

**Application to determine if prior approval is required for a proposed:
Change of use from Commercial, Business and Service (Use Class E),
or betting office or pay day loan shop to
mixed use including up to two flats (Use Class C3)**

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

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Local Planning Authority details:



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Switchboard: 01444 458166
Fax: 01444 477461
DX 300320 Haywards Heath 1
Email: planninginfo@midsussex.gov.uk
www.midsussex.gov.uk

For official use	
App No.
Date Rec.
Fee

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:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
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"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		

2. Agent Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
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"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		

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

Would the proposed change of use result in the building containing more than two flats?

☐ 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.

Would a part of the building continue to be:

- In a commercial/business/service use; and/or
- Used as a betting office and/or a pay day loan shop

☐ 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.

Would the proposed flat(s) only be situated on floor(s) above a floor where at least some of the other proposed mixed uses are to be provided?

☐ 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.

If the building has a ground floor display window, would any of that ground floor be used as a flat?

☐ Yes ☐ No / The building does not have a ground floor display window

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 all the proposed flats have gross internal floor areas of at least 37 square metres, and comply with the nationally described space standard?

☐ 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.

Following the change of use, will each flat only be used as a dwelling:

- by a single person or by people living together as a family, or
- by not more than 6 residents living together as a single household (including a household where care is provided for residents)

☐ 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.

5. Description of Proposed Works, Impacts and Risks

Please describe the proposed development including details of the flat(s) and other works proposed:

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 in the existing building.

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

Please provide details on the provision of adequate natural light in all habitable rooms of the flat(s):

Please provide details of any arrangements required for the storage and management of domestic waste:

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

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).

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated:

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 site specific flood risk assessment (if required as per the flood risk details of question 5)	<input type="checkbox"/>
Floor plans indicating the total floor space in square metres of each dwellinghouse, 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"/>	All plans should be drawn to an identified scale and show the direction of North. Plans can be bought from the Planning Portal's accredited supplier: https://www.planningportal.co.uk/buyapanningmap	

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>	

8. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	
Email address:	<input type="text"/>	

9. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	
Email address:	<input type="text"/>	