

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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If you require any further clarification, please contact the Local Planning Authority directly.

Find contact details for Local Planning Authorities: <https://www.planningportal.co.uk/lpasearch>

If printed, please complete using block capitals and black ink.

1. Applicant Name and Address

Title:	Miss	First name:	Lauren
Last name:	Jones		
Company (optional):	Tramar (Developers) Ltd		
Unit:		Number:	
		Suffix:	
Building name:	Gutner Cottage		
Address 1:	Gutner Lane		
Address 2:			
Address 3:			
Town:	Hayling Island		
County:	Hampshire		
Country:	England		
Postcode:	PO11 0RN		

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		Number:	
		Suffix:	
Building name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Site Address Details

Please provide the full postal address of the application site.

Unit:	2	Number:		Suffix:	
Building name:	Four Keys House				
Address 1:	128 Elm Grove				
Address 2:	Hayling Island				
Address 3:	Hampshire				
Address 4:					
Postcode:	PO11 9EH				

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

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

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:

- To convert Unit 2 from B1a (office) to C3 (residential dwelling). Tramar (Developers) Ltd own the freehold of Unit 2 and the above Flat 6 128 Elm Grove. Unit 2 currently consists of 3 rooms with a large shop front window (facing Elm Grove) and a window to the rear looking onto the car park (also owned by Tramar (Developers) Ltd. All the first floor of the whole block (including above Unit 2) is already in residential use comprising of four residential two bed flats and will remain as existing. Next door (Flat 1, 128 Elm Grove - previously Unit 1) was successfully converted from B1 to C3 in 2015. The front room facing Elm Grove will have an internal porch/entryway added. This room will be the kitchen/living/diner. The middle room will be converted into the bathroom. The back room (facing the car park will be the bedroom.

The plan is to re-use the existing building with minimal alteration. The proposals are inherently sustainable, by minimizing demolition disposals and reducing new construction supply and delivery requirements.

- There will be two fire exits from inside Flat 2 - the main front door facing Elm Grove and the back door that faces the car park.

- There is an existing private car parking space and also an existing bin storage and a communal garden for bike storage/drying washing etc.

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 current rear bathroom window will be changed to a larger opening window to match that of neighbouring Flat 1 to accommodate natural light and ventilation for the to-be bedroom. The back door will also be changed to a PVC door with a window to match Flat 1 to provide extra light and a higher energy efficiency rating. The kitchen/living/dining area that faces the main road (Elm Grove) will also be changed to a bay window with a PVC front door (the same as Flat 1 next door).

What will be the net increase in dwellinghouses:

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:

No transport or access will be disrupted. The site is flat and even and there is adequate private car parking to the rear of the property with a space allocated to Unit 2, as well as a free 24 hour car park at the end of Legion Road.

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

No risk of contamination. The flat will use the same drainage systems that are currently in situ.

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 property is not in a flood risk zone.

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:

The next door commercial premise is currently in use as a Vape shop and does not produce any noise.

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

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

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

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

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.	☒	The confirmations in regard to agricultural tenancies (if required by the answers provided to question 5)	☐
The correct fee	☒	A site specific flood risk assessment (if required as per the flood risk details of question 6)	☐
A plan indicating the site and showing the proposed development.	☒	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)	☐
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	☒	All plans should be drawn to an identified scale and show the direction of North. Plans can be bought from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/buyaplanningmap	

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):	
Lauren Jones		17/05/2022	(date cannot be pre-application)

9. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension:

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: