

**4.FULL APPLICATION: CHANGE OF USE**  
**(with no external building, extension or engineering works)**

**VALIDATION REQUIREMENTS**

Please see the Full Validation checklist for more detail

Grey shading indicates that this information is always required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application will be delayed until it is provided.

The case officer may request other information after the application has been registered

| NATIONAL REQUIREMENTS |   | √ |
|-----------------------|---|---|
| N1                    | <b>Application Form</b> :Answer all questions   |   |
| N2                    | <b>Correct Fee</b>  |   |
| N3                    | <b>Ownership Certificates</b> <ul style="list-style-type: none"> <li>• <b>Certificate A</b> must be completed when the applicant is the sole owner of the site.</li> <li>• <b>Certificate B</b> must be completed when the owner of the site is known to the applicant</li> <li>• <b>Certificate C and D</b> must be completed when some or none of the owners of the site are known</li> </ul>   |   |
| N4                    | <b>Agricultural Holdings Certificate</b>  |   |
| N5                    | <b>Article 6 Notices</b><br>If you are using certificate B or C you will need to serve an Article 6 notice on the owner.<br>The relevant form for this can be obtained from the councils website  |   |
| N6                    | <b>Location Plan</b> This should: <ul style="list-style-type: none"> <li>• Be up to date and of Ordnance Survey quality</li> <li>• Be At a scale of 1:1250 or 1:2500</li> <li>• Show a North point.</li> <li>• Show at least two named roads</li> <li>• Show surrounding buildings which are named or numbered.</li> <li>• Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development.</li> <li>• Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site, with a blue line.</li> <li>• Show the exact location of the application site.</li> </ul>  |   |
| N7                    | <b>Site Plan</b> This should: <ul style="list-style-type: none"> <li>• Be at a scale of either 1:500 or 1:200</li> <li>• Show the direction of North</li> <li>• Show the proposed development in relation to the site boundaries and other existing buildings on site</li> <li>• Include written dimensions including those to the boundaries</li> <li>• Indicate any buildings or other structures to be demolished.</li> </ul> It should also include the following <b>unless these would NOT influence or affect the proposed development:</b> <ul style="list-style-type: none"> <li>• All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• All public rights of way crossing or adjoining the site</li> <li>• The position of all trees on the site, and those on adjacent land</li> <li>• The extent and type of any hard surfacing</li> <li>• Any boundary treatments including walls/fencing where these are proposed.</li> </ul> |   |
| N8                    | <b>Floor Plans</b><br>Required when: <ul style="list-style-type: none"> <li>• A change in the use of floor space is proposed.</li> </ul> These should: <ul style="list-style-type: none"> <li>• Be drawn to a recognised metric scale, preferably 1:50 or 1:100</li> <li>• Explain the proposal in detail.</li> <li>• Show details of the existing &amp; proposed use</li> </ul>  |   |

| <b>LOCAL REQUIREMENTS</b> |  |  |
|---------------------------|--|--|
| <b>L8</b>                 | <b>Statement of Proposed Heads of Terms for Planning Obligations (Section 106)</b><br><b>Required:</b> <ul style="list-style-type: none"> <li>• For major changes of use (over 1000 sq m gross floorspace (measured externally)).</li> </ul>   |  |
| <b>L12</b>                | <b>Parking Arrangements/Cycle Storage &amp; Accessibility Questionnaires</b><br>Existing & Proposed Parking and Access Arrangements are required for <ul style="list-style-type: none"> <li>• New Developments and Change of Use</li> </ul>  |  |
| <b>L13</b>                | <b>Retail Assessment/Town Centre Impact Assessment &amp; Sequential Tests for Significant Leisure/Office Developments</b><br>Retail Impact Assessments required for <ul style="list-style-type: none"> <li>• All edge of centre and out of centre retail proposals over 200m2</li> </ul> Sequential Test is required for <ul style="list-style-type: none"> <li>• Significant leisure and Office developments</li> </ul> |  |
| <b>L23</b>                | <b>Odour Assessment</b><br><b>Required:</b> <ul style="list-style-type: none"> <li>• For all Uses in class A3 &amp; A5 (Hot Food Takeaways &amp; Restaurants)</li> </ul> <b>Ventilation / Extraction Details are required for:</b> <ul style="list-style-type: none"> <li>• All commercial developments which will cause odorous emissions</li> </ul>  |  |
| <b>L27</b>                | <b>Affordable Housing- Financial Appraisals/Viability Reports</b><br><b>Required:</b> <ul style="list-style-type: none"> <li>• Where the applicant feels the housing scheme would not be viable if subject to the 20% affordable housing allocation</li> </ul>   |  |
| <b>L32</b>                | <b>Copies of Applications on CD</b><br><b>Required for:</b> <ul style="list-style-type: none"> <li>• All hard copy/paper applications</li> <li>• Major applications when requested during pre application discussions</li> </ul>   |  |

Applicants are encouraged to submit and pay for planning and other applications electronically using the Government's Planning Portal service on the internet – [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

The Council will process applications submitted on paper. These require

- (i) 1 copy of each document, plan and form.
- (ii) 1 copy of all the application documents on CD in PDF format.

If you do not intend to provide all the information required by the Councils local list of validation requirements, you should provide a short written justification as to why it is not appropriate in the particular circumstance.