

**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**

**It is now only usable until the end of July 2022, for proposals classified as 'protected development', 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

### **Privacy Notice**

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

### **Local Planning Authority details:**

### **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.

### **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.

**If your proposed change of use is now wholly within Use Class E** (e.g. from shops; or financial/professional services to offices) then:

- **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.**
- 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:

- **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.**
- 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. 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.

Due to the outdated nature of this application type, it may refer to Use Classes that are no longer current.

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)

### 1. Applicant Name and Address

Title:  First name:

Last name:

Company (optional):

Unit:  Number:  Suffix:

Building name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 2. Agent Name and Address

Title:  First name:

Last name:

Company (optional):

Unit:  Number:  Suffix:

Building name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 3. Site Address Details

Please provide the full postal address of the application site.

Unit:  Number:  Suffix:

Building name:

Address 1:

Address 2:

Address 3:

Address 4:

Postcode:

#### 4. Eligibility

Was the use of the building on 29 October 2018 (or the last use before that date) one of the following:

- Class A1 (Shops) or Class A2 (Financial and Professional services);
- Class A5 (Takeaway);
- a betting office, pay day loan shop or launderette?

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.

Was the building's use within Class A1 (Shops) or Class A2 (Financial and Professional services) only granted by a previous change of use under permitted development rights?

Yes       No / Not applicable

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 the total combined floor space in the building (previously and in this proposal) changed under this permitted development right exceed 500 square metres?

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.

Is any part of the land, site or building:

- in a conservation area;
- in an area of outstanding natural beauty;
- in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- in the Broads;
- in a National Park;
- in a World Heritage Site;
- in a site of special scientific interest;
- in a safety hazard area;
- in a military explosives area;
- a scheduled monument (or the site contains one);
- a listed building (or within the curtilage of a listed building)

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.

## 5. Description of Proposed Works and Impacts

Please describe the proposed development:

Please provide details of any transport and highways impacts and how these will be mitigated:

## 5. Description of Proposed Works and Impacts (continued)

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

Please provide details of the impact on the adequate provision of services, based on the loss of the building's current use.

For example:

- Would there be a reasonable prospect of the building being used under its current use class going forward?
- Would a unique shop, service or food provision be lost from the area if the use is changed?

Where the building is located in a key shopping area, please provide details of any undesirable impact on the sustainability of that shopping area:

## 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.

A plan indicating the site and showing the proposed development.

The correct fee

A plan drawn to an identified scale will assist the authority in assessing your development proposal.

Plans can be bought from one of the Planning Portal's accredited suppliers: <https://www.planningportal.co.uk/buyaplanningmap>

## 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)

## 8. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address:

## 9. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address: