

Application for Prior Notification Change of Use of Offices to Dwelling(s)

NATIONAL REQUIREMENTS (2 copies (original and 1 copy of the application form, documents, statements and plans unless stated otherwise or submitted electronically))

	YES	N/A
Completed form including a written description of the proposed development	<input type="checkbox"/>	
The appropriate fee – £96	<input type="checkbox"/>	<input type="checkbox"/>
A plan indicating the site and showing the proposed development outlined in red.	<input type="checkbox"/>	
A Plan showing the proposed development:	<input type="checkbox"/>	
• Existing and proposed block plan of the site (scale 1:100, 1:200 or 1:500)	<input type="checkbox"/>	
• Existing and proposed floor plans (scale 1:50 or 1:100)	<input type="checkbox"/>	

LOCAL REQUIREMENTS	YES	N/A
Such information as may be necessary to enable the Local Planning Authority to determine:		
• Transport and highways impacts of the proposal	<input type="checkbox"/>	<input type="checkbox"/>
• Contamination implications		
• Flood risk		