

Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellings (Use Class C3)

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

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:

- When the building was built and the current and previous uses of the site/building. 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 current and proposed dimensions (e.g. floor space) and specific details in regard to the proposed work.
- If the site/building is in any specific or 'designated' areas (e.g. a site of special scientific interest). This may require you to check records provided by the local authority or government agencies.
- If the permitted development right for changing offices to dwellinghouses has previously been removed. This may require you to check any 'Article 4' directions issued by the local authority.

Please note: Any new dwellinghouse will only be eligible for permitted development rights if it has a gross internal floor area of at least 37 square metres, and complies with the [nationally described space standard](#).

5. Agricultural Tenants

Where a site/building has (or has had) agricultural tenants, there are additional eligibility criteria to ensure that the tenants are not displaced in order for the proposals to be carried out.

You will need to know the details of any agricultural tenancy agreements that are in place.

These details (and supporting evidence as required) can then be used to demonstrate that you are eligible to carry out the proposals under permitted development rights.

6. 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.

7. 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.

8. Declaration

Please sign and date your application

9. Applicant Contact Details

Please provide contact information for the applicant.

10. Agent Contact Details

Please provide contact information for the agent.