

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 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 planning portal drawing number reference for the previously consented drawings which identify each variation).

3) Payment

There is a flat rate fee of £200 for all non-material variation applications. (Note: there is no VAT associated with this application fee).

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.

4) Return

Please email this form and any accompanying documents to 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.*