

**Application for a Non-material Amendment Following a Grant of Planning Permission**  
Town and Country Planning Act 1990  
Planning (Listed Buildings and Conservation Areas) Act 1990

**When should this form be used?**

This form should be used to make an application for a non-material amendment (or amendments) to an existing planning permission.

Following a grant of planning permission, it may be necessary to make small amendments to the permission, for example changing a finish or moving a door or window. Where these are non-material, this form can be used to apply. Whether or not a proposed amendment is non-material will depend on the circumstances of the case – for example, moving a window could be material if it results in the overlooking of a neighbour, but could be non-material if it does not. If you are uncertain, you may wish to seek pre-application advice from your local planning authority. For details please look at your our website. [www.haringey.gov.uk/planning](http://www.haringey.gov.uk/planning)

If an application made on this form is successful, the result will be an amendment to the original planning permission. No new planning permission is created.

**Guidance on Completing the Application Form**

**1. Applicant Name and Address**

Please enter the Applicant Details.

**2. Agent Name and Address**

Please enter the Agent Details.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

**3. Site Address Details**

Please enter the full postal address of the site.

If the application relates to open ground describe its location as clearly as possible (e.g. 'Land to rear of 12 to 18 High Street' and, if you can provide a grid reference).

**4. Pre-application Advice**

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state 'Unknown'.

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process.

## **5. Eligibility**

An application to make a non-material amendment can only be made by a person with an interest in the part of the land to which the proposed non-material amendment relates. There is no definition in statute of what constitutes 'having an interest', but it will typically mean that you are the owner or a tenant.

If you are not the sole owner of all the land to which this application relates, you are required to notify any other owners or tenants of agricultural holdings of this application, as set out in article 4F(3) of the GDPO. This notification must state what the application is for, and where the person can view a copy of it, and that any representations about the application must be made to the local planning authority within 14 days of the date when the notice is given.

If notification has been given under this section, you must include details of everyone notified. It is not necessary as part of this application to seek to identify any unknown owners, as this will have been done as part of the original application.

If you do not have an interest in the part of the land to which the proposed non-material amendment relates, or notification is required under article 4F(3) but has not been carried out, you will not be able to proceed with this application.

## **6. Council Employee / Member**

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

## **7. Description of Your Proposal**

Please describe the development or works as shown on the original decision letter.

The original application type will be one of the following:

- Householder planning application
- Householder and conservation area consent
- Householder and listed building consent
- Full planning application
- Outline application some matters reserved
- Outline application all matters reserved
- Full and conservation area
- Full and listed building
- Full and advertisement

The statutory definitions for householder appears in article 1(2) of the Town and Country Planning (General Development Procedure) Order 1995 (SI 1995/419) as amended (GDPO). This is as follows:

**A Householder application is:**

- a. an application for planning permission for development of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, or
- b. an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development, but does not include—
  - i. an application for change of use, or
  - ii. an application to change the number of dwellings in a building

**8. Non-material Amendment(s) Sought**

Please describe clearly the amendment(s) you wish to make and why you wish to make it. Any plans provided must be to a metric scale and any figured dimensions given in metres and a scale bar should be included. Each plan should show the direction of North.

**9. Planning Application Requirements**

Please use the checklist at the end of this document to ensure that the form has been correctly completed and that all relevant information is submitted.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

**10. Declaration**

Please sign and date your application.

**11. Applicant Contact Details**

Please provide contact information for the applicant.

**12. Agent Contact Details**

Please provide contact information for the agent.

**13. Site Visit**

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

## Planning Application Requirements Checklist

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications. It may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

You can use the tick boxes on the checklist to confirm the information you are providing with your application.

### National Planning Application Requirements

- A Completed Planning Application Form (3 copies to be supplied unless the application is submitted electronically)
- The appropriate fee (please note: if you are paying by cheque please make it payable to Haringey Council and ensure that you put the site address and/or, if you have applied online, the Planning Portal reference number.)
- A Site location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically), this should be at a scale of 1:1250 or 1:500, please see below for more information on the site location plan

Such evidence to support the application and relates to the non-material amendment applied for, which may include:

**Please ensure you submit both the approved and amended drawings that relate to the requested amendment**

- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

- Roof plans (e.g. at a scale of 1:50 or 1:100)

When you submit a location plan it should show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

**All plans must be to a metric scale and any figured dimensions given in metres and a scale bar included.**

### **Guidance on naming your drawings**

Please ensure that the drawings you provide as part of your application should be accurately described on the drawing itself.

The description should firstly indicate whether they are of the development or site as EXISTING or PROPOSED. It should then indicate whether they are PLANS or ELEVATIONS of the development or site. In the case of elevations they should indicate the orientation, e.g. FRONT, SIDE or REAR, or NORTH, SOUTH, EAST, WEST and in case of plans the floor, e.g. GROUND FLOOR, FIRST FLOOR, etc. For multiple drawings on the same page the description should describe all the drawings. Some example descriptions are shown below:

- Proposed ground floor plan
- Existing rear elevation
- Existing and proposed ground floor plans
- Existing and proposed North and South elevations
- Existing and proposed front and rear elevations and ground floor plans

## **Local Information Requirements**

**May include some or all of the following**

- 1. Photographs & Photomontages

### **When are these required?**

These provide useful background information that can help to show how developments can be satisfactorily integrated within the context of the streetscene or an existing development. Photographs should particularly be provided for larger developments of 10

or more units or 1,000m<sup>2</sup> or more floorspace or if the proposal involves the demolition of an existing building or is a development affecting a conservation area or a listed building.

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