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**REQUEST FOR VARIATION**

Town and Country Planning (Scotland) Act 1997 (as amended)

Please complete all sections of this form. This form can be filled in electronically. Please upload all supporting information using the [ePlanning.scot Portal](https://www.edevelopment.scot/eDevelopmentClient/CustomPages/login.aspx) by selecting the Post Submission Additional Documents (PSAD) form and attach all of the documents to it. Please quote your original planning application reference on the PSAD on-line form.

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| **Data Protection** |
| Your personal data will be managed in compliance with the Data Protection legislation. You can read our privacy notice for planning related certificates on the Council’s website at: <https://www.highland.gov.uk/directory_record/1052173/planning_applications_consents_and_notice_of_review>​​[ ] I have read and understood the privacy notice. |

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| **Applicant Details** |  | **Agent Details** |
| Title: |  |  | Title: |  |
| Forename: |  |  | Forename: |  |
| Surname: |  |  | Surname: |  |
| Company Name: |  |  | Company Name: |  |
| Address Line 1: |  |  | Address Line 1: |  |
| Address Line 2: |  |  | Address Line 2: |  |
| Town/City: |  |  | Town/City: |  |
| Postcode: |  |  | Postcode: |  |
| Telephone: |  |  | Telephone: |  |
| Email: |  |  | Email: |  |

|  |  |
| --- | --- |
| **Planning Reference Number:** |  |
| **Property/Site Address:** |  |

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| **Has the planning application been decided by The Highland Council?** |
|[ ]  Yes | **Date Decided:** |  |
|[ ]  No *(no charge applies if the planning application remains under consideration by The Highland Council)* |

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| **Description of proposed changes:** |
|  |
| **Drawing Number(s) to be superseded (list below):** |
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| **New Drawing Number(s) (list below):** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

Any personal data that you have been asked to provide on this form will be held and processed in accordance with the requirements of the 1998 Data Protection Act.

**Make sure you pay the correct fee**

There is a fee for this service, please check our [Other Planning and Environment Fees and Charges document](https://www.highland.gov.uk/downloads/file/20630/other_planning_and_environment_fees_and_charges_-_applicable_as_of_1_april_2019) for more details on how much you need to pay.

**To Pay**

Pay by telephone using credit/debit card -   call 01349 886605 between 08.00 and 17.00 hrs Mon to Fri. **Please quote PLV and the planning application reference number:**

Pay Online – via the Council’s website <http://www.highland.gov.uk/> using the [Planning and building Standards payment form](https://self.highland.gov.uk/service/Planning_and_Building_Standards_payments?noLoginPrompt=1).  **Please quote PLV and the planning application reference number:**

Pay by Bank Credit Transfer – please visit our [Planning Payment options page](https://www.highland.gov.uk/info/180/planning_-_applications_warrants_and_certificates/143/planning_permission/3) for more details. Please quote ‘Planning’ and give your **name,** **planning application reference number and the payment reference PLV** as your reference.

**Proof of your payment must be sent to our ePlanning Centre at** **eplanning@highland.gov.uk** **Failure to do this could result in delay in progressing your application.**

**We do not accept cash or cheques**