

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
	b	Organisation Edinburgh Picardy Place Limited
	c	Postal address 3 Walker Street, Edinburgh, EH3 7JY
	d	Contact telephone number
	e	Email address [REDACTED]

2	AGENT (IF APPLICABLE)	
	a	Full name
	b	Organisation Hackland+Dore Architects Ltd
	c	Postal address 88 Commercial Street, Commercial Quay, Edinburgh, EH6 6LX
	d	Contact telephone number 01315387707
	e	Email address alain.schreiber@hackland-dore.com

3

DEVELOPMENT PROPOSAL

Address/ location of the proposed development.

10 Picardy Place, New Town, Edinburgh, EH1 3JT

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.

23/01789/FUL

Seán Fallon

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).

It is proposed to introduce a dining room and associated food preparation area for the hotel residents only in lieu of rooms 1 to 4 at lower ground floor level.
 3 no. bedrooms and the staff area are proposed to be relocated at lower ground floor (2 no.) and to the top floor level (1 no.).
 Plant equipment such as water tanks and mist room are to be relocated at roof level alongside other technical equipment already located on the flat roof area above the rear extension.
 2 no. in-line conservation rooflights windows are proposed in the top floor pitched roof at the rear to provide daylight to one of the relocated rooms.
 Ground floor hotel reception lobby area is to be combined with a bar serving drinks to residents only, with an adjacent staff office space.
 1 no. new accessible toilet is proposed on the lower ground floor.
 The total number of proposed bedrooms is now 50.

List of previously approved drawings:

HD1081(PL)010 base grd_revB
 HD1081(PL)020 first second_revA
 HD1081(PL)030 third fourth_revA
 HD1081(PL)040 roof_revA
 HD1081(PL)050 Section A_revA
 HD1081(PL)211 Elevation 2 - Rear - North-West - Proposed_revA
 HD1081(PL)212 Elevation 3 - Gable - North-East - Proposed_revA
 HD1081(PL)213 Elevation 4 - Gable - South-West - Proposed_revA

4

PAYMENT

There is a flat rate fee of **£238** for all non-material variation applications. (Note: there is no VAT associated with this application fee).

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.

Who will make the payment?

Applicant

Agent

Does your development relate primarily to improving access for people with disabilities?

Yes

No

www.edinburgh.gov.uk/nonmaterialvariations

nonmaterialvariations@edinburgh.gov.uk