Guidance Note for completing the Application form on:

Notification of Changes of Use (Class O)

The Town and Country Planning (General Permitted Development) (England) Order 2015 consolidates, for England, the Town and Country Planning (General Permitted Development) Order 1995 and the 22 instruments that have amended the 1995 Order. This Order comes into force on 15th April 2015. Among the changes are the renumbering of certain classes - Class J now becomes Class O. For more information on these changes please follow this link -
http://www.legislation.gov.uk/uksi/2015/596/contents/made

Class O - Change of Use from B1(a) (offices) to C3 (dwellinghouses)

---

1. If you are going to make an application to the Local Planning Authority (LPA) for Prior Approval under Class O, the following information must be provided:

   (a) a written description of the proposed development;
   (b) a plan of the site showing the proposed development;
   (c) the applicant's contact address; and
   (d) the applicant's email address, if the applicant is content to receive communications electronically.

2. The LPA may ask for further information about the development regarding the impacts and risks.

3. The development shall not begin before one of the following has occurred:

   (a) the LPA sends a written notice to the applicant that their **prior approval is not required**;
   (b) the LPA sends a written notice to the applicant **giving their prior approval**; or
   (c) **the expiry of the 56 day determination period** (from date of receipt of the application, as confirmed by our acknowledgement letter), without the local planning notifying the applicant as to whether prior approval is given or refused.

4. The development shall be carried out:

   (a) where prior approval is required, in accordance with the details approved by the LPA;
   (b) where prior approval is not required; or with the expiry of the 56 day determination period, in accordance with the details provided in the application;

   unless the LPA and the applicant agree otherwise in writing.

(as at April 2015)