

PLANNING NON-MATERIAL VARIATION SERVICE – REQUEST FORM

Please complete & return to 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.

1	APPLICANT		
	a	Full name	Professor R Masterton
	b	Organisation	RGM Consulting Ltd
	c	Postal address	Ashley House, Freelands Road, Ratho, Edinburgh EH28 8NW
	d	Contact telephone number	-
	e	Email address	[REDACTED]

2	AGENT (IF APPLICABLE)		
	a	Full name	Robert Nicholson
	b	Organisation	Hurd Rolland Architects
	c	Postal address	12 Abbey Park Place, Dunfermline, KY12 7PD
	d	Contact telephone number	01592 873535
	e	Email address	robertnicholson@hurdolland.co.uk

<h1>3</h1>	DEVELOPMENT PROPOSAL	
	Address/ location of the proposed development.	Ashley House Coach House, Freelands Road, Ratho, Newbridge EH28 8NW
	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.	18/03095/FUL (21.11.18), 18/03095/VARY (16.03.20), 18/03095/VAR2 (27.08.21), 18/03095/VAR3 (12.09.23) Mr James Allanson (Note proposed variation was subject to a pre-application email exchange between the writer and Mr Allanson)
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).	<p>1. Replacement of previously proposed glass balustrade to roof terrace with purpose made decorative metal balustrade - (Approved drawings R7883 P-005 Rev 6 and P-007 Rev 5).</p> <p>2. Adjustment to previously proposed vent positions to South and East elevations - (Approved drawings R7883 P-005 Rev 6 and P-007 Rev 5).</p> <p>Location Plan R7883 P-001 Rev 1, together with amended drawings R7883 P-005 Rev 7 and P-007 Rev 6 and Detailed Specification of External Materials Rev 5, submitted to reflect proposed changes.</p>	

<h1>4</h1>	PAYMENT					
	There is a flat rate fee of £230 for all non-material variation applications. (Note: there is no VAT associated with this application fee).					
	<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>					
	Who will make the payment?	<table border="1" style="width: 100%;"> <tr> <td>Applicant</td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> <tr> <td>Agent</td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	Applicant	<input checked="" type="radio"/>	Agent	<input type="radio"/>
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Agent	<input type="radio"/>					
Does your development relate primarily to improving access for people with disabilities?	<table border="1" style="width: 100%;"> <tr> <td>Yes</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>No</td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> </table>	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>	
Yes	<input type="radio"/>					
No	<input checked="" type="radio"/>					