

Application for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), or Hot Food Takeaways (Class A5) or a Betting Shop, Pay Day Loan Shop or Launderette, to a use falling within Class (B1a) Offices

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	<input type="checkbox"/>	<input type="checkbox"/>
A plan indicating the site and which buildings are proposed to change in use.	<input type="checkbox"/>	

LOCAL REQUIREMENTS	YES	N/A
Such information as may be necessary to enable the Local Planning Authority to determine: <ul style="list-style-type: none"> Transport and highways impacts of the development whether it is undesirable for the building to change to a use falling within Class B1(a) (offices) of the Schedule to the Use Classes Order because of the impact of the change of use: <ol style="list-style-type: none"> on adequate provision of services of the sort that may be provided by a building falling within Class A1 (shops), Class A2 (financial and professional services) or Class A5 (hot food takeaway) of that Schedule or, as the case may be, as a launderette, but only where there is a reasonable prospect of the building being used to provide such services, or . where the building is located in a key shopping area, on the sustainability of that shopping area, and impacts of noise from commercial and retail premises on the intended occupiers of the development. 	<input type="checkbox"/>	<input type="checkbox"/>