

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	Mr. & Mrs. Mathison
	b	Organisation	
	c	Postal address	36 St. Albans Road Edinburgh EH9 2LU
	d	Contact telephone number	
	e	Email address	

2	AGENT (IF APPLICABLE)		
	a	Full name	Keith Owens
	b	Organisation	Planning & Building Design Ltd
	c	Postal address	24 West Nicolson Street Edinburgh EH8 9DD
	d	Contact telephone number	0131 662 8430
	e	Email address	keith@planningandbuildingdesign.co.uk

3	DEVELOPMENT PROPOSAL	
	Address/ location of the proposed development.	36 St. Albans Road Edinburgh EH9 2LU
	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.	24/04204/FUL
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).	Change the material of the external bi-folding doors from timber to powder coated aluminium and reconfigure opening to remove fan lights over and increase height of bi-folds within the as approved structural opening	

4	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 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"/>	

www.edinburgh.gov.uk/nonmaterialvariations

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