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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

**Publication of applications on planning authority websites**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**Site Location**

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

Description

## Applicant Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

## Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

IP1 1SB

## Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Eligibility

Permitted development rights are subject to conditions set by legislation to ensure that only appropriate proposals are eligible.

The need to apply to the Local Planning Authority to see if prior approval is required is one such condition.

The questions below will help determine if the proposals are eligible for this permitted development right.

### 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

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 an indoor swimming pool or skating rink;

• For periods from 1 September 2020

- Commercial, Business and Service (Use Class E)

Yes

No

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

Yes

No

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

### The proposed change of use

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

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

Yes

No / Not relevant

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

Following the development, 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

## Agricultural tenants

To be eligible for this permitted development right, all parties to any agricultural tenancy agreements that are currently in place need to provide consent.

This is to help ensure that agricultural tenants are not displaced to allow a change of use to be carried out.

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

Yes

No

## Fire Safety

Where the building (as proposed) exceeds certain limits, legislation has been put in place to ensure the adequate consideration of fire safety by the Local Authority (including its decision to grant prior approval) and other relevant parties.

Would the proposed development result in a building that contains one or more dwellinghouse, and is:

- 18 metres or more in height (as measured from ground level to the highest part of the roof); and/or
- Contains 7 or more stories

Yes

No

## Description of Proposed Works, Impacts and Risks

### Proposed works

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

Please refer to the proposed layout plans.

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

Please refer to the proposed layout plans.

What will be the net increase in dwellinghouses?

3

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

### Impacts and risks

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

An established access is already in situ.

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

A desktop contamination report can be provided if necessary (if requested).

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

The site is in Flood Zone 1 - please refer to accompanying Flood Risk Scoping Report.

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

- is in Flood Zones 2 or 3; or
- is in an area with critical drainage problems (such areas will have been notified to the Local Planning Authority by the Environment Agency).

[Check if your site location is in Flood Zone 2 or 3 online](#)

Check with your Local Planning Authority to see if your site is in an area with critical drainage problems.

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 are no industrial uses on surrounding sites that would result in an adverse impact upon the prospective occupants.

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

The site 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

The building is not within an area currently used for general or heavy industry etc.

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

Not applicable.

## List of flats and other premises in the existing building

Please provide a list of all addresses of any flats and any other premises within the existing building

**House name:**

N/A (but Portal insisted these field should completed)

**Number:**

0

**Suffix:**

**Address line 1:**

N/A

**Address Line 2:**

N/A

**Town/City:**

N/A

**Postcode:**

IP14 4HN

## Declaration

I/We hereby apply for Prior Approval: Change of use – commercial/business/service to dwellinghouses as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

James Cann

Date

11/01/2024