

6. Non-Material Amendment following Grant of Planning Permission

Please speak to the Planning Department ahead of your non-material amendment application to ascertain which plans, drawings and documentation we expect to be replaced. You can book our free face-to-face pre-application advice service via [this form](#).

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
NON-MATERIAL AMENDMENT VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (National Requirement)	☐
2. Metric Scale Plans and Drawings [Guidance] NR <i>Revised plans and drawings should clearly indicate what amendments being applied for.</i>	☐
3. Correct Fee [Guidance] NR	☐
4. Planning Statement LR (Local Requirement)	
a) A Planning Statement is included; or	☐
b) A Planning Statement has <u>not</u> been included because the information (<i>a description of works and the reason(s) for the works/removal</i>) has been included in the application form.	☐

Explanation for not submitting any of the above information which will be taken into account when deciding whether your application can be registered:	
Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

All sections need to be completed using the [relevant form from the Planning Portal](#).

If included in the application form, an ownership and agricultural holdings certificate (A, B, C or D) must be completed stating the ownership of the property and whether or not the site includes an agricultural holding. For this purpose, an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to the owner of the application site must be completed and served in accordance with Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and/or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. All agricultural tenants must be notified prior to the submission of the application.

Forms

[Non-Material Amendments](#) | [Planning Portal Application Help Notes](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

Floor Plans – The floor plan is a view from above and is used to show the layout of a building, it is likely you will need both existing and proposed plans. The floor plan should be drawn to a scale of 1:50 or 1:100 and include: a scale bar; new and existing storeys affected by the proposal with clear labels annotating the floor it represents; the use of each room and any windows, doors and walls; the area of an extension or additional floors; and show any walls to be demolished. [\[Planning Portal Guidance\]](#)

Sections – A section plan shows a view of a structure as though it had been sliced vertical in half. Section drawings are particularly important where any proposal involves a change in levels or is on a sloping site. Sections should be drawn to a

scale of 1:50 or 1:100 when through a building, and 1:200 or 1:500 when through land. The drawing should include: a cut through of the key new parts of the development such as stairs; how the proposed works relate to neighbouring buildings; the floor levels of the building. [[Planning Portal Guidance](#)]

Roof Plan – Roof plans are required when changes are made to the appearance, shape or position of a roof within a development. Both the existing and proposed plans should be provided within the application. The roof plan is to be produced at a scale of 1:50 or 1:100 and should include all the features of the roof. Including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys. The roof plan should also provide information about the existing and proposed materials and colours which will be used in the development. [[Planning Portal Guidance](#)]

Correct Fee

Planning application fees are due to be paid at the point of submitting your application. The payment of a fee does not guarantee the outcome of the decision on your application. Planning fees are set nationally by the UK Government through the [Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#).

You can visit the Planning Portal to calculate your planning fee [here](#). Alternatively, a full guide to fees for Planning Applications in England is available [here](#).
