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), 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

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 amended) - Schedule 2, Part 3, Class C

Local Planning Authority details:

Application type no longer available
Applications of this specific type can no longer be made, 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) 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 betting office; pay day loan shop; or casino) then there are now specific permitted development rights to cover changes of use to Use Class E (e.g. restaurant or cafe) that do not require a prior approval application.

View further details on Use Classes and changes of use on the Planning Portal: https://www.planningportal.co.uk/change_of_use