

NOTIFICATION OF CHANGES OF USE OF OFFICES TO DWELLING(S)

For a period of three years, between 30 May 2013 and 30 May 2016, it will be permitted development to change the use of an office to a dwelling(s). Development is not permitted where:

- The building was not used for a use falling within Class B1(a) (offices) of the Schedule to the Use Classes Order immediately before 30th May 2013 or, if the building was not in use immediately before that date, when it was last in use;
- The use of the building falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order was begun after 30th May 2016;
- The site is or forms part of a safety hazard area;
- The site is or forms part of a military explosives storage area;
- The building is a listed building or a scheduled monument.

Prior to undertaking the change of use the developer must 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; and
- Flooding risks on the site

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. For small schemes, the transport assessment should simply outline the transport aspects of the application. For major proposals (ie for a change of use to 10 or more dwellings), 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 **Flood Risk Assessment** should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account.