



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

Town and Country Planning Act 1990

**Publication of applications on planning authority websites.**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**1. Site Address**

Number	<input type="text" value="7"/>
Suffix	<input type="text"/>
Property name	<input type="text"/>
Address line 1	<input type="text" value="Acacia Close"/>
Address line 2	<input type="text" value="Prestbury"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Cheltenham"/>
Postcode	<input type="text" value="GL52 3EQ"/>

Description of site location must be completed if postcode is not known:

Easting (x)	<input type="text" value="396173"/>
Northing (y)	<input type="text" value="224113"/>

Description

**2. Applicant Details**

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Dale"/>
Surname	<input type="text" value="Stephens"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="7 acacia close"/>
Address line 2	<input type="text" value="Prestbury"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Cheltenham"/>

## 2. Applicant Details

Country	<input type="text" value="United Kingdom"/>
Postcode	<input type="text" value="GL523EQ"/>
Are you an agent acting on behalf of the applicant?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

## 3. Agent Details

No Agent details were submitted for this application

## 4. 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 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

## 5. Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Pitched roof extension over garage and utility room.  
Planning Decision for 20/00686/FUL  
29/05/20

Reference number:

Date of decision

What was the original application type?

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

## 6. 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 numbers

New plan/drawing numbers

Please state why you wish to make this amendment

## 6. Non-Material Amendment(s) Sought

## 7. 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?

- The agent  
 The applicant  
 Other person

## 8. 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):

Officer name:

Title

First name

Surname

Reference

Date (Must be pre-application submission)

Details of the pre-application advice received

Hi Dale,

Thanks for sending over the sketch; initially I was looking at the wrong application/property.

Having looked at the sketch, the proposed change is considered to be minimal and it would not result in a materially different visual appearance, furthermore it is unlikely to result in harm to the neighbouring property. As such, I would suggest that this can be dealt with as a non-material amendment.

Please submit the following;

- Completed non-material amendment application,
- Fee of £34,
- Floor plans and elevations showing the change.

via the planning portal or to [planning@cheltenham.gov.uk](mailto:planning@cheltenham.gov.uk)

Kind regards,

Claire Donnelly  
Planning Officer

## 9. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

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

## 9. Authority Employee/Member

It is an important principle of decision-making that the process is open and transparent.

Yes  No

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 bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

## 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.

Date (cannot be pre-application)

20/04/2021