

## 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

<b>Application Form</b> <ul style="list-style-type: none"> <li>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)</li> </ul>	<input type="checkbox"/>
<b>Application Fee</b> <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><a href="#">Download the fees schedule for all English applications here</a></p>	<input type="checkbox"/>
<b>CIL Form 5: Notice of Chargeable Development</b> <ul style="list-style-type: none"> <li>All planning applications for a new dwelling, or creating over 100sqm of new floorspace, or 100sqm of change of use floorspace</li> </ul>	<input type="checkbox"/>
<b>Noise Impact Assessment and Sound Insulation details</b> <ul style="list-style-type: none"> <li>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:           <ol style="list-style-type: none"> <li>(I) change of use to A3, A4, A5,</li> <li>(II) conversion of buildings to residential use,</li> <li>(III) new residential development sited on classified roads,</li> <li>(IV) new residential development nearby to licensed premises,</li> <li>(V) new commercial development within Use Classes B2 or B8 adjacent to existing residential development,</li> <li>(Vi) any application for a nightclub or equivalent use</li> </ol> </li> </ul>	<input type="checkbox"/>
<b>Plans</b> <ul style="list-style-type: none"> <li>A plan indicating the site and showing the proposed development preferably on paper size less than A2</li> </ul>	<input type="checkbox"/>

#### Monitoring

**Equalities Monitoring Form**

- 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.

