

# Planning Non-Material Variation Service: Request Form

This form can be used to request a non-material variation on an existing planning application from the City of Edinburgh Council. Personal data will be held in accordance with the Data Protection Act. Please read the Non-Material Variation Customer Service Guide at [www.edinburgh.gov.uk/nonmaterialvariations](http://www.edinburgh.gov.uk/nonmaterialvariations) before submitting.

## 1) Contact details

	Applicant		Agent (if applicable)
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

## 2) Development proposal

Please provide the address/location of the development in question.

Please specify the reference number(s) for the planning application and any existing NMV application(s) that this application refers to. Please include the relevant case officer name if known.

Please describe the nature of the variations sought, clearly noting each specific matter that requires to be assessed. (Please include the drawing number reference which identifies each variation).

### 3) Service

Please mark below the standard service that relates to your non-material variation enquiry. If you are unclear about which level of service applies to your development, please contact [nonmaterialvariations@edinburgh.gov.uk](mailto:nonmaterialvariations@edinburgh.gov.uk) to confirm.

#### A Householder development

Non-material variation application £80 + VAT (£96)

#### B Local development (medium) (12 to 49 homes / 1,000m<sup>2</sup> to 9,999m<sup>2</sup> of class 4, 5, or 6 space / 1,000m<sup>2</sup> or development to 4,999m<sup>2</sup> of mixed or other space)

Non-material variation application £150 + VAT (£180)

#### C Major or national development (criteria per the [Hierarchy of Developments \(Scotland\) Regulations 2009 e.g. 2+hectare site/ 50+homes, 10,000 m<sup>2</sup> of class 4, 5, or 6 space/ 5000 m<sup>2</sup> of mixed other space](#)). *Note - Please see next page for list of subject matters to assist fee calculation.*

Single subject matter £250 + VAT (£300)

Additional subject matter(s) (insert total amount - cost shown is per matter) £150 + VAT (£180) each

Total charge due (inclusive of VAT)

### 4) Payment

Who will make payment? Applicant  Agent

Does your development relate primarily to improving access for people with disabilities? Yes  No

*Payment will be made via the GovPay website. A payment link will be sent on receipt of completed application forms.*

### 5) Return

Please email this form and any accompanying documents to [nonmaterialvariations@edinburgh.gov.uk](mailto:nonmaterialvariations@edinburgh.gov.uk).

Please include as an email attachment (in PDF format, maximum 10 MB) a site location plan with the site outlined in red (1:1250 or 1:2500 in scale) and the relevant plans showing the proposed variations. Drawings should be to the same scale as those approved under the planning permission and the proposed variations should be clearly highlighted in colour. Applicants are requested to provide the original drawing numbers as per the Council's planning portal references in the original application.

**Note** – *The charge for this application is used in part to assess whether the requested change(s) is/are non-material. The fee is non-refundable if the Council determines that the changes are material.*

**6) Major NMV applications – definition of subject matters.**

Please use this list to calculate how many subject matters will be included in your NMV application (*for Major/ National developments only*).

- |  |                          |
|--|--------------------------|
| <b>Change of Materials</b>   | <input type="checkbox"/> |
| <b>Amendment(s) to elevational treatment</b>                                       | <input type="checkbox"/> |
| <b>Amendment(s) to floor levels</b>  | <input type="checkbox"/> |
| <b>Amendment(s) to site layout</b>   | <input type="checkbox"/> |
| <b>Amendment(s) to building location/ footprint on site</b>                        | <input type="checkbox"/> |
| <b>Amendment(s) to landscape specification</b>                                     | <input type="checkbox"/> |
| <b>Change of house types (within the range of previously approved house types)</b> | <input type="checkbox"/> |
| <b>Amendment(s) to parking arrangements</b>  | <input type="checkbox"/> |
| <b>Amendment(s) to waste access arrangements</b>                                   | <input type="checkbox"/> |
| <b>Amendment(s) to access arrangements to a building</b>                           | <input type="checkbox"/> |
| <b>Any other non-material amendment to the approved scheme</b>                     | <input type="checkbox"/> |

Please use the total number of ticked boxes above to calculate your fee. Note – if only one subject matter is ticked, the fee will be £250 + VAT. Each further subject matter as ticked above will incur an additional £150 + VAT charge.