

Change of Use for B1(a) to C3 Prior Approval Notification

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Download a copy of the application form here - [Planning Portal](#)

Notification Requirements – Mandatory Information

<p>Application Form</p> <ul style="list-style-type: none"> Application for Prior Approval of Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouses) 	<input type="checkbox"/>
<p>Application Fee</p> <p>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid</p> <p>Download the fees schedule for all English applications here</p>	<input type="checkbox"/>
<p>CIL Form 5: Notice of Chargeable Development</p> <ul style="list-style-type: none"> All planning applications for a new dwelling, or creating over 100sqm of new floorspace, or 100sqm of change of use floorspace 	<input type="checkbox"/>
<p>Noise Impact Assessment and Sound Insulation details</p> <ul style="list-style-type: none"> Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments. Sound insulation details will be required for the following types of application: <ul style="list-style-type: none"> (I) change of use to A3, A4, A5, (II) conversion of buildings to residential use, (III) new residential development sited on classified roads, (IV) new residential development nearby to licensed premises, (V) new commercial development within Use Classes B2 or B8 adjacent to existing residential development, (Vi) any application for a nightclub or equivalent use 	<input type="checkbox"/>
<p>Plans and Drawings</p> <p>Location Plan</p> <p>All applications must include a location plan which should:</p> <ul style="list-style-type: none"> Be at a scale of 1:1250 or 1:2500; Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear Show the application site outlined in red, which includes all land necessary to carry out the proposed development Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue. <p>Site Plan</p>	<input type="checkbox"/>

<p>Application Form</p> <ul style="list-style-type: none"> Application for Prior Approval of Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouses) 	<input type="checkbox"/>
<p>All applications must be submitted with a site plan (sometimes called a block plan) which should:</p> <ul style="list-style-type: none"> Be at a scale of 1:500 or 1:200; and Show the direction of North and proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with dimensions including those to the boundaries. The site plan should also include the following, unless these would not influence or be affected by the proposed development: All buildings, roads and footpaths on land adjoining the site including access arrangements; All public rights of way crossing or adjoining the site; The position of all trees on the site and those on adjacent land; The extent and type of any hard surfacing; and The type and height of any boundary treatment including walls or fencing where proposed. 	
<p>Fire Assessment Applications involving the provision of one or more relevant buildings, or; The development of an existing relevant building or; Development within the curtilage of a relevant building. Includes change of use applications. Exemptions apply. Fire safety and high-rise residential buildings</p>	<input type="checkbox"/>
<p>Residential Standards Statement (NDSS, Part M4(2) and outdoor amenity) All developments creating new dwellings including changes of use and conversions.</p>	<input type="checkbox"/>

Monitoring

<p>Equalities Monitoring Form</p> <ul style="list-style-type: none"> It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion. 	<input type="checkbox"/>
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