

Application for a non-material amendment following a grant of planning permission

Town and Country Planning Act 1990

Important information

This form is issued by Planda Portal in compliance with government criteria, designed exclusively for submitting information to your Local Planning Authority as required by relevant legislation. Please note that once this document is downloaded, Planda Portal retains no visibility into the form or any data entered. How you use this form from that point forward is entirely up to you, including your decision to complete and submit it to the Local Planning Authority in line with the declaration terms.

Once submitted, the Local Planning Authority is responsible for advising you on how your data will be processed. For comprehensive details regarding their legal, regulatory, and commercial data protection policies, please consult the authority's official website.

This form is specifically designed to be printed and completed offline. Please complete this form in block capitals using black ink to facilitate scanning. You are advised to read the accompanying guidance notes and per-question help text. Submit your application online on [Our Website](#).

Publication on Local Planning Authority websites

Information submitted in this form and its attachments will be added to the public planning register. Please verify that all details are correct and that no private or sensitive information is included. Direct any inquiries to the Local Planning Authority for clarification.

① Applicant Details

Title	First Name	
Last Name:		
Company (optional):		
Unit:	House number:	House suffix:
House name:		
Address 1:		
Address 2:		
Address 3:		
Town:		
County:		
Country:	Postcode:	

② Agent Details

Title	First Name	
Last Name:		
Company (optional):		
Unit:	House number:	House suffix:
House name:		
Address 1:		
Address 2:		
Address 3:		
Town:		
County:		
Country:	Postcode:	

③ Site Address Details

Please provide the full postal address of the application site.

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Describe location or grid reference if postcode is unknown.

Easting:

Northing:

Description:

④ Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☐ Yes
- ☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

- ☐ Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Advice Date (DD/MM/YYYY) (must be pre-application submission):

Details of pre-application advice received?

⑤ Eligibility

Do you, or the person on whose behalf you are making this application, have an interest in the part of the land to which this amendment relates?

- ☐ Yes
- ☐ No

If you have answered No to this question, you cannot apply to make a non-material amendment.

If you are not the sole owner, has notification under article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 been given?

- ☐ Yes
- ☐ No
- ☐ Not applicable

If you have answered No to this question, you cannot apply to make a non-material amendment.

⑤ Eligibility (continued)

If you have answered Yes to this question, please give details of persons notified:

Person Notified	Address	Date of Notification

⑥ Authority Employee / Member

Decision-making must be open and transparent. "Related to" refers to any relationship, whether by birth or otherwise, that a reasonable person might consider capable of influencing a decision-maker's judgement within the local planning authority.

Do any of the following statements apply to you and/or agent?

With respect to the authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

☐ Yes

☐ No

If Yes, please provide details of their name, role and how you are related to them.

⑦ Description of the Proposal

Please provide the description of the approved development as shown on the decision letter, including application reference number and date of decision in the sections below:

Reference number:

Date of decision (DD/MM/YYYY)

What was the original application type?: (e.g. 'Full planning permission', 'Outline', 'Tree removal')

For the purpose of calculating fees, which of the following best describes the original application type?

- ☐ **Householder development:** development to an existing dwelling-house or development within its curtilage
- ☐ **Other:** anything not covered by the above category

⑧ **Non-Material Amendment(s) Sought**

Please describe the non-material amendment(s) you are seeking to make:

Are you intending to substitute amended plans or drawings?

- ☐ **Yes**
- ☐ **No**

If Yes, please complete the following:

Old plan/drawing number(s):

New plan/drawing number(s):

Please state why you wish to make this amendment:

⑨ **Planning Application Requirements - Checklist**

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application not being accepted. It will not be accepted until all information required by the Local Planning Authority (LPA) has been submitted.

- ☐ **The correct fee:**
- ☐ **The original and 3 copies* of a completed and dated application form:**
- ☐ **The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:**

National legislation requires applicants to submit the original application form and supporting documents plus three copies (four copies in total), unless the application is submitted electronically or the local planning authority (LPA) accepts fewer copies. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). Please check your LPA's website or contact its planning department for further information.

10 Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

Cannot be pre-application

11 Applicant Contact Details

Country code:

National number:

Extension no.:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

12 Agent Contact Details

Country code:

National number:

Extension no.:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

13 Site visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☐ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

☐ Agent ☐ Applicant ☐ Other (if different from the agent/applicant's details)

Contact name:

Telephone number:

Email address: