



Nottinghamshire County Council

Guidance notes for: 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 small amendments to the permission, for example changing a finish or moving a door or window. 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 – for example, moving a window could be material if it results in the overlooking of a neighbour, but could be non-material if it does not. If you are uncertain, you may wish to seek pre-application advice from your local planning authority. For details please look at your local planning authority's website.

If an application made on this form is successful, the result will be an amendment to the original planning permission. No new planning permission is created.

Any application for a non-material amendment attracts a fee, and you should refer to the current scale of [Planning Fees](#).

Eligibility for submitting an NMA

Only a person who has an interest in the land to which the non-material amendment(s) relates, or someone else acting on their behalf, can apply.

The term “owner” means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years. There can therefore be more than one owner (for example, the landlord and any tenants).

If you are not the sole owner of all the land to which this application relates, you are required to notify any other owners or tenants of agricultural holdings of this application, as set out in article 10(3) of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

This notification must state what the application is for, and where the person can view a copy of it, and that any representations about the application must be made to the local planning authority within 14 days of the date when the notice is given.

[Download a copy of the notice](#).

Please note if you need to serve notice in accordance with the above requirements you are advised that the LPA is not able to determine the application until after 14 days has elapsed.

For more detailed guidance on completing the form please see the separate Help Notes.