MANCHESTER CITY COUNCIL
Planning
Telephone: 0161 234 4516
planning@manchester.gov.uk
PO Box 532 Town Hall
Manchester M60 2LA

# 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

Suffix

Property Name

Norfolk House

Address Line 1

Norfolk Street

Address Line 2

Address Line 3

Town/city

Manchester

Postcode

M2 1DH

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

Easting (x)

383999

Northing (y)

398412

Description

## Applicant Details

### Name/Company

Title

First name

Surname

c/o Agent

Company Name

ProjectCo Sub 2024

### Address

Address line 1

c/o Agent

Address line 2

Address line 3

Town/City

Manchester

County

Country

Postcode

M2 5QR

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

### Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

### Name/Company

Title

First name

Surname

Salter

Company Name

Zerum

### Address

Address line 1

South Central

Address line 2

11 Peter Street

Address line 3

Town/City

Manchester

County

Country

GB

Postcode

M2 5QR

## 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?

- [x] 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?

- [x] Yes
- [ ] No
- [ ] Not applicable

Please add details of all persons notified

**Name of person notified:**
***** REDACTED ******

**House name:**

**Number:**

**Suffix:**

**Address line 1:**
PO Box 532

**Address Line 2:**
Town Hall

**Town/City:**
Manchester

**Postcode:**
M60 2LA

**Date notice served:**
05/10/2026

## Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Change of use from office (Use Class E (g)) to hotel accommodation (Use Class C1) with associated elevational alterations

Reference number

144411/FO/2025

Date of decision

15/12/2025

What was the original application type?

Full planning permission

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

Please refer to covering letter

Please state why you wish to make this amendment

Please refer to covering letter

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 – 12049-EPR-XX-GF-DR-A-02-0100 - P01
Proposed Norfolk Street Elevation - 12049-EPR-XX-EA-DR-A-04-0098 - P01
Proposed New Market Lane Elevation - 12049-EPR-XX-NO-DR-A-04-0099 - P01
Proposed Brown Street Elevation - 12049-EPR-XX-SO-DR-A-04-0100 - P01
Proposed Pall Mall Elevation - 12049-EPR-XX-WE-DR-A-04-0101 - P01

New plan/drawing numbers

Proposed ground floor plan – 12049-EPR-XX-GF-DR-A-02-0100 -P09
Proposed Norfolk Street Elevation - 12049-EPR-XX-EA-DR-A-04-0098 -P06
Proposed New Market Lane Elevation - 12049-EPR-XX-NO-DR-A-04-0099 -P06
Proposed Brown Street Elevation - 12049-EPR-XX-SO-DR-A-04-0100 -P07
Proposed Pall Mall Elevation - 12049-EPR-XX-WE-DR-A-04-0101 -P05

## 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?

- [x] The agent
- [ ] The applicant
- [ ] Other person

## Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- [x] 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)

01/09/2026

Details of the pre-application advice received

The proposed non-material amendment of the obscured glazing to the bay windows and some instances on the ground floor to New Market & Pall Mall elevations was discussed and agreed on site.

## 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
- [x] 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

Kate Salter

Date

02/10/2026