

**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 of Agricultural Buildings to a flexible use within Storage or Distribution (Class B8), Hotels (Class C1), Commercial/Business/Service (Class E)**

**This permitted development right was amended on 1 August 2021  
It is now only usable as detailed below in regard to the specifically eligible changes of use**

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

### **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:**



West Lancashire Borough Council  
P O Box 16 52 Derby Street  
Ormskirk West Lancashire L39 2DF

Tel: 01695 577177  
Email: [Plan.apps@westlancs.gov.uk](mailto:Plan.apps@westlancs.gov.uk)

### **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.

### **Eligible changes of use**

This permitted development right was amended on 1 August 2021 to no longer include changes of use to those previously classified as 'assembly and leisure' that are not now included in Use Class E (commercial/business/service).

**If your proposed change of use is to a Hotel, Storage and Distribution, or Use Class E** (e.g. shops; financial/professional services; restaurants and cafes; offices; business; indoor sport, recreation, or fitness) then this type of application is still valid for eligible proposals.

**If your proposed change of use is to a Local Community or Sui Generis use previously classified as 'assembly and leisure'** (e.g. cinemas; concert halls; bingo halls; or dance halls) then:

- **You should not continue with this application after the end of July 2022 as it will be refused by the Local Authority and you may not be eligible for a refund.**
- 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)

### 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 site on 3 July 2012 (or the last use before that date) solely for an agricultural use as part of an established agricultural unit?

Yes  No

If not, and the site was only brought into use after 3 July 2012, what date was it brought into use solely for an agricultural use as part of an established agricultural unit

(DD/MM/YYYY)

Has the use, as detailed above, been continuous since the date stated; and will that use continue until the proposed development commences?

Yes  No

To be eligible for this permitted development right, the site must have been used as detailed above:

- on 23 July 2012 (or the last use before that date); or
- if brought into use after 23 July 2012, for a period of at least 10 years prior to development commencing.

If this will not be the case, 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(s) (previously and in this proposal) changed to a flexible use under this permitted development right:

- Not exceed 150 square metres
- Exceed 150 but not exceed 500 square metres
- Exceed 500 square metres

If the total combined floor space (as detailed above) will:

**- Not exceed 150 square metres**

Your proposals will be below the threshold for the prior approval process. Therefore, you should not continue with this application.

However, all the other eligibility criteria will still apply if you want to carry out the proposals under permitted development rights.

Additionally, before any change of use on the site, you must provide the following information to the Local Planning Authority:

- The date the site will begin to be used for any of the flexible uses;
- The nature of the use or uses; and
- A plan indicating the site and which buildings have changed use.

Please contact the Local Planning Authority at the relevant time to determine the best way to supply these details.

**- Exceed 500 square metres**

Your proposals will not be eligible for permitted development based on 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 safety hazard area;
- in a military explosives storage 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, Impacts and Risks

Please describe the proposed development:

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

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

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

Please provide details of any contamination risks and how these will be mitigated:

Please provide details of any flooding risks and how these will be mitigated.

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3 (Check online: <https://flood-map-for-planning.service.gov.uk/> ); or
- is in an area with critical drainage problems (Check with the Local Planning Authority, it will have been notified of such areas by the Environment Agency).

## 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 site specific flood risk assessment  
(if required as per the flood risk details of question 5)

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>

A plan indicating the site and showing the proposed development.

## 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: