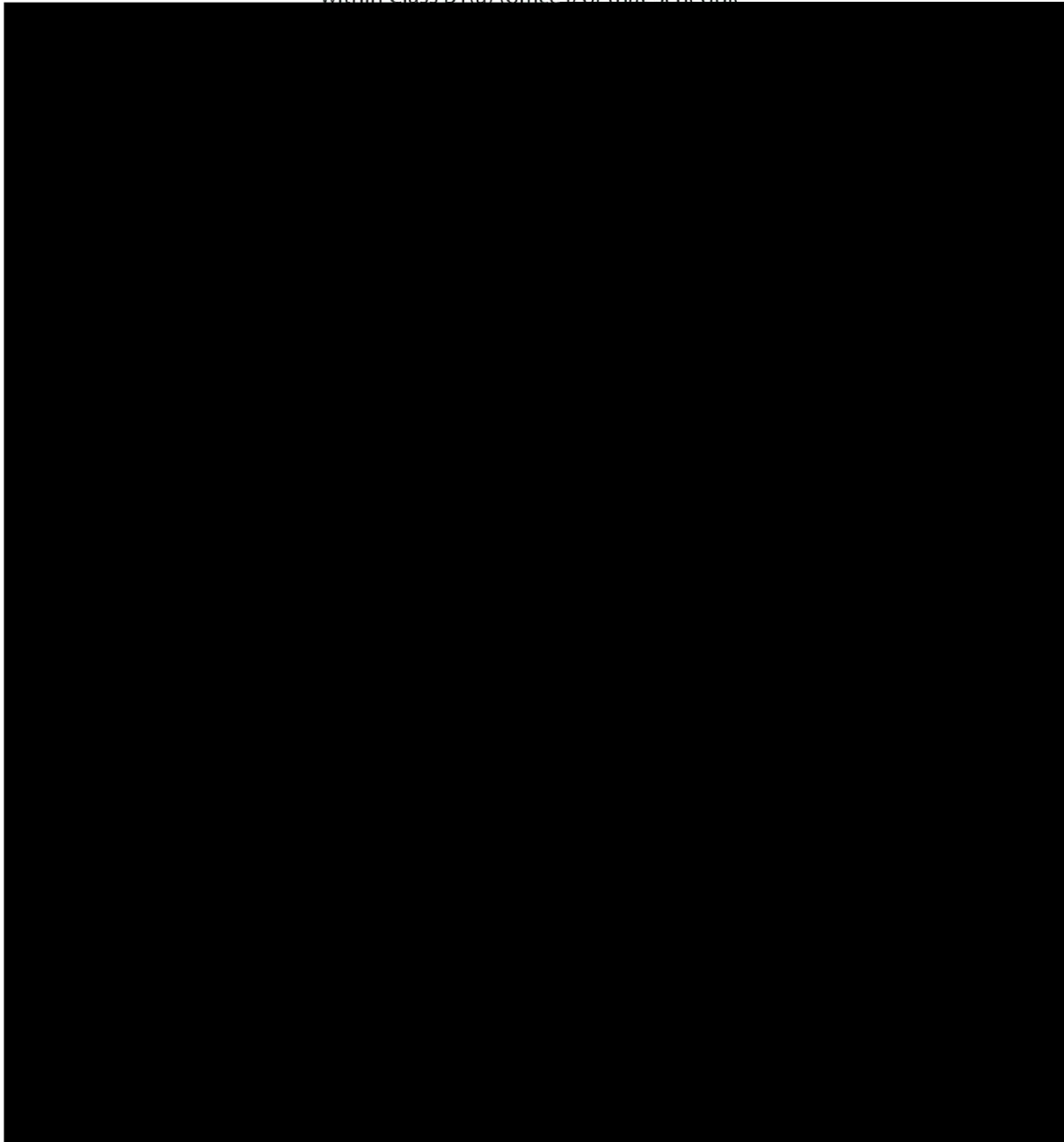




You can use the [Planning Portal](http://www.planningportal.gov.uk/localauthoritysearch) to find the correct email address for your local planning authority.  
[www.planningportal.gov.uk/localauthoritysearch](http://www.planningportal.gov.uk/localauthoritysearch)

**Prior Approval of a Proposed Change of Use of a building from Office (Use Class B1)  
Use to a use falling within Use Class C3 (Dwellinghouse)**

Town and Country Planning (General Permitted Development) Order 1995 (as amended)  
Development consisting of a change of use of a building and any land within its curtilage to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order from a use falling within Class B1(a) (offices) of that Schedule\*



#### 4. Description of the Proposed Development

Please describe the proposed development, including relevant information covering transport and highways impacts of the development; contamination risks on the site; and flooding risks on the site.

Conversion of a ground floor office unit (B1a) to a single family 3 bedroom (2x double and 1x single) flat (C3)

The site has recently had 6 members of permanent staff, all using cars for transport and often business visitors and does not benefit from any off street parking. Business Parking Permits were previously granted. The new flat will undoubtedly represent a reduction in parking usage.

A phase one contamination report has been included with this application at the request of the council.

The site is not within a flood risk zone.

If the building was not in use immediately before 30th May 2013, when was it last in use?  Date (DD/MM/YYYY)

What was the use of the building immediately before 30th May 2013 or the last use before that date?

Office B1a

#### 5. Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required could result in your notification being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted. Please note that as part of this procedure, if any objections are received the Local Planning Authority may require submission of further information at a later date.

All sections of this notification completed in full, dated and signed (typed signature if sent electronically).



A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of our accredited suppliers using our [Buy-a-Plan service](http://www.planningportal.gov.uk/buyaplan) ([www.planningportal.gov.uk/buyaplan](http://www.planningportal.gov.uk/buyaplan))



The correct fee



**6. Declaration**

I/we hereby apply for prior approval as described in this notification and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Developer:

Signed - Agent:

Date (DD/MM/YYYY):

09/01/2015

(date cannot be pre-application)

**7. Developer Contact Details**

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address:

**8. Agent Contact Details**

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address: