

Application for a Non-Material Amendment Following a Grant of Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	8
Suffix	
Property Name	Odsey Barn
Address Line 1	North End
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Kelshall
Postcode	SG8 9SD

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
532765	236978
Description	

Applicant Details

Name/Company

Title

Mr And Mrs

First name

Mark and Claire

Surname

Williams

Company Name

Address

Address line 1

8 Odsey Barn North End

Address line 2

Address line 3

Town/City

Kelshall

County

Hertfordshire

Country

Postcode

SG8 9SD

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- ☒ Yes
- ☐ No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- ☐ Yes
- ☐ No
- ☒ Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Reserved Matters application for approval of the details of the design and appearance, landscaping and layout of the development for a single dwelling with new vehicular access onto North End (pursuant to outline application 20/02292/OP granted 03.09.2021).

Reference number

23/01574/RM

Date of decision

01/12/2023

What was the original application type?

Approval of reserved matters

For the purpose of calculating fees, which of the following best describes the original development type?

- ☐ **Householder development:** Development to an existing dwelling-house or development within its curtilage
- ☒ **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

NMA 1 - Front window sill level lowered
NMA 2 - Pitched glass roof conservatory roof removed /lowered as a flat parapet roof
NMA 3 - Projecting Cladding fins removed where illustrated
NMA 4 - Glazing reduced to conservatory

Please state why you wish to make this amendment

Alterations following budgetary constraints and to suit as built conditions

Are you intending to substitute amended plans or drawings?

- ☒ Yes
- ☐ No

If yes, please complete the following details

Old plan/drawing numbers

087-020
087-021
087-023
087-024
087-025

New plan/drawing numbers

087-020 A
087-021 A
087-023 A
087-024 A
087-025 A

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
- ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
- ☐ The applicant
- ☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☒ Yes
- ☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

N/A

Date (must be pre-application submission)

27/01/2026

Details of the pre-application advice received

A call was made following attempts to discuss with the officer Tom Rea, and it was discussed that provided the alterations do not materially change the appearance of the building or result in additional amenity issues for neighbors the proposed amendments could be considered under an NMA application.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Declaration

I/We hereby apply for Non-Material Amendment as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Michael Collins

Date

13/09/2026