

## PLANNING NON-MATERIAL VARIATION SERVICE – REQUEST FORM

Please complete & return to [nonmaterialvariations@edinburgh.gov.uk](mailto:nonmaterialvariations@edinburgh.gov.uk)

To request a non-material variation on an existing planning application. Please read the [Customer Service Guide](#) before submitting.

Please include as an email attachment (in PDF format, maximum 10 MB) a location plan with the site outlined in red (1:1,250 or 1:2,500 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.

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.

<b>1</b>	<b>APPLICANT</b>	
	a	Full name
	b	Organisation
	c	Postal address
	d	Contact telephone number
	e	Email address

<b>2</b>	<b>AGENT (IF APPLICABLE)</b>	
	a	Full name
	b	Organisation
	c	Postal address
	d	Contact telephone number
	e	Email address

<b>3</b>	<b>DEVELOPMENT PROPOSAL</b>	
	Address/ location of the proposed development.	
	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).	

<b>4</b>	<b>PAYMENT</b>		
	There is a flat rate fee of <b>£200</b> for all non-material variation applications. (Note: there is no VAT associated with this application fee).		
	<b><i>Payment is not to be paid prior to the registration of the non-material variation. Payment must be made online using a payment link which will be sent on receipt of completed application forms.</i></b>		
	Who will make the payment?	Applicant	
		Agent	
Does your development relate primarily to improving access for people with disabilities?	Yes		
	No		