

## **Application to determine if prior approval is required for a proposed: Change of Use from Commercial/Business/Service (Class E), Hotels (Class C1), Residential Institutions (Class C2/C2A), to State-Funded School (Class F1(a))**

**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 T

### **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:**

Development and Planning Service, West Berkshire Council,  
Market Street Newbury RG14 5LD Tel: 01635 519111  
Fax: 01635 519408 Document Exchange: DX 30825 Newbury  
Website: [www.westberks.gov.uk](http://www.westberks.gov.uk) e-mail: [planapps@westberks.gov.uk](mailto:planapps@westberks.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 from uses previously classified as 'assembly and leisure' that are not now included in Use Class E (commercial/business/service); or to a nursery.

#### **If your proposed change of use is to a nursery:**

- **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.**
- Where the proposed change of use is now wholly within Use Class E (e.g. from business to nursery) 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.
- Other changes of use to a nursery are 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.

#### **If your proposed change of use is from 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.

#### **If your proposed change of use is from a Hotel, Residential Institution, or Use Class E (e.g. business; or indoor sport, recreation, or fitness) then this type of application is still valid for eligible proposals.**

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:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
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"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		

### 2. Agent Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
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"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		

### 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

Is any part of the land, site or building:

- 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, Impacts and Risks**

Please describe the proposed development:

**5. Description of Proposed Development, Impacts and Risks (continued)**

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

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

Please provide details of any contamination risks 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: