

## 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 Mr Joseph Crolla
	b	Organisation Broughton Properties Ltd
	c	Postal address 14 Rutland Square, EH1 2BD
	d	Contact telephone number [REDACTED]
	e	Email address [REDACTED]

<b>2</b>	<b>AGENT (IF APPLICABLE)</b>	
	a	Full name Emily Diez
	b	Organisation Studio LBA
	c	Postal address Unit 2 Orwell Farm, Kinross, KY13 9HB
	d	Contact telephone number 01577 737 980
	e	Email address mail@studiolba.design

<b>3</b>	<b>DEVELOPMENT PROPOSAL</b>	
	Address/ location of the proposed development.	49 Melville Street, Edinburgh, EH3 7HL
	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.	24/00959/FUL Sean 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).	Minor changes to the internal proposals, including: 1. The slight adjustment to positioning of the double doors into the GF living room (within the scope of the originally consented opening), 2. Relocated boilers on LGF & GF, Non-implemented proposals: 3. Dividing wall to 1st floor ensuite & wc, 4. Slapping to the LGF cellar store to form dressing room, 5. Free standing wardrobe to 2nd Floor. Refer to portal drawings: 16073(2-)100 Lower Ground Floor 1:50 16073(2-)101 Ground & First Floor 1:50

<b>4</b>	<b>PAYMENT</b>		
	<p>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).</p> <p><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></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"/>	