

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 Nicola Gourlay
	b	Organisation Glenprop3 Ltd
	c	Postal address Hive Space, 3 Jamaica Street, Edinburgh
	d	Contact telephone number [REDACTED]
	e	Email address [REDACTED]

2	AGENT (IF APPLICABLE)	
	a	Full name Hilary Ennos
	b	Organisation jm architects
	c	Postal address 64 Queen Street, Edinburgh, EH2 4NA
	d	Contact telephone number 01314646100
	e	Email address hilary.ennos@jmarchitects.net

<h1>3</h1>	DEVELOPMENT PROPOSAL	
	Address/ location of the proposed development.	185-187 Dundee Street & 4 Dundee Terrace, Edinburgh, EH11 1DH
	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.	Planning Application No: 24/00211/FUL Case Officer: Jackie McInnes NMV01: 24/00211/VARY Case Officer: Lewis McWilliam
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).	<ol style="list-style-type: none"> 1. Removal of mechanical smoke vents and replacement with AOVs. 2. Removal of occupied spaces at lower basement. 3. Cycle store configuration updated and internal amenity spaces repositioned so as to minimise number of studios along West Approach Road. 4. Refinement of window design and layout following structural coordination <p>The specific matters which have been addressed in the NMV application drawings, plus the extant drawings, are outlined in detail in the accompanying cover email.</p>	

<h1>4</h1>	PAYMENT		
	<p>There is a flat rate fee of £230 for all non-material variation applications. (Note: there is no VAT associated with this application fee).</p> <p><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></p>		
	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"/>	