

Guidance notes for:

Application for a non-material amendment following a grant of planning permission *Town and Country Planning Act 1990*

This form should be used to make an application for a non-material amendment (or amendments) to an existing planning permission.

Following a grant of planning permission, it may be necessary to make small amendments to the permission, for example changing a finish or moving a door or window. Where these are non-material, this form can be used to apply. Whether or not a proposed amendment is non-material will depend on the circumstances of the case – for example, moving a window could be material if it results in the overlooking of a neighbour, but could be non-material if it does not. If you are uncertain, you may wish to seek pre-application advice from your local planning authority. For details please look at your local planning authority's website.

If an application made on this form is successful, the result will be an amendment to the original planning permission. No new planning permission is created.

For the appropriate fee payable for this type of application please see the Planning Fee's Form on the Linked Documents on the Planning Forms page.

Application for a Non-material Amendment Following a Grant of Planning Permission

Town and Country Planning Act 1990

Planning (Listed Buildings and Conservation Areas) Act 1990

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered. 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.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered. 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 full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. 'Land to rear of 12 to 18 High Street' or provide a grid reference).

4. Pre-application Advice

The local authority 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. This can minimise delays later in processing the application. Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

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'.

This will assist the Council in dealing with your application as quickly as possible.

5. Eligibility

An application to make a non-material amendment can only be made by a person with an interest in the part of the land to which the proposed non-material amendment relates. There is no definition in statute of what constitutes 'having an interest', but it will typically mean that you are the owner or a tenant.

If you are not the sole owner of all the land to which this application relates, you are required to notify any other owners or tenants of agricultural holdings of this application, as set out in article 4F(3) of the GDPO. This notification must state what the application is for, and where the person can view a copy of it, and that any representations about the application must be made to the local planning authority within 14 days of the date when the notice is given.

If notification has been given under this section, you must include details of everyone notified. It is not necessary as part of this application to seek to identify any unknown owners, as this will have been done as part of the original application.

If you do not have an interest in the part of the land to which the proposed non-material amendment relates, or notification is required under article 4F(3) but has not been carried out, you will not be able to proceed with this application.

6. Council Employee / Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

7. Description of Your Proposal

Please describe the approved development as shown on the original decision letter.

The original application type will be one of the following:

- Householder planning application
- Householder and conservation area consent
- Householder and listed building consent
- Full planning application
- Outline application some matters reserved
- Outline application all matters reserved
- Full and conservation area
- Full and listed building
- Full and advertisement

The statutory definition for householder appears in article 1(2) of the Town and Country Planning (General Development Procedure) Order 1995 (SI 1995/419) as amended (GDPO). This is as follows:

A **Householder application** is:

- (a) an application for planning permission for development of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, or
- (b) an application for any consent, agreement or approval required by or under a planning permission, development order or local development

order in relation to such development, but does not include—

- (i) an application for change of use, or
- (ii) an application to change the number of dwellings in a building

8. Non-material Amendment(s) Sought

Please describe clearly the amendment(s) you wish to make and why you wish to make it. Any plans provided must be to a metric scale and any figured

dimensions given in metres and a scale bar should be included. Each plan should show the direction of North.

9. Planning Application Requirements

Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.

10. Declaration

Please sign and date your application.

11. Applicant Contact Details

Please provide contact information for the applicant.

12. Agent Contact Details

Please provide contact information for the agent.

13. Site Visit

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.