



RIBBLE VALLEY  
BOROUGH COUNCIL

Council Offices, Church Walk, Clitheroe, Lancashire. BB7 2RA Tel: 01200 425111 www.ribblevalley.gov.uk

For office use only

Application No.

Date received

Fee paid £

Receipt No:

Card CCC1 000  
5/9/25 12419

Application for a non-material amendment following a grant of planning permission.  
Town and Country Planning Act 1990

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.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

**3. Site Address Details**

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference. (must be completed if postcode is not known):

Easting:  Northing:

Description:

**4. 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).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date of advice (DD/MM/YYYY):

Details of pre-application advice received:

**5. Eligibility**

Do you, or the person on whose behalf you are making this application, have an interest in the part of the land to which this amendment relates?  Yes  No

**If you have answered No to this question, you cannot apply to make a non-material amendment.**

If you are not the sole owner, has notification under article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 been given?  Yes  No  Not Applicable

**If you have answered No to this question, you cannot apply to make a non-material amendment.**

If you have answered Yes to this question, please give details of persons notified:

Person Notified	Address	Date of Notification

**6. Authority Employee / Member**

With respect to the Authority, I am:  
 (a) a member of staff  
 (b) an elected member  
 (c) related to a member of staff  
 (d) related to an elected member

Do any of these statements apply to you?

Yes  No

If yes please provide details of the name, relationship and role

**7. Description Of Your Proposal**

Please provide the description of the approved development as shown on the decision letter, including application reference number and date of decision in the sections below:

PROPOSED EXTENSION OF EXISTING GARAGE TO FORM SINGLE STOREY OFFICE.

Reference number:  
2024 / 0368

Date of decision (DD/MM/YYYY):  
24/7/24

What was the original application type?:  
(e.g. 'Full', 'Householder and Listed Building', 'Outline') ~~HOUSEHOLDER~~ HOUSEHOLDER

For the purpose of calculating fees, which of the following best describes the original application type?  
**Householder development:** development to an existing dwelling-house or development within its curtilage   
**Other:** anything not covered by the above category

**8. Non-Material Amendment(s) Sought**

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

- ① CHANGE ROOFING FROM "CEMENT TILE" TO NATURAL STONE PRODUCT SIMILAR TO EXISTING HOUSE ROOF.
- ② INSTALLATION OF C.4 CONSERVATION ROOF LIGHTS TO PROVIDE NON - OBTRUSIVE NATURAL LIGHT IN THE MORNING / EVENINGS. THIS WILL BE 'UP TO' 4 ALTHOUGH HOPEO 2 MAY BE SUFFICIENT.
- ③ CHANGE IN MATERIALS ON NEW ELEVATIONS FROM 'RENDER' TO NATURAL SAND / LIMESTONE SLIPS TO MATCH LOCAL / HOUSE

Are you intending to substitute amended plans or drawings?  Yes  No

If Yes, please complete the following:

Old plan/drawing number(s):  
DWG 5.5.24

New plan/drawing number(s):  
DWG 3.9.25

Please state why you wish to make this amendment:

- ON REVIEWING ON SALE CEMENT PRODUCTS NONE MATCHED THE LOOK OF NATURAL STONE EXPECTED IN ANAONB / COUNTRYSIDE / NEAR BARN.
- THE INTERNAL SPACE ONE ROOF IN PLACE DARK + NOT SUFFICIENT NATURAL LIGHT FOR WORKING ENVIRONMENT / OFFICE
- NATURAL STONE SLIPS WILL POTENTIALLY BLEND BETTER WITH EXISTING MATERIALS - SOURCED LOCALLY.

**9. Application Requirements - Checklist**

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application not being accepted. It will not be accepted until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies\* of a completed and dated application form:

The original and 3 copies\* of other plans and drawings or information necessary to describe the subject of the application:

The correct fee:

\*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

**10. Declaration**

I/we hereby apply for planning permission/consent as described in this form 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.

Sign: [Redacted] Or signed - Agent: [Redacted] Date (DD/MM/YYYY): 03/09/2025

**11. Applicant Contact Details**

Telephone numbers  
Country code: [Redacted] National number: [Redacted] Extension number: [Redacted]  
Country code: [Redacted] National number: [Redacted]  
Country code: [Redacted] Fax number (optional): [Redacted]

**12. Agent Contact Details**

Telephone numbers  
Country code: [Redacted] National number: [Redacted] Extension number: [Redacted]  
Country code: [Redacted] Mobile number (optional): [Redacted]  
Country code: [Redacted] Fax number (optional): [Redacted]  
Email address (optional): [Redacted]

**13. 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? (Please select only one)  Agent  Applicant  Other (if different from the agent/applicant's details)

If Other has been selected, please provide:  
Contact name: [Redacted] Telephone number: [Redacted]  
Email address: [Redacted]