

## 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 Roger Walters
	b	Organisation Supercity Aparthotels Ltd
	c	Postal address c/o Agent, James Wall, CBRE, 177 Bothwell Street, Glasgow, G
	d	Contact telephone number [REDACTED]
	e	Email address [REDACTED]

<b>2</b>	<b>AGENT (IF APPLICABLE)</b>	
	a	Full name James Wall
	b	Organisation CBRE
	c	Postal address CBRE, 177 Bothwell Street, Glasgow, G2 7ER
	d	Contact telephone number +44 (0)7443388637
	e	Email address james.wall@cbre.com

<h1>3</h1>	<b>DEVELOPMENT PROPOSAL</b>	
	Address/ location of the proposed development.	13 - 17 Forth Street & 6 Broughton Street Lane, Edinburgh, EH1 3LE
	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.	22/00147/VARY   Non-Material Variation application to 22/00147/FUL. 22/00147/FUL   Change of use from offices to apart hotel including alteration and extension of existing premises. Case Officer: Jackie McInnes
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).	Please refer to the Cover Letter submitted in support of this NMV application which provides details of the variations sought and the drawings numbers for the proposed and previously consented schemes.	

<h1>4</h1>	<b>PAYMENT</b>		
	There is a flat rate fee of <b>£230</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	<input checked="" type="radio"/>
		Agent	<input type="radio"/>
Does your development relate primarily to improving access for people with disabilities?	Yes	<input type="radio"/>	
	No	<input checked="" type="radio"/>	