

REQUEST FOR NON-MATERIAL VARIATION OF PREVIOUSLY APPROVED PLANNING APPLICATION

Town and Country Planning (Scotland) Act 1997 (as amended)

Please complete all sections of this form. Please email your completed form to planningonline@aberdeenshire.gov.uk or by post to:
 ePlanning Team, Aberdeenshire Council, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

This form should be used where applicants are seeking approval to make minor (non-material) changes after a planning decision has been made.

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:	

Has the planning application been decided by Aberdeenshire Council?			
<input type="checkbox"/>	Yes	Date Decided:	
<input type="checkbox"/>	No		

Planning Application Approved	
Planning Reference No.	
Property/Site Address:	

Description of proposed changes:



Drawing Number(s) to be superseded (list below):

New Drawing Number(s) (list below):

How to submit supporting information and paying a fee

Once you submit your completed application form to the ePlanning Team you will receive a reference number for this application.

Once you have received this, please upload all supporting information using the [ePlanning.scot Portal](#) by selecting the Post Submission Additional Documents (PSAD) form and attach all of the documents to it.

When submitting the supporting documents, please provide a full description and/or list of the details which are being submitted for approval for each condition. Please state which condition each document relates to.

There is a fee for this service, please check our [planning fees](#) for more details on how much you need to pay and [how to pay](#). The reference is also required for paying the fee. **Please make a payment ONCE you have received a reference number.**

<p>The following details must be submitted to allow the non-material variation request to commence:</p> <ul style="list-style-type: none"> • A completed form • A fee • Supporting information describing the non-material variation request along with supporting plans.
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Declaration	
Signed:	
Printed Name:	
Date:	

Note: The information held with your submission will be managed by the Council in accordance with the principles set out in the General Data Protection Regulations 2018. For further information on how we use your information, who we share this information with and how long we keep information is detailed in our [Privacy Notice](#).

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