



NOTIFICATION OF CHANGES OF USE OF PROPERTIES

FROM:

Classes A1 (shops), A2 (financial and professional services), A3 (restaurants and cafes), A4 (drinking establishments), Class A5 (hot food takeaways), B1 (business), D1 (non-residential institutions) and D2 (assembly and leisure)

TO:

Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes) or Class B1 (business)

From 30 May 2013 it will be permitted development to temporarily change the use for up to 2 years of various uses as set out above unless:

- a. The change of use relates to more than 150 square metres of floor space in the building;
- b. The site has at any time in the past relied upon the permission granted by Class D;
- c. The site is or forms part of a military explosives storage area;
- d. The site is or forms part of a safety hazard area;
- e. The building is a listed building or a scheduled monument.

Prior to undertaking the change of use the developer is to notify the Authority of the date that the new use will begin, and what that use will be. If this does not occur the change of use will not be lawful. **It is not possible to retrospectively do this and a full application for planning permission will be necessary.**

Within the 2 year period it is possible to change the use to a different use within the list, provided that the Authority is first notified of that change of use.

At the end of the 2 year period the temporary use must cease and the use of the building will revert to its original use.

This grant of planning permission is subject to Regulations 73 to 76 of the Conservation of Habitats and Species Regulations 2010 (as amended) which requires the Authority to take into account whether the development would either on its own, or in combination, have a significant effect on a European Site.

Within New Forest National Park Authority, Natural England has advised that development within 400m of the New Forest Special Protection Area (SPA) and within 5.6km of the Solent Maritime Special Area of Conservation (SAC) can have such an effect. Consequently the Authority will look at this aspect in any submission.

Notifications will need to be submitted as a 'hard copy'. Although not a statutory requirement application forms can be downloaded from the Authority's [Planning website](#).

Fee: Please refer to the scale of fees on our web site.

The form sets out the legislative requirements for such a Notification. However, to ensure that the Authority is aware, precisely of which building or part of building is subject to the notification it is recommended that the following information is also submitted:

- A **location plan** should be at an identified standard metric scale typically 1:1250. Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North. The application site should be edged clearly with a **red line**. A **blue line** should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A **site plan** should be drawn at an identified standard metric scale, typically 1:200. It should accurately show the direction of North and the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- **Floor plans** should be drawn at an identified standard metric scale, typically 1:50, clearly setting out the unit which is the subject of the change of use.