

**Non- Material Variation Request Form**

Please complete all sections and return, with proof of payment, to [environment@eastlothian.gov.uk](mailto:environment@eastlothian.gov.uk). The required fee for a non-material variation request is £200. You can pay the fee [online](https://www.eastlothian.gov.uk/homepage/10421/pay_for_it), by using the planning discretionary fees payment option and you will be able to obtain a VAT receipt. The fee is non-refundable if the Council determines that the changes are material.

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 provided should be to the same scale as those approved under the planning permission, and must include the existing stamped approved drawings and separate drawings showing the proposed non-material variations.  **The drawings showing the proposed variations must be clearly annotated to highlight each change with the use of red bubbles to outline areas of change.**

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| **APPLICANT DETAILS** | **AGENT DETAILS (if applicable)** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Contact Number(s):** | **Contact Number(s):** |
| **E-mail Address:** | **E-mail Address:** |

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| **Planning Application Reference Number**  Please include the relevant case officer name if known. |  |
| **Property/Site Address** |  |

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| **Date Decided:** |  |

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| **Description of Proposed changes (**clearly noting each specific matter that requires to be assessed)**:** |
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| **Signature:** |  | **Date:** |  |