

## **Application to determine if prior approval is required for a proposed: Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)**

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

### **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](#).
- The proposed dimensions and placement (e.g. height; floor space; distance from boundary) and/or the dimensions of any similar work previously carried out. This may require research into the planning/development history of the site/building.
- 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 and impacts

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.

**Please note, there is no national definition of 'key shopping area', so it is advised that you seek advice from the Local Planning Authority to confirm if this designation is relevant to proposal's location.**

## 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.