

## 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 Odell Milne
	b	Organisation c/o Thistle Home Renovations Ltd
	c	Postal address 9 Wester Coates Terrace, Edinburgh EH12 5LR
	d	Contact telephone number [REDACTED]
	e	Email address [REDACTED]

<b>2</b>	<b>AGENT (IF APPLICABLE)</b>	
	a	Full name Lee Cairns
	b	Organisation Thistle Home Renovations Ltd
	c	Postal address 4 Murrayfield Place, Edinburgh EH12 6AA
	d	Contact telephone number 07734 886367
	e	Email address enquiries@thethistlegroup.co.uk

<b>3</b>	<b>DEVELOPMENT PROPOSAL</b>	
	Address/ location of the proposed development.	9 Wester Coates Terrace, Edinburgh EH12 5LR
	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.	23/02317/FUL  23/02459/WARR
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).	Planning number - 23/02317/FUL  Warrant Number - 23/02459/WARR We have received approval to proceed with a small extension to create an ensuite upstairs. Client is wanting to install double glazed UPVC windows upstairs - same u value, aperture as per approved design, with no difference to design.  To recap 1. Property is located in a conservation area. 2. Planning and warrant approval has been granted for the new windows (one window is new and the other window is just reducing the opening size). 3. The u values will be as per planning / warrant approval.	

<b>4</b>	<b>PAYMENT</b>		
	There is a flat rate fee of <b>£238</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 type="radio"/>
		Agent	<input checked="" type="radio"/>
	Does your development relate primarily to improving access for people with disabilities?	Yes	<input type="radio"/>
No		<input checked="" type="radio"/>	