

Prior Approval of Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and for Associated Operational Development

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 a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and for Associated Operational Development 	<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>Plans</p> <ul style="list-style-type: none"> A plan indicating the site and showing the proposed development, preferably on paper size less than A2 	<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"/>

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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