



# Northumberland County Council

## Validation Checklist for: Non-material Amendment

Use this checklist to see when you need to submit information. Then [refer to the matching note number on our website \(opens in a new window\)](#). That will explain the detail you must include in your documents, to make sure they are valid. This list applies from 1<sup>st</sup> July 2024.

### National planning application requirements

Requirement	Refer to	Do I need to submit this?
Application form	Note 1	Yes. Form title: Application for a non-material amendment following a grant of planning permission. <b>What you should know</b> You cannot apply for this on a listed building consent or householder prior approval application. You will need to submit a new application instead.
Application fee	Note 2	Yes. The fee depends on the original application type: <ul style="list-style-type: none"><li>• £43 for householder developments.</li><li>• £293 for other development.</li></ul>
Location plan	Note 3	No.
Site plans	Note 4	Only if: <ul style="list-style-type: none"><li>• the proposed change will affect the site layout.</li></ul>

## Local planning application requirements

Requirement	Refer to	Do I need to submit this?
Application drawings - Elevations	Note 8	Only if: <ul style="list-style-type: none"><li>• you propose to amend the approved elevations. (We only need proposed drawings.)</li></ul>
Application drawings - Floor plans	Note 8	Only if: <ul style="list-style-type: none"><li>• you propose to amend the approved floor plans. (We only need proposed drawings.)</li></ul>
Application drawings - Roof plans	Note 8	Only if: <ul style="list-style-type: none"><li>• you propose to amend the approved roof plans. (We only need proposed drawings.)</li></ul>
These will vary according to the amendment	Notes 9 to 40	<p>You will need to self-assess the need for the requirements described in Notes 9 to 40. For example, your changes could mean you need an amended flood risk assessment.</p> <p>You are responsible for submitting the correct report with your application. If you do not, we may refuse it. This is not something we can assess at validation.</p>

## Timescale for a decision

Government legislation requires us to decide non-material amendment applications within 28 days. The timescale only starts from the date your application is complete. This is also known as the 'valid' date.

## Contact details

**Technical Support Team**, Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

[Visit our Northumberland County Council website](#)

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