

## Application for a non-material amendment following the grant of planning permission

**Please note: a non-material amendment application cannot be submitted for a listed building application**

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan

### Part I Information Required – National Planning Application Requirements

1	<b>Completed application form</b>	
2	<b>Location Plan</b> Ordnance survey based, at a scale of 1:1250 or 1:2500. <ul style="list-style-type: none"><li>• Up-to-date, with north marked, and sufficient to locate the site.</li><li>• Identifies the land to which the application relates, i.e. a red outline to application site.</li><li>• Blue outline to other land owned by the applicant.</li><li>• The plan must cover a large enough area to enable the location to be easily found</li></ul>	
3	Proposed Block Plan <ul style="list-style-type: none"><li>• If necessary to describe the amendments the subject of the application</li></ul>	
4	Proposed Elevations at a scale of 1:50 or 1:100. <ul style="list-style-type: none"><li>• If necessary to describe the amendments the subject of the application</li></ul>	
5	Existing and Proposed Floor plans at a scale of 1:50 or 1:100 <ul style="list-style-type: none"><li>• If necessary to describe the amendments the subject of the application</li></ul>	<input type="checkbox"/>
6	Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100 <ul style="list-style-type: none"><li>• If necessary to describe the amendments the subject of the application</li></ul>	<input type="checkbox"/>
7	Roof Plans at a scale of 1:50 or 1:100: <ul style="list-style-type: none"><li>• If necessary to describe the amendments the subject of the application</li></ul>	<input type="checkbox"/>
8	Any other plans, documents or information necessary to describe the amendments the subject of the application e.g. samples or any other relevant additional information	<input type="checkbox"/>

9	The correct fee: <a href="#">Planning Portal Fee Calculator</a>	<input type="checkbox"/>
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10	<p><b>Notice to Owners/Agricultural tenants</b></p> <p>If required, evidence of notice to any person other than the applicant who is an owner of the land to which the applicant relates or a tenant of an agricultural holding on the land as required by as required by Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015</p>	<input type="checkbox"/>
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**Part II Additional Information that may be Required – Published City Council Local Information Requirements**

**None**