

NOTIFICATION OF CHANGES OF USE OF PROPERTIES

FROM:

Classes A1 (shops), A2 (financial and professional services), A3 (restaurants and cafes), A4 (drinking establishments), Class A5 (hot food takeaways), B1 (business), D1 (non-residential institutions) and D2 (assembly and leisure)

TO:

Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes) or Class B1 (business)

From 30 May 2013 it will be permitted development to temporarily change the use for up to 2 years of various uses as set out above provided that:

- The change of use relates to no more than 150 square metres of floor space in the building;
- The site has at no time in the past relied upon the temporary use permitted under Class D;
- The site is not and does not form part of a military explosives storage area;
- The site is not and does not form part of a safety hazard area;
- The building is not a listed building or a scheduled monument.

Prior to undertaking the change of use the developer is to notify the council on the date that new use will begin, and what that use will be. 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.**

Within the 2 year period it is possible to change the use to a different use within the list, provided that the council is first notified of that change of use.

At the end of the 2 year period the temporary use must cease and the use of the building will revert to its original use.

Notifications 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, to ensure that the council is aware, precisely of which building or part of building is subject to the notification 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** should be drawn at an identified standard metric scale, typically 1:50.