

Application for Non-material Change (NMC)

Official Use	
Application No.:	_____
Fee Received: £	_____
Receipt No.:	_____

This form is specifically designed to be downloaded and completed offline. If completing a printed version, please use black ink and block capitals as the document will be scanned once received by the Planning Authority.

If you would rather make this application online, you can do so on the Planning Portal (<https://submissions.planningsystemni.gov.uk/app/>).

Please note that when you submit a planning application the information you provide including all plans, maps, drawings, forms and associated assessments will appear on the Planning Register which is publicly available and, along with any other associated documentation (with the exception of personal telephone numbers, personal e-mail addresses or sensitive personal data), will also be published online on the Planning Portal (<https://planningregister.planningsystemni.gov.uk/>). The Planning Authority will process your information in line with the General Data Protection Regulations (GDPR) requirements. A copy of the full Privacy Statement is available on the Planning Portal. To request a hard copy, please contact the Data Protection Officer for the relevant Planning Authority.

To find contact details for the Planning Authorities, including the postal or e-mail address to send offline applications to, please check their website or visit www.nidirect.gov.uk/contacts/planning-offices-ni.

Section A

Applicant's name and address

Agent's name and address (if applicable)

Name:		Name:	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Tel:		Tel:	
Mobile:		Mobile:	
E-mail:		E-mail:	
Your Ref.:		Your Ref.:	

Pre Application Advice

Have you received any prior formal advice from the Planning Authority about this application? Yes No

If Yes, please provide the reference number from the advice you were given (this will help the Authority to deal with your application more efficiently)

Reference No.

Section B

Give the full postal address of the property. If you cannot provide a postcode, then please give the most accurate description you can in order to help locate the site.

Section C – Interest in the Land

An application is only permitted by someone who either has an interest in the land, or else is acting on the behalf of someone else who does.

Please state the applicant's interest in the land (e.g. owner, lessee, occupier, trustee, other)

If you are not the owner, please give the name(s) and address(es) of anyone you know who has an estate in the lands, and also the nature of their estate (if known).

Have the owner(s) been informed of the application?

Yes No

Section D – Details of Approved Development

Please provide a description of the approved development as shown on the decision notice

Application Reference Number

Date of Decision

Commencement of Works

Has any work already started?

Yes No

If Yes, please state when the work was started

Please describe the nature of the works that have already started

Has the work already been completed?

Yes

No

If yes, please state when the work was completed

Section E – Non-Material Change(s) Sought

Please describe the non-material change(s) you wish to make

Are you intending to substitute amended plans or drawings?

Yes

No

If yes, please provide details of the old and new drawing/plan numbers for each change.

Please note, replacement drawings must replicate the layout of the approved drawings, as the Planning Authority is unable to process partial revisions of approved plans. Where a plan shows an element of the proposal as being unaffected by the non-material change sought, then it should also be repeated on the replacement drawing. It should also be annotated that no revisions are sought to that particular element in order for it to remain as being approved.

Please state why you wish to make this amendment

Section F - Authority Employee / Elected Member Interest

Are you / the applicant / the applicant's spouse or partner, a member of staff within the council or an elected member of the council?

Yes No

Are you / the applicant / the applicant's spouse or partner, a relative of a member of staff in the council or an elected member of the council or their spouse or partner?

Yes No

If you have answered yes to either of the above questions, you / the applicant / the applicant's spouse or partner may have a duty to declare an interest in this application under the Authority's code of conduct or scheme of delegation. If necessary, a council officer may be in touch with you to confirm details.

Declaration

I / We hereby apply to for non-material change(s) as described in this form and the accompanying plans / drawings and additional information.

I / We confirm that, to the best of my / our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signature of *Applicant / Agent _____ Date _____

On behalf of _____

** Delete as appropriate*