



**Application to determine if prior approval is required for a proposed: Change of Use from Commercial/Business/Service (Class E), Hotels (Class C1), Residential Institutions (Class C2/C2A), or until the end of July 2022, uses previously classified as Assembly and Leisure (Class D2) to State-Funded School (Class F1(a)), or until the end of July 2022, a Nursery (previously Class D1(b))**

**This permitted development right was amended on 1 August 2021**

It is now only usable as detailed below in regard to 'protected development'

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

## Protected development

Government has [implemented a provision](#), where permitted development rights have been removed by the August 2021 changes, to ensure that relevant proposals are still eligible for permitted development rights for an additional time period.

This is achieved by classifying such proposals as 'protected development'. This allows them to use the legislation as it stood prior to the changes, for prior approval applications to be submitted up to the end of July 2022, and for them to be progressed to completion on that basis.

**This permitted development right was amended on 1 August 2021 to no longer include changes of use from uses previously classified as 'assembly and leisure' that are not now included in Use Class E (commercial/business/service); or to a nursery.**

### **If your proposed change of use is to a nursery:**

- Where the proposed change of use is now wholly within Use Class E (e.g. from business to nursery) then, in many cases, an application for prior approval or planning permission will not be required. Any work associated with the change of use may still require permission.
- Other changes of use to a nursery are no longer considered to be permitted development under this right. However, until the end of July 2022, it is considered to be 'protected development' and this type of application is still valid for eligible proposals.

**If your proposed change of use is from a Local Community or Sui Generis use previously classified as 'assembly and leisure'** (e.g. cinemas; concert halls; bingo halls; or dance halls) such changes of use are no longer considered to be permitted development. However, until the end of July 2022, it is considered to be 'protected development' and this type of application is still valid for eligible proposals.

**If your proposed change of use is from a Hotel, Residential Institution, or Use Class E** (e.g. business; or indoor sport, recreation, or fitness) then this type of application is still valid for eligible proposals.

[View further details on Use Classes and changes of use on the Planning Portal.](#)

## 1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to them.

## 2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to them.

## 3. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. *'Land to rear of 12 to 18 High Street'* or provide a grid reference).

## 4. Eligibility

The individual questions in this section will help determine if the prior approval process is relevant to your proposal. If it is not, we advise that you do not complete this application and seek advice from your Local Planning Authority on the best course of action.

Please note, there may be further eligibility criteria covered in subsequent questions.

Certain questions will require you to know:

- The current and previous uses of the site/building, and when these uses started or finished. This may require you to research the history of the site/building. Uses are codified into 'Use Classes' by legislation, [find out more information on Use Classes](#).
- If the site/building is in any specific or 'designated' areas (e.g. a conservation area). This may require you to check records provided by the local authority or government agencies.

## 5. Description of proposed works, impacts and risks

Where legislation requires specific information to be provided, the relevant fields will need to be completed.

The information provided should include all the details necessary for the Local 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.

If you intend to provide information (or related details, evidence, etc...) in separate supporting documents, please state that this is the case and include details of the document as well as a summary of the information it contains.

If you feel that certain questions are not relevant to your proposal, then you should state why. However, we advise that this is also discussed directly with the Local Authority as not providing sufficient information may lead to the application being refused.

## 6. Checklist

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.
- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed plans/drawings or other relevant supporting information may result in your application being refused.

## 7. Declaration

Please sign and date your application

## 8. Applicant Contact Details

Please provide contact information for the applicant.

## 9. Agent Contact Details

Please provide contact information for the agent.