

Application for Prior Approval to Change the Use From Class B1(a) (Offices) to Residential

Information Required

This sets out what information is required for the council to accept a valid application.

<p>Written Description</p> <p>A written description of the proposed development. An application form is available from The Planning Portal although this is not mandatory, see:</p> <p>http://www.planningportal.co.uk/uploads/1app/forms/notification_of_a_proposed_change_of_use_to_dwelling.pdf</p>	
<p>Application Fee</p> <p>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.</p>	
<p>Plan</p> <p>A plan indicating the site and the proposed development.</p>	
<p>Additional Information</p> <p>The local planning authority is required to determine whether prior approval will be required as to—</p> <p>(a) transport and highways impacts of the development;</p> <p>(b) contamination risks on the site; and</p> <p>(c) flooding risks on the site,</p> <p>It is highly recommended that any information relating to these matters is submitted with the application as there will be insufficient time to request and consider such information within the mandatory 8-week process.</p>	