

Prior approval of proposed change of use of a building from office use (Class B1(a)) to a use falling within use class C3 (Dwellinghouse), and for associated operational development (PA56)



NATIONAL REQUIREMENTS

[The completed application form](#) or a letter containing the written description of the proposed development and the following:

- the developer's contact address; and
- the developer's email address if the developer is content to receive communications electronically.
- A plan indicating the site and showing the proposed development.
- The relevant fee.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
CIL: Planning Application Additional Information Requirement Form	Required when a new dwelling(s) is being created even if it is less than 100 sq m.
Supporting information	Submission of information regarding the impact and risks of the development on transport and highways, contamination risks on site, flood risks on site and noise from nearby commercial premises. The information should include an assessment of the impacts or risks and a statement setting out how such impact or risks are to be mitigated.

Checklist published 5th April 2016