

Application for Planning Permission (Change of Use)

Information Required

Copies of the Application For major applications, we require two copies of all documentation to be provided in 'hard' copy even if the submission is through the Planning Portal (subject to their cumulative maximum per application of 25MB). For all other applications, all drawings and supporting information can be submitted electronically through the Planning Portal. If they are submitted in paper form then two hard copies of all documentation is required.	
Application Form The 'Application for Planning Permission' form must be fully completed	
Application Fee Please use the Planning Portal Fee Calculator or the Schedule of Fees to determine the appropriate fee. The planning fee can be paid online where an application is submitted through the Planning Portal. Otherwise, the fee can only be paid by cheque or postal order, made payable to Mendip District Council. A reason should be provided if no fee is paid or the application may otherwise be invalidated if it is not clear why no fee is paid.	
Location Plan A map at a scale of 1:1250 or 1:2500 to clearly identify the area of land proposed for change of use. The site should be identified (recommended outline in red) and must include all land necessary to carry out the proposed development. For example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and related open areas around buildings. It is helpful if any other land owned by the applicant, close to or adjoining the application site, is also identified on the plan (recommended outline in blue). A location plan can be obtained from The Planning Portal at http://www.planningportal.gov.uk/planning/applications/plans .	
Site Plan A map at a scale of 1:500 to clearly identify the building/s proposed for change of use. A Site Plan can be obtained from http://www.planningportal.gov.uk/planning/applications/plans .	
Elevations (Existing and Proposed) Drawings to a scale of 1:50 or 1:100 that accurately illustrate the existing and proposed external appearance of the building where the proposal involves external alterations.	
Floor Plans (Existing and Proposed) Drawings to a scale of 1:50 or 1:100 that illustrate the existing and proposed internal layout of the building and use of rooms. Floor plans are required to understand and assess the scale, nature and impact of the proposed use compared to the existing use.	
Flood Risk Assessment A Flood Risk Assessment (FRA) must identify and assess the risks of all forms of flooding to and from the development including surface water drainage, and must demonstrate how these flood risks will be managed, taking climate change into account. A FRA is required with an application for new-build development located in Flood Zones 2 and 3 and all proposals for change of use resulting in uses falling within the "more vulnerable" or "highly vulnerable" use classifications as set out in the National Planning Policy Framework and the Technical Guidance on flooding.	

<p>Lighting Assessment An assessment of the impact of lighting upon the character of an area and nearby residential properties is required with an application for non-domestic development which includes external lighting.</p>	
<p>Noise Assessment An assessment of the noise generated by a proposed development, and any measures required to mitigate the impact of the noise generated, is required with an application for the establishment of new premises falling within Use Classes A3 (restaurants and cafes), A4 (drinking establishments), A5 (hot food takeaways), B2 (General Industrial) and B8 (Storage and Distribution) which lies adjacent to existing residential properties, and for new residential development which lies adjacent to these uses or any other major source of noise (e.g. A Roads and railway lines).</p>	
<p>Parking and Access Arrangements The location of any parking spaces being provided or lost, and details of any new or altered vehicle access, needs to be shown on the Site Plan.</p>	
<p>Ventilation and Extraction Statement A statement with details of the position and design of any ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, is required with an application for new premises falling in Classes A3 (restaurants and cafes), A4 (drinking establishments), A5 (hot food takeaways), any retail, business, industrial, leisure or other development which requires the provision of ventilation or extraction equipment, or any proposal which includes the installation of air conditioning units.</p>	