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**You are advised to read the accompanying guidance notes and per-question help text.**  
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<https://www.planningportal.co.uk/apply>

## Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3)

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA

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### Local Planning Authority details:



**Development Management**  
 Southampton City Council  
 Lower Ground Floor, Civic Centre  
 Southampton  
 SO14 7LY  
 Tel: 023 8083 2603  
 Email: [planning@southampton.gov.uk](mailto:planning@southampton.gov.uk)  
 Website: [www.southampton.gov.uk/planning/](http://www.southampton.gov.uk/planning/)

#### For Office Use Only

Date received:

Fee:

Application No:

### Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address	2. Agent Name and Address
Title: <input type="text"/> First name: <input type="text"/>	Title: <input type="text" value="Mr"/> First name: <input type="text" value="James"/>
Last name: <input type="text"/>	Last name: <input type="text" value="Lemanis"/>
Company (optional): <input type="text" value="Lankester and Son Limited"/>	Company (optional): <input type="text" value="EnergyPro Projects Limited"/>
Unit: <input type="text"/> Number: <input type="text" value="Suite 7"/> Suffix: <input type="text"/>	Unit: <input type="text"/> Number: <input type="text" value="21A"/> Suffix: <input type="text"/>
Building name: <input type="text" value="Bellevue House"/>	Building name: <input type="text"/>
Address 1: <input type="text" value="Bellevue Road"/>	Address 1: <input type="text" value="Market Place"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text" value="Southampton"/>	Town: <input type="text" value="Romsey"/>
County: <input type="text" value="Hampshire"/>	County: <input type="text" value="Hampshire"/>
Country: <input type="text" value="UK"/>	Country: <input type="text" value="UK"/>
Postcode: <input type="text" value="SO15 2AY"/>	Postcode: <input type="text" value="SO51 8NA"/>

### 3. Site Address Details

Please provide the full postal address of the application site.

Unit:	<input type="text"/>	Number:	<input type="text" value="349-353"/>	Suffix:	<input type="text"/>
Building name:	<input type="text"/>				
Address 1:	<input type="text" value="Shirley Road"/>				
Address 2:	<input type="text" value="Shirley"/>				
Address 3:	<input type="text" value="Southampton"/>				
Address 4:	<input type="text"/>				
Postcode:	<input type="text" value="SO15 3JD"/>				

### 4a. Eligibility - The current building and site

Has the building been vacant for a continuous period of at least 3 months immediately prior to the date of this application?

Yes  No

Planning Department contacted on 17th November 2023 and the advice was to proceed with the application, despite the property not being vacant.

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Has the use of the building, for a continuous period of at least 2 years immediately prior to the date of this application, been any of the following:

- For periods prior to 1 September 2020 -
  - Shops (Use Class A1);
  - Financial and professional services (Use Class A2);
  - Food and drink (Use Class A3)
  - Business (Use Class B1);
  - Medical or health services - Non-residential institutions (Use Class D1(a));
  - Crèche, day nursery or day centre - Non-residential institutions (Use Class D1(b));
  - Indoor and outdoor sports - Assembly and leisure (Use Class D2(e)), other than as an indoor swimming pool or skating rink;
- For periods from 1 September 2020 - Commercial, Business and Service (Use Class E)

Yes  No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Does the cumulative floor space of the existing building exceed 1,500 square metres?

Yes  No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Is any land covered by, or within the curtilage of, the building:

- in a site of special scientific interest;
- a listed building or land within its curtilage;
- a scheduled monument or land within its curtilage;
- a safety hazard area;
- a military explosives storage area;

Or, is the building:

- in an area of outstanding natural beauty;
- in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- in the Broads;
- in a National Park;
- in a World Heritage Site

Yes  No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

#### 4b. Eligibility - The proposed change of use

For applications, submitted before 1 August 2022, proposing a change of use to Dwellinghouses (Use Class C3) from Offices (Use Class E(g)(i), previously Use Class B1(a)).

Is/Was there an Article 4 direction in place that has removed these specific permitted development rights?

Yes  No / Not relevant

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will all the proposed new dwellinghouses have gross internal floor areas of at least 37 square metres, and comply with the nationally described space standard?

Yes  No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Following the changes of use, will every dwellinghouse in the building remain in use within Use Class C3 and for no other purpose, unless that purpose is ancillary to the primary use as a dwellinghouse?

Yes  No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

#### 5. Agricultural Tenants

Is any part of the land covered by or within the curtilage of the building occupied under any agricultural tenancy agreements?

Yes  No

If yes, have all the parties to any agricultural tenancy agreements consented to the change of use?

Yes  No N/A

If occupied under any agricultural tenancy agreements and:

**- all parties have consented to the change of use**

You will need to include copies of the written confirmations from all relevant parties, stating their consent, when this application is submitted.

**- not all parties have consented to the change of use**

Your proposals will not be eligible for permitted development based on the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

#### 6. Description of Proposed Works, Impacts and Risks

Please describe the proposed development including details of any dwellinghouses and other works proposed:

Conversion of first floor offices above a supermarket into two flats, a 2B4P and a 3B5P.

The flats have existing stair access from the street.

## 6. Description of Proposed Works, Impacts and Risks (continued)

Please provide details on the provision of adequate natural light in all habitable rooms of the dwellinghouses:

The existing offices have north-east and south-west facing facades with continuous strip glazing, which will provide adequate daylight into all habitable rooms.

What will be the net increase in dwellinghouses:

2

Note that this figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the existing building.

Please provide details of any transport impacts and how these will be mitigated, particularly to ensure safe site access:

There will be no additional parking provided for the two dwellings. As the dwellings are above a shopping with commercial premises at ground floor on many of the surrounding buildings, the opportunity for all-day parking is limited. There is restricted on-street parking on the street, which is limited to one hour from Mondays to Saturdays between 06:00 and 18:00.

However, the property is on a vibrant high street and is well-served with amenities and public transport. There is a bus stop within 70m of the property, which is served by five bus routes, including to the City Centre, General Hospital, Southampton Central Train Station and other parts of the City.

Please provide details of any contamination risks and how these will be mitigated:

There are only internal works, so there should be no additional contamination to the site.

The offices already have mains connection to the sewers, which the new bathrooms will be connected to.

## 6. Description of Proposed Works, Impacts and Risks (continued)

Please provide details of any flooding risks and how these will be mitigated.

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3 (Check online: <https://flood-map-for-planning.service.gov.uk/>); or
- is in an area with critical drainage problems (Check with the Local Planning Authority, it will have been notified of such areas by the Environment Agency).

The Prior Approval relates to first floor premises only, so there is no risk of them flooding.

The site is in Flood Zone 1, so there is little or no risk of escape being impinged by flooding.

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated:

There is a small supermarket below the current offices (Tesco Express at the time of application).

Although the supermarket at ground floor does not have any significant sources of noise, it does have long opening hours (06:00 - 23:00), so efforts will be made to assess and if necessary improve the first floor's resistance to airborne sound.

If the proposed development would result in a building that contains more than one dwellinghouse, and is either 18 metres (or more) in height or contains 7 (or more) storeys.

Please provide details of the fire safety impacts on the intended occupants of the building.

For such proposals, a 'Fire statement' that covers the fire safety design principles, concepts and standards that have been applied to the development should also accompany the application.

N/A, the first floor will be less than four metres above ground level.

**6. Description of Proposed Works, Impacts and Risks (continued)**

If the building is located in a conservation area, and the development involves a change of use of the whole or part of the ground floor. Please provide details of the impacts that the change of use will have on the character or sustainability of the conservation area and how these will be mitigated:

N/A - the building is not in a Conservation Area

If the building is located in an area currently in use for general or heavy industry, waste management, storage and distribution, or a mix of such uses.

Please provide details of the impacts on intended occupiers of the development of the introduction of residential use in the area and how these will be mitigated:

N/A - the building is not located in an area with any of the above.

If the proposal involves the loss of services provided by a registered nursery, or a health centre.

Please provide details of the impacts on the local provision of the type of services lost and how these will be mitigated:

N/A - the building does not result in the loss of either of the above.

## 7. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal. The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval is required or should be granted. If sufficient information is not provided the Local Authority can either request it, or refuse the application.

- |  |                                     |   |                              |
|--|-------------------------------------|---|------------------------------|
| All sections of this application completed in full, dated and signed.  | <input checked="" type="checkbox"/> | The confirmations in regard to agricultural tenancies (if required by the answers provided to question 5)   | N/A <input type="checkbox"/> |
| The correct fee  | <input checked="" type="checkbox"/> | A site specific flood risk assessment (if required as per the flood risk details of question 6)   | N/A <input type="checkbox"/> |
| A plan indicating the site and showing the proposed development.   | <input checked="" type="checkbox"/> | A 'Fire statement' that covers the fire safety design principles, concepts and standards that have been applied to the development (if required as per the fire safety details of question 6)   | N/A <input type="checkbox"/> |
| Floor plans indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses | <input checked="" type="checkbox"/> | All plans should be drawn to an identified scale and show the direction of North.<br>Plans can be bought from one of the Planning Portal's accredited suppliers:<br><a href="https://www.planningportal.co.uk/buyaplanningmap">https://www.planningportal.co.uk/buyaplanningmap</a> |                              |

## 8. Declaration

I/we hereby apply for a determination as to whether prior approval will be required as described in this form 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 - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

## 9. Applicant Contact Details

Telephone numbers

Country code:  National number:  Extension:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address:

## 10. Agent Contact Details

Telephone numbers

Country code:  National number:  Extension:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address: