

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 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

Only a person who has an interest in the land to which the non-material amendments relates, or someone else acting on their behalf, can apply. Examples of people with a legal interest in the land are:

- A freeholder
- A holder of a lease of over 7 years (whether as head lessee, sub-lessee or tenant of an agricultural holding)
- A mortgagee
- Someone with an estate contract (i.e. an option to acquire a legal interest in the land or a contract to purchase the land)

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 10\(3\) of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

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.

[Download a copy of the notice.](#)

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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 10(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.

Serving elected members or planning officers who submit their own planning applications should play no part in their determination and such applications should be determined by the planning committee rather than by planning officers under delegated powers.

7. Description of Your Proposal

Please describe the development or works 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 application' appears in [Article 2\(1\) of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

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 an application for change of use or 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. Please provide any plans necessary to show the proposed amendment(s), ensuring that what is shown matches the description on the form. 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.