

**This form is specifically designed to be printed and completed offline.  
Please complete this form in block capitals using black ink to facilitate scanning.**

**You are advised to read the accompanying guidance notes and per-question help text.**

**If you would rather make this application online, you can do so on our website:  
<https://www.planningportal.co.uk/apply>**

**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)**

**This permitted development right was replaced and made redundant on 1 August 2021**  
The application form for this specific type of prior approval is no longer being made available, as detailed below

Town and Country Planning (General Permitted Development) (England) Order 2015 (as it stood at the end of July 2021)  
Schedule 2, Part 3, Class JA

**Local Planning Authority details:**



**BEDFORD  
BOROUGH  
COUNCIL**

'An Excellent Authority'

**PLANNING SERVICES (DEVELOPMENT MANAGEMENT)**

Borough Hall, Cauldwell Street, Bedford MK42 9AP

Website: [www.bedford.gov.uk](http://www.bedford.gov.uk)

Email: [planning@bedford.gov.uk](mailto:planning@bedford.gov.uk)

Telephone: (01234) 718068

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FEE:

RECEIPT No:

**Application type no longer available**

**You should not continue with this application as it will be refused by the Local Authority and you may not be eligible for a refund.**

**If your proposed change of use is now wholly within Use Class E** (e.g. from shops; or financial/professional services to offices) then in many cases, an application for prior approval or planning permission will not be required. Please note that any work associated with the change of use may require permission.

**If your proposed change of use is from a Sui Generis use** (e.g. a takeaway; betting office; or pay day loan shop) then there are now specific permitted development rights to cover changes of use to Use Class E (e.g. offices) that do not require a prior approval application.

**If your proposed change of use is from a Launderette** then this is no longer considered to be permitted development. Proposals remained eligible if applications of this type were submitted before the end of July 2022, but after that point an application for 'Full planning permission' will be required.

View further details on Use Classes and changes of use on the Planning Portal: [https://www.planningportal.co.uk/change\\_of\\_use](https://www.planningportal.co.uk/change_of_use)