

Application for Prior Notification for Change of Use from Shops (Class A1), Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loans Shops or Launderettes (Sui Generis Uses) to Dwellinghouses (Class C3)

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 – £249 or £536 if it includes building operations in connection with the change of use	<input type="checkbox"/>	<input type="checkbox"/>
A plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development outlined in red.	<input type="checkbox"/>	
Floor Plans which are drawn to an identified scale (1:50/1:100) Indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls	<input type="checkbox"/>	
Existing and Proposed Elevations of the building	<input type="checkbox"/>	
Written Statement specifying the number of new dwellinghouses proposed by the development	<input type="checkbox"/>	
The developer's email address if the developer is content to receive communications electronically	<input type="checkbox"/>	
A Flood Risk Assessment where the Environment Agency are required to be consulted.	<input type="checkbox"/>	<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 • Contamination implications • Flooding risks in relating to the building • whether it is undesirable for the building to change use to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order because of the impact of the change of use: <ol style="list-style-type: none"> (i) on adequate provision of services of the sort that may be provided by a building falling within Class A1 (shops) or, as the case may be, Class A2 (financial and professional services) of that Schedule, but only where there is a reasonable prospect of the building being used to provide such services, or (ii) where the building is located in a key shopping area, on the sustainability of that shopping area, and • the design or external appearance of the building. 	<input type="checkbox"/>	<input type="checkbox"/>