

8.17 Non-Material Amendment Applications.

This procedure allows applicants to apply to change the details on approved applications. The changes that fall to be considered under this procedure are by definition non-material and very minor, such as swapping the doors and windows on a development. Neighbour notification does not take place in this case and the Authority will normally decide the request within 28 days. Nevertheless, it is important that sufficient information is submitted with these applications to ensure the details and any agreed changes are clear.

Requirements

The plans required to be submitted with non-material amendment applications are the same plan requirements as with the original submission. The previous plans and the proposed plans will need to be submitted with the proposed changes annotated. If all other circumstances have not changed then providing this is specified in the submission it will not be necessary to submit the various supporting paperwork and information statement again with the non-material amendment application.

8.18 Minor Material Amendment Applications.

This procedure allows changes to approved permissions that are more substantial than can be considered under the Non-Material amendment route. The changes may not be substantially different from the original approval such as a small enlargement of the floorspace or a minor repositioning of a building. The process operates by applying to vary the planning condition which specifies the approved plans. It seeks to replace an approved plan with another. It is important that sufficient information is submitted to ensure that the details and proposed changes are clear, particularly as the proposals are subject to public consultation and comment.

Requirements

The plans required to be submitted with minor material amendment applications are the same plan requirements as with the original submission. The previous plans and the proposed plans will need to be submitted with the proposed changes annotated. If all other circumstances have not changed then providing this is specified in the submission it will not be necessary to submit the various supporting paperwork and information statement again with the minor material amendment application.