

Minor Amendments/Non-Material Amendments - Guidance

With effect from September 2014, new legislation comes into effect with regard to the approval of minor amendments (also referred to as a non-material amendment). The application form, linked below, should be completed and relevant notices served on land owners. Please ensure you download the guidance notes in addition to the application form, as these explain in full what information is required when submitting this application.

What are non-material amendments?

Occasionally an applicant may wish to make alterations to a scheme after it has been granted planning approval. Minor changes to approved plans can be dealt with under an amended plan procedure.

Is a fee payable for making this application?

Yes, the fee payable for this type of application is **£30** if the application is a householder application; in all other cases the fee payable is **£95**.

What can be handled as a minor/non-material amendment?

The Council will in most cases accept the following as minor amendments to previously approved plans:

- Reduction in the volume/size of the building/extension
- Reduction in the height of the building/extension
- Amendments to windows/doors/openings that will not have any impact on neighbouring properties
- Alterations to the design of the proposed building or changes to the siting of the building which create no additional impacts for neighbours and would not normally necessitate re-consultation

The Council consider the following to normally take a development beyond the scope of the permission and will therefore require a fresh application to be submitted:

- Significant increase in the volume of the building/extension
- Significant increase in the height of the building/extension
- Additional and/or repositioned windows/doors/openings that will have an impact on neighbouring properties
- Changes which would alter the description of development from the original application
- Amendments that would warrant re-consultation either of neighbours, council departments or statutory bodies
- There would be an alteration to the site boundary as defined by the red line.
- There would be a change to the description of the proposal.

- The amendment would conflict with any conditions of the planning permission or introduce a requirement for additional conditions.
- The amendment would conflict with the Councils' Local Plan policies or National Guidance.
- The amendment would significantly alter the appearance or size of the approved development.
- The amendment would have an unreasonable adverse effect on a neighbour, such as the introduction of a new window that would increase overlooking.
- The amendment would have a greater impact on adjoining occupiers than the original planning application.
- Amendments that by themselves require planning permission, for example the installation of more than two microwave antennae on a dwelling.
- Amendments that raise issues not covered by an associated Environmental Statement.

Welsh Government guidance has been published and can be viewed by clicking on the link below:

<http://wales.gov.uk/docs/desh/publications/140707planning-guidance-approving-non-material-amendments-en.pdf>

What is the process for applying for minor/non-material amendments?

The process for applying for minor amendments to approved plans involves the submission of 1 copy of the application form, below, along with 1 copy of the amended plan(s)/drawing(s). The submitted plans will be assessed by the original case officer where possible who will respond in writing as to whether or not the changes proposed are acceptable as an amendment.

Consideration of an application will be delayed if you do not complete the form properly or do not provide the information requested.

What timescale do the Council look to respond to minor amendment applications?

The Council will endeavour to respond within 28 days of receipt of the application form to advise you if the changes can be accepted as an amendment to the approved scheme, or whether a formal planning application needs to be made.

There is no right of appeal against the refusal of the Council to accept an amendment as non-material and you will in such cases have to make a full application for planning permission.

If you are unsure of the information required for the application, please contact the Development and Building Control Section, Vale of Glamorgan Council, Docks Office, Barry, CF63 4RT or (01446)700111 or developmentcontrol@valeofglamorgan.gov.uk

An application Form is available here -

http://www.planningportal.gov.uk/uploads/appPDF/Z6950Form034_wales_en.pdf

