

Development Management

Civic Centre, West Paddock, Leyland, PR25
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**NOTIFICATION OF PROPOSED FLEXIBLE CHANGE OF USE
Town and Country Planning Act (General Permitted Development) Order 2013**

Address/Location of Development Site

House Name/Number	
Address	
Town	
County	
Post Code	

Name and Address of applicant

Name and Address of Agent (if appropriate)

Applicant Name		Agent Name	
Address 1		Address	
Address 2		Address 2	
Post Code		Post Code	
Contact Telephone		Contact Telephone	
E Mail Address		E Mail Address	

Notification of Use (all sections MUST be completed).

(Please seek advice from the planning authority if your property is a Listed Building or within a designated Conservation Area.)

The current use of the site/building and floorspace of the site/building (sqm):
The proposed use of the building (details of external/internal works can be also be detailed here):
The new use will begin on:

Declaration (Please sign one)

Signed – Applicant:	Date:
Signed – Agent:	Date:

WARNING: The amended section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193 (7) enables the authority to revoke, at any time, a certificate they may have issued as a result of such false or misleading information

Important Notes for Applicants -

1. This form is optional, as the legislation does not require that you submit a form. However, this form has been designed to help ensure that you provide South Ribble borough Council with the information required to record the temporary change of use accurately and to assess whether the proposal accords with the specifications for temporary change of use set out in Class D in Part 4 of Schedule 2 of the General Permitted Development Order.
2. We will register and acknowledge your notification. In addition we may write to you if we consider that your proposal required planning permission.
3. At the end of the flexible use period the site must revert back to its lawful use. Failure to do so could result in enforcement action. Please contact us at the time if you wish to discuss matters further.
4. Please note this procedure only applies to development where the floor area is up to 150 sqm. For development between 150 -500sq m a separate prior approval procedure is required.
5. It is recommended, however not required by legislation, that the following information is also submitted:
 - A location plan - the application site should be edged clearly with a red line.
 - A site plan showing the proposed development in relation to the site boundaries and other existing buildings on the site.
 - Internal floor plans