



Requests for Variations to planning applications

There is a fee for this service which is reviewed annually with any fee increase taking effect from 01 April each year. The fee is currently £200.00.

Please check that your proposed changes meet the criteria as noted below.

To submit an application click on the following link [Development Management - Request for Non-Material Variation](#) where you can fill out an online form and upload relevant documents.

This process should not be used to vary, or remove conditions attached to an existing planning permission. To do this, please contact your Planning Officer prior to making an application using the [ePlanning.scot Portal](#)

Non-material variations to previously approved schemes

Applications can only come from the person granted the permission, or someone acting with their consent (this includes successors in title to the land in question).

We use the following criteria to assess the variation. The varied scheme:

- Must still comply with the policies of the Development Plan
- Does not require Listed Building or Conservation Area consent
- Does not involve a material change of use requiring planning permission
- Does not require the deletion or alteration of conditions imposed upon the original scheme
- Does not require the imposition of additional planning conditions in order to make it acceptable
- Does not require further neighbour notification
- Does not conflict with a change to the originally approved scheme, or conditions imposed upon the originally approved scheme which were required to mitigate a material impact identified through third party representations made on the original proposal
- Does not, (within housing developments of ten or more houses), relate to the following matters:
 - Any additional house plots
 - Alternative house design such as a change in house type;
 - Changes that require the modification of the road layout;
 - Changes that lead to a significant change in finished floor levels of the house;
 - Changes that require the movement of a house by more than 3m in any direction;
 - Changes that require the removal or significant relocation of open space, landscaping or other above ground infrastructure.
- The scale of change which can be considered as non-material will vary depending on the scale of the originally proposed development.

The approval of requests for a non-material variation is at the discretion of the Planning Authority

Drawings to be submitted:-

Drawings should be to the same scale as those approved under the planning permission and the proposed variations should be clearly highlighted in colour. Applicants are requested to provide the original drawing numbers, as per the Council's planning portal references in the original application, to facilitate comparison of the amended plans with the previously approved plans.

To Pay

Pay Online – via the Application process or via the Council's website [Shetland Islands Council](#) using the [Shetland Islands Council online payments - Planning Application Fee](#) **Please quote the original planning application reference number**:

Pay by telephone using credit/debit card - call 01595 744293 between 09.00 and 16.30 hrs Mon to Fri. **Please quote the original planning application reference number**:

Pay by Bank Credit Transfer – please contact us for details if you wish to pay by bank transfer.