

# Notification of change of use from offices to residential (Part 3 Class O)

## Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a) to a Dwelling House (Class C3) (Part 3 Class O)

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

Before submitting an application you are strongly advised to make use of the pre application advice service we offer.

As part of our registration process we inspect applications received in detail. Requests for plans will be proportionate to the nature and scale of the proposal and information will only be required that adds to an understanding of the proposal. This being the case it would assist if an applicant/agent advises as to why they feel their submission is adequate and reflects the matter to hand.

**Two** copies of plans, forms, certificates and supporting statements are required to support any postal submission. They should be numbered so they can be referred to on the decision notice.

All plans must be to an identified metric scale (normally 1:50 or 1:100), must state the original paper size, show a north point and/or identify which direction elevations face and be named in a logical manner. When proposing new development they must include a scale bar and key dimensions.

### Planning and related application fees

Almost all planning and related applications require the payment of a fee. A [schedule of fees \(update\)](#) is available.

Document required	Circumstances when document should be submitted	Tick when provided
<b>Information Required:</b> · Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)	All applications	
Location Plan	All applications  The plan should identify the land to which the application relates at an identified metric scale showing sufficient roads or buildings on land adjoining the site to ensure the exact location of the site is clear. The site should be edged clearly in red and a blue line should be drawn around other land owned by an applicant adjoining or near the application site. <b>Please note</b> that the guidance available from the National Planning Portal in relation to the red line plan may not be applicable in all	

	cases, for example there may be no need to include the access to the public highway if no development is taking place on the access. The normal rule is that the red line should include all land where development (requiring planning permission) is actually taking place.	
Site (Block) Plan	At an identified metric scale showing north, the development in relation to site boundaries and existing buildings with written dimensions including those to boundaries. (The full footprint of adjacent properties would greatly assist in determining the relationship to the existing buildings, and detailing the hardstanding and parking is also helpful if relevant to the application.)	
Elevations	Existing and proposed (scaled) clearly showing the proposed works in relation to what is presently there for any elevations being altered.	
Floor plans	Existing and proposed (scaled) clearly showing the proposed works in relation to what is presently there, (detailing all opening doors and windows) these can be combined if changes can clearly be shown.	
CIL additional Information Form	<p>All applications that involve new residential dwellings are required to submit the <a href="#">CIL additional Information Form</a> which is available on the Planning Portal website. <a href="#">Guidance notes</a> to help complete the form are also available. As part of the CIL process you are required to submit various forms to the Council, these can be found below. Further information on the CIL process can be found on the Council's website.</p> <p><a href="#">Form 1: Assumption of Liability</a></p> <p><a href="#">Form 2: Claiming Exemption or Relief</a></p> <p><a href="#">Form 3: Withdrawal of Assumption Liability</a></p> <p><a href="#">Form 4: Transfer of Assumed Liability</a></p> <p><a href="#">Form 5: Notice of Chargeable Development</a></p> <p><a href="#">Form 6: Commencement Notice</a></p> <p><a href="#">Form 7: Self Build Exemption Claim Form: Part 1</a></p> <p><a href="#">Form 7: Self Build Exemption Claim Form: Part 2</a></p> <p><a href="#">Form 8: Self Build Residential Annex Claim Form</a></p> <p><a href="#">Form 9: Self Build Residential Extension Exemption Claim</a></p>	

Flood risk assessment	Should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account.	
Transport statement	Setting out the transport implications of the development. For small schemes, the transport assessment should simply outline the transport aspects of the application. For major proposals (i.e. for a change of use to 10 or more dwellings), the assessment should illustrate accessibility to the site by all modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts.	
Contamination statement	Setting out details of the previous use(s) of the site, along with details of any surveys that have been taken, along with any remediation measures proposed.	
Noise statement	Setting out details of the previous use(s) of the site, along with details of any surveys that have been taken, along with any remediation measures proposed.	

**Please Note: New Forest District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.**