

## **NOTIFICATION OF CHANGES OF USE OF BUILDING AND ANY LAND WITHIN ITS CURTILAGE,**

### **FROM:**

**A use falling within Classes B1 (Business), C1 (Hotels), C2 (Residential Institutions), C2A (Secure Residential Institutions) or D2 (Assembly and Leisure);**

### **TO:**

**Use as a State-Funded School**

From 30 May 2013 it will be permitted development to change the use of various buildings to a state funded school. Development will not be permitted if:

- the site is or forms part of a military explosives storage area;
- the site is or forms part of a safety hazard area;
- the building is a listed building or a scheduled monument.

Prior to undertaking the change of use the developer shall apply to the local planning authority for a determination as to whether the prior approval of the authority will be required as to—

- Transport and highways impacts of the development;
- Contamination risks on the site;
- Noise impacts of the development; and

If this does not occur the change of use will not be lawful. **It is not possible to retrospectively do this and a full application for planning permission will be necessary.**

Applications may be submitted either as a 'hard copy' or as an on-line application. Although not a statutory requirement application forms can be downloaded from the Council's Planning website. When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

The form sets out the legislative requirements for an application. However, you should be aware that the Council can request further information to allow it to assess the impact of the proposed development on the above topics.

To avoid this and consequent delays in determining the matter, it is recommended that the following information is also submitted:

- A **location plan** should be at an identified standard metric scale typically 1:1250. Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North. The application site should be edged clearly with a **red line**. A **blue line** should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A **site plan** should be drawn at an identified standard metric scale, typically 1:200. It should accurately show the direction of North and the proposed

development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.

- **Floor plans and elevations** should be drawn at an identified standard metric scale, typically 1:50. The drawings should explain the proposal in detail and clearly show the proposed works in relation to what is already there. All sides of the proposal should be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations should also be included; if only to show that this is the case.
- A **Transport Statement** setting out the transport implications of the development. The assessment should illustrate accessibility to the site by all modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts.
- A **Contamination Statement** setting out details of the previous use(s) of the site, along with details of any surveys that have been taken, along with any remediation measures proposed.
- A **Noise Statement** prepared by a suitably qualified acoustician should be submitted setting out the impact of noise on the development and of noise from the development on adjoining uses.