

## **Application for a Non-material Amendment Following a Grant of Planning Permission**

*Town and Country Planning 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. People with a legal interest in the land are:

- A freeholder.
- A holder of a lease with over two years remaining (whether as a 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).
- Someone with legal interest in the minerals in, on or under the land.

## **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.

For the purposes of this question, 'related to' means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility of bias on the part of the decision-maker in the local planning authority.

## **7. Description of Your Proposal**

Please describe the approved development as shown on the original decision letter.

The statutory definition for a householder application appears in Article 2 of The Town and Country Planning (Fees for Non-Material Changes) (Wales) Regulations 2014. This is as follows:

**A Householder application** is:

- A) An application to change a planning permission relating to development of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse but does not include:
  - an application for change of use, or
  - an application to change the number of dwellings in a building.
  
- B) Where a dwellinghouse means a building or part of a building which is used as a single private dwelling and for no other purpose; for example a house or flat.

## **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. 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.