

## **Application to determine if prior approval is required for a proposed:**

**Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes (Sui Generis Uses); or a Mixed Use combining use as a Dwellinghouse (Class C3) with a Shop (Class A1) or Financial and Professional Service (Class A2), Betting Office, Pay Day Loan Shop or Launderette (Sui Generis Uses); to Dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion**

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class M

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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:**

### **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:  First name:

Last name:

Company (optional):

Unit:  Number:  Suffix:

Building name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

#### **2. Agent Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  Number:  Suffix:

Building 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:	<input type="text"/>	Number:	<input type="text"/>	Suffix:	<input type="text"/>
Building name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Address 4:	<input type="text"/>				
Postcode:	<input type="text"/>				

### 4. Eligibility

Was the use of the building on 20th March 2013 (or the last use before that date) one of the following:

- a use within Class A1 (Shops) or Class A2 (Financial and Professional services);
- a use as a betting office, pay day loan shop or launderette; or
- a mixed use combining use as a dwellinghouse with one of the above uses;
- a use within Class A5 (Hot Food Takeaways).

Yes  No

If you have answered no above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Was the building's use within Class A1 (Shops) or Class A2 (Financial and Professional services) only granted by a change of use under permitted development rights?

Yes  No / Not Applicable

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will the total combined floor space in the building (previously and in this proposal) changed to Class C3 (Dwellinghouses) exceed 150 square metres?

Yes  No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will the external dimensions of the resulting building extend beyond the existing building at any point?

Yes  No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Is the building:

- in a conservation area;
- in an area of outstanding natural beauty;
- in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- in the Broads;
- in a National Park;
- in a World Heritage Site;
- in a site of special scientific interest;
- in a safety hazard area;
- in a military explosives storage area;
- a listed building; or
- a scheduled monument.

Yes  No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

## 5. Description of Proposed Works, Impacts and Risks

Please describe the proposed development, including (from 1 August 2020) details on the provision of adequate natural light in all habitable rooms of the dwellinghouses:

Are any associated building works or other operations required to make this change?

Note that such works are restricted to those reasonably necessary to convert the building for use as a dwellinghouse (including partial demolition).

Yes       No

If yes, please provide details of the design and external appearance of the building in regard to these building works or other operations (including partial demolition):

## 5. Description of Proposed Works, Impacts and Risks (continued)

What will be the net increase in dwellinghouses:

Note that this figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development.

Please provide details of any transport and highways impacts and how these will be mitigated:

Please provide details of any contamination risks and how these will be mitigated:

Please provide details of any flooding risks and how these will be mitigated.

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3 (Check online: <https://flood-map-for-planning.service.gov.uk/>); or
- is in an area with critical drainage problems (Check with the Local Planning Authority, it will have been notified of such areas by the Environment Agency).

## 5. Description of Proposed Works, Impacts and Risks (continued)

Please provide details of the impact on the adequate provision of services, based on the loss of the building's current use.

For example:

- Would there be a reasonable prospect of the building being used under it's current use class going forward?
- Would a unique shop, service or food provision be lost from the area if the use is changed?

Where the building is located in a key shopping area, please provide details of any undesirable impact on the sustainability of that shopping area:

## 6. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal. The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval will be required. If sufficient information is not provided the Local Authority can either request it, or refuse the application.

- |                                                                                                                                                                         |                          |                                                                                                                                                                                                                                                                                                      |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| All sections of this application completed in full, dated and signed.                                                                                                   | <input type="checkbox"/> | A plan indicating the site and showing the proposed development.                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| The correct fee                                                                                                                                                         | <input type="checkbox"/> | A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of the Planning Portal's accredited suppliers:<br><a href="https://www.planningportal.co.uk/buyaplanningmap">https://www.planningportal.co.uk/buyaplanningmap</a> |                          |
| A floor plan indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                      |                          |

## 7. Declaration

I/we hereby apply for a determination as to whether prior approval will be required 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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

## 8. Applicant Contact Details

Telephone numbers

Country code:  National number:  Extension:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address:

## 9. Agent Contact Details

Telephone numbers

Country code:  National number:  Extension:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address: