

Development Management, Economic Development and Planning,
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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	
Address Line 1	Duck Street
Address Line 2	
Address Line 3	Wiltshire
Town/city	Potterne
Postcode	SN10 5NB

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

Easting (x)	Northing (y)
399480	158573
Description	

Applicant Details

Name/Company

Title

Ms

First name

Surname

Melville

Company Name

Address

Address line 1

8 Duck Street

Address line 2

Address line 3

Town/City

Potterne

County

Wiltshire

Country

Postcode

SN10 5NB

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Contact Details

Primary number

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

The demolition of a rear single-storey lean-to and erection of a two-storey side and rear extension, single-storey rear extension and new front porch with internal alterations.

Reference number

PL/2025/02951

Date of decision

03/10/2025

What was the original application type?

Householder planning & demolition in a conservation area

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

Amendments to the angled North elevation single-storey extension wall that subsequently reduces the width of the extensions rear elevation and introduces a small chamfer to the NW corner from first floor level up to eaves. Rear elevation window reduced in size and rooflights added in single storey lean-to.

Please note: The applicant has agreed with the planning officer (Joe Leesham) to vary condition 6 of the original approval as follows; "During construction, no fire shall be lit on site within 5m of the furthest extent of the canopy of any retained trees or hedgerows or adjoining land. No concrete, oil, cement, bitumen or other chemicals shall me mixed or stored within the canopy of the trees to be retained on site".

Please state why you wish to make this amendment

To accommodate a suitable access from front to back between the dwelling and retaining wall boundary to the North.

Are you intending to substitute amended plans or drawings?

- ☒ Yes
- ☐ No

If yes, please complete the following details

Old plan/drawing numbers

Proposed Ground Floor Plan - *MDS/24/1100-A*
Proposed First Floor Plan - *MDS/24/1101-A*
Proposed Elevations - *MDS/24/1200-A*
Proposed Site Plan - *MDS/24/1300-A*
Proposed Section A-A - *MDS/24/1400-A*

New plan/drawing numbers

Proposed Ground Floor Plan - *MDS/24/1100-D*
Proposed First Floor Plan - *MDS/24/1101-D*
Proposed Elevations - *MDS/24/1200-D*
Proposed Site Plan - *MDS/24/1300-D*
Proposed Section A-A - *MDS/24/1400-B*

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

Date (must be pre-application submission)

30/01/2026

Details of the pre-application advice received

No formal pre-application - ongoing advice provided to applicant RE non-material amendment to approved plans including the agreed variation of Condition 6 of the original approval.

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

James Le Gry

Date

31/01/2026