

**Planning Section**

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**NNDC Guidance Notes for use with an Application for a non-material amendment following a grant of planning permission**

Town and Country Planning Act 1990

This form should be used to make an application for a non-material amendment (or amendments) to an existing planning permission.

Following a grant of planning permission, it may be necessary to make amendments to the permission. Where these are non-material, this form can be used to apply. Whether or not a proposed amendment is non-material will depend on the circumstances of the case – a change which may be non-material in one case could be material in another. However, North Norfolk District Council applies the following criteria when considering whether an amendment is ‘non-material’:

1. The amendment does not alter the development materially from the approved description of the planning permission granted or the appearance of the development.
2. No adopted planning policy would be breached by the amendment.
3. The amendment would not conflict significantly with the terms of an objection lodged in relation to the original permission.
4. The proposed amendment would not move any wall outwards significantly towards a boundary.
5. The amendment would not significantly increase the height of any roof.
6. The amendment would not introduce any window which could potentially permit overlooking of other properties.

Exceptions to criteria 4, 5 and 6 may be made in circumstances where no loss of amenity or injustice to the occupiers of neighboring properties would be affected.

If you are uncertain whether an amendment is ‘non-material’ you should seek pre-application advice with the District Council (ideally with the planning officer who dealt with the original planning application).

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Please note this procedure only applies to amendments to planning permissions. It cannot be used in relation to amendments to listed building or conservation area consents.

If an application on this form is successful, no new planning permission is created. The original permission still stands and should be read in conjunction with the decision letter on this application.