

**Application to determine if prior approval is required for a proposed:  
Change of Use from Shops (Class A1), Financial and Professional Services (Class A2),  
Betting Offices, Pay Day Loan Shops or Casinos (Sui Generis Uses)  
to Restaurants and Cafés (Class A3), and for building or other operations for the provision of  
facilities for ventilation, extraction and the storage of rubbish**

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

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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.

**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:	<input type="text"/>	Number:	<input type="text"/>	Suffix:	<input type="text"/>
Building name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Address 4:	<input type="text"/>				
Postcode:	<input type="text"/>				

### 4. Eligibility

Will the total combined floor space in the building (previously and in this proposal) changed under this permitted development right exceed 150 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 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:

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

Are any associated building works or other operations required to make this change?

Note that such works are restricted to provision of following facilities in regard to the new use:

- ventilation and extraction (including provision of an external flue)
- the storage of rubbish

Yes       No

If yes, please provide details of the siting, design and external appearance of the building in regard to these building works or other operations:

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

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

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

Please provide details on how waste will be stored and handled:

Please provide details of any transport and highways impacts 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 it's current use class going forward?
- Would a unique shop, service or food provision be lost from the area if the use is changed?

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

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

Please either state the proposed hours of opening; or tick the box below to confirm they are unknown at this time.

Hours of opening unknown

### Monday to Friday

Start time (24h clock, HHMM)

End time (24h clock, HHMM)

### Saturday

Start time (24h clock, HHMM)

End time (24h clock, HHMM)

### Sunday and Bank Holiday

Start time (24h clock, HHMM)

End time (24h clock, HHMM)

Please provide details of any impacts based on the hours of opening and how these will be mitigated:

## 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: