

Application for a non-material amendment following a grant of planning permission

Town and Country Planning Act 1990

This form is specifically designed to be printed and completed offline.

Please complete this form in block capitals using black ink to facilitate scanning.

You are advised to read the accompanying guidance notes and per-question help text.

If you would rather make this application online, you can do so on our website: <https://planningportal.wales>

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Welsh Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and other relevant items of primary and subordinate legislation.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it.

Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application.

Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

Newport City Council

Newport City Council
Regeneration Investment & Housing
Civic Centre
Godfrey Road
Newport NP20 4UR

01633 656656
planning@newport.gov.uk
www.newport.gov.uk

**Publication on Local Planning Authority websites**

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information.

If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address

Title:	MRS	First name:	JULIE
Last name:	PAGE		
Company (optional):	POBL GROUP		
Unit:		House number:	
		House suffix:	
House name:	EXCHANGE HOUSE		
Address 1:	THE OLD POST OFFICE		
Address 2:			
Address 3:			
Town:	NEWPORT		
County:			
Country:	UK		
Postcode:	NP20 1AA		

2. Agent Name and Address

Title:	MRS	First name:	LINDSEY
Last name:	REES		
Company (optional):	PENTAN ARCHITECTS		
Unit:		House number:	
		House suffix:	
House name:			
Address 1:	22 CATHEDRAL ROAD		
Address 2:			
Address 3:			
Town:	CARDIFF		
County:			
Country:	UK		
Postcode:	CF11 9LT		

3. Site Details

Please provide the full postal address of the application site.

Unit:		House number:	11A	House suffix:	
House name:	ORCHARD HOUSE				
Address 1:	NORMAN STREET				
Address 2:	CAERLEON				
Town:	NEWPORT				
County:					
Postcode (optional):	NP18 1BB				
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".					
Easting:	333956	Northing:	190830		
Description:					

4. Pre-application Advice

Has pre-application 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:	GRANT HAWKINGS
Reference:	N/A

Date of advice (DD/MM/YYYY): 11.09.25

Details of pre-application advice received:

AGREEMENT OF ROOF TILE
SUBSTITUTION WITH CONSERVATION
OFFICER GUY ARNALL.

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.

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

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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:

REMOVAL OF EXISTING DORMER WINDOWS AND THE INSTALLATION OF AOV (AUTOMATIC OPENING VENT) ROOF LIGHT ABOVE STAIRCASE AND PV PANELS (PART RETROSPECTIVE).

Reference number:

25/0372

Date of decision (DD/MM/YYYY):

28/08/2025

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:

VARIATION TO CONDITION 1 (APPROVED PLANS) SUBSTITUTION OF APPROVED ROOF TILE FROM MARLEY ACME HERITAGE WEATHERED TO MARLEY ACME HERITAGE ASHURST.

Are you intending to substitute amended plans or drawings?

☐ Yes

☒ No

If Yes, please complete the following:

Old plan/drawing number(s):

New plan/drawing number(s):

Please state why you wish to make this amendment:

PROPOSED TILES TOO DARK AND AGREED WITH CONSERVATION OFFICER MARLEY ACME HERITAGE ASHURST ARE A BETTER MATCH TO THE EXISTING TILES.

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 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:



10. Declaration

I/we hereby apply for 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.

Email address: