

Application for Non Material Amendments

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Apply online now using the [Planning Portal](#)

The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

National Application Requirements – Mandatory Information

Application Form <ul style="list-style-type: none"> • Application for Non Material Amendments 	<input type="checkbox"/>
Application Fee You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid Download the fees schedule for all English applications here	<input type="checkbox"/>

Local Application Requirements

<p>Any other plans, drawings and information necessary to describe the development which is the subject of the application</p> <p>Plans will be required to clearly demonstrate the amendment</p> <ul style="list-style-type: none"> • All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format). • Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Full elevations showing all sides of the development even if they do not contain windows/door openings • Internal Layouts if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type • Landscaping if required - Plans showing details of the proposed landscaping scheme • Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development 	<input type="checkbox"/>
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Monitoring

<p>Equalities Monitoring Form</p> <ul style="list-style-type: none"> • It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion. 	<input type="checkbox"/>
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