



Request for Non-Material Variation

Town and Country Planning (Scotland) Act 1997 (as amended) Section 64, variation of planning permission

This form is required to make a request to vary any planning permission granted by Orkney Islands Council. Any such request must be made by the grantee of the planning permission, or a person acting with the consent of the grantee. The planning authority may approve the variation of the planning permission if it appears to the planning authority that the variation sought is not material.

Note that if a proposed variation is considered material, the request for a non-material variation may be refused. In such cases a new planning application would be required for the variation. Further guidance is provided by Development Management.

Contact Name:	
Contact Address:	
Contact Telephone:	
Contact Email Address:	
Agent Name:	
Contact Telephone:	
Contact Email Address:	

Application Reference:	
------------------------	--

Property/site address:	
------------------------	--

Description of proposed changes:	
----------------------------------	--

Drawings submitted:	
---------------------	--

Declaration I confirm that I am the grantee of the planning permission stated at the Application Reference above, or am person acting with the consent of the grantee.	
Signed:	
Date:	

Any personal data that you have been asked to provide on this form will be processed, and permanently retained with the planning application case file in accordance with the requirements of The Town and Country Planning (Scotland) Act 1997 (as amended), and the General Data Protection Regulation.

Submission of a request for non-material variation

This form can be completed electronically. Please send completed forms, with all accompanying information, documents or plans by email to: planning@orkney.gov.uk

If you have any queries regarding completion of this form contact Development Management on 01856 873535 extension 2504, between the hours 10:00 to 12:00 and 14:00 to 16:00, Monday to Friday, and ask for the 'duty planner'.

Alternatively, this form can be typed and printed, or printed and completed by hand. Please post completed forms to Development Management, Neighbourhood Services and Infrastructure, Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.

Charges with effect from 1 April 2025

Proposal	charge
First request for a non-material variation to a planning permission, if received within 12 months of the date of the decision.	No fee.
Any subsequent request for a non-material variation within 12 months of the date of the decision notice, or Any request later than 12 months from the date of the decision notice, or Any request relating to an application that was submitted without paying a fee for the same character or description of development on the same site, following a previously approved, refused or withdrawn application.	£230

Payment

1. Online at <https://my.orkney.gov.uk/MyServices> and by following the link to 'Planning' followed by 'Planning Payment'.
2. By post (cheque) to Development Management, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY. Cheques should be made payable to Orkney Islands Council.
3. In person (cheque, cash or debit or credit card) at the Council Offices, School Place, Kirkwall, Orkney, KW15 1NY or to the Council Offices, Warehouse Buildings, 2-12 Victoria Street, Stromness, KW16 3AA. Cheques should be made payable to Orkney Islands Council.
4. By telephone (debit or credit card) by telephoning Orkney Islands Council on 01856873535 extension 2504.

In all cases, on the rear of the cheque or for payment at the Council Offices or on the telephone, quote your existing planning reference followed by the letters 'NMV', e.g. '22/900/PP NMV'.