



**NON-MATERIAL VARIATION OF PREVIOUSLY  
APPROVED PLANNING APPLICATION**  
Town and Country Planning (Scotland) Act 1997  
(as amended)

Please complete this form and submit it along with the relevant plans via the E-planning portal  
[www.eplanning.scotland.gov.uk](http://www.eplanning.scotland.gov.uk).

There is a fee for the provision of this service.  
Please refer to the Councils web site for scale of fees.  
*See over for ways to pay*

**Please see over for guidance and criteria for variation to be acceptable**

Applicant Details	
Title:	
Forename:	
Surname:	
Company Name:	
Address Line 1:	
Address Line 2:	
Town/City:	
Postcode:	
Telephone:	
Email:	

Agent Details	
Title:	
Forename:	
Surname:	
Company Name:	
Address Line 1:	
Address Line 2:	
Town/City:	
Postcode:	
Telephone:	
Email:	

<b>Planning Reference Number:</b>	
<b>Property/Site Address:</b>	
<b>Date Decided:</b>	

<b>Description of proposed changes:</b>
<b>Drawing Number(s) and version (list below):</b>

<b>Date:</b>	
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Any personal data that you have been asked to provide on this form will be held and processed in accordance with the requirements of the 2018 Data Protection Act.

<b>WAYS TO PAY</b>		
Pay by telephone using credit/debit card		Call <b>03001234561</b> between 08:00 and 17:00 Monday to Friday. Please quote your reference number as your reference.
Pay by cheque		Make payable to <b>Moray Council</b>
Pay by BACS		Moray Council, Development Services
Bank Details are		<b>Bank:</b> Bank of Scotland
<b>Sort Code:</b>	80 06 66	<b>Account:</b> 00111222
Please quote <b>your reference number when passing for payment.</b>		

**Details of any changes must be stated clearly, identified upon 1 sets of scaled plans which must clearly show the variation, and should include comparison plans (for example showing changes over marked on the approved layout/plans) and *should* be submitted to and agreed upon by The Moray Council prior to the changes taking place.**

**Retrospective requests are to be assessed with no less scrutiny against the remaining criteria than pre-emptive requests.**

The following criteria should be met before consideration is given to a Non material variation to a previously approved scheme:

The change complies with development plan policy

The change does not affect any part of a development which has been specifically referred to in objections

The change does not require neighbour notification in its own right

The change does not require any additional planning conditions