

This form should be saved to your device and then completed using the free Adobe Acrobat Reader application or full version of Adobe Acrobat. Many Internet browsers and other applications can display PDF files, but we cannot guarantee their compatibility in regard to these forms. We specifically advise users of Apple devices not to use 'Preview' because of known issues.

Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3)

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA

Privacy Notice

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Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information.

If you require any further clarification, please contact the Local Planning Authority directly.

Find contact details for Local Planning Authorities: <https://www.planningportal.co.uk/ipasearch>

If printed, please complete using block capitals and black ink.

1. Applicant Name and Address	
Title:	<input type="text"/> First name: <input type="text"/>
Last name:	<input type="text"/> Mahawish
Company (optional):	<input type="text"/>
Unit:	Number: <input type="text"/> Suffix: <input type="text"/>
Building name:	<input type="text"/>
Address 1:	<input type="text"/> 3, Mount Mews
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Town:	<input type="text"/> Hampton
Country:	<input type="text"/>
Country:	<input type="text"/>
Postcode:	<input type="text"/> TW12 2SH <input type="text"/>

2. Agent Name and Address	
Title:	<input type="text"/> First name: <input type="text"/> Sam
Last name:	<input type="text"/> Kamleh
Company (optional):	<input type="text"/> Architecture:WK
Unit:	Number: <input type="text"/> Suffix: <input type="text"/>
Building name:	<input type="text"/> The Powder Rooms
Address 1:	<input type="text"/> 69-71 Broad Street
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Town:	<input type="text"/> Teddington
Country:	<input type="text"/>
Country:	<input type="text"/> UK
Postcode:	<input type="text"/> TW11 8QZ <input type="text"/>

3. Site Address Details

Please provide the full postal address of the application site.

Unit:	<input type="text"/>	Number:	<input type="text" value="3"/>	Suffix:	<input type="text"/>
Building name:	<input type="text" value="Mount Mews"/>				
Address 1:	<input type="text" value="Hampton"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Address 4:	<input type="text"/>				
Postcode:	<input type="text" value="TW12 2SH"/>				

4a. Eligibility - The current building and site

Has the building been vacant for a continuous period of at least 3 months immediately prior to the date of this application?

Yes No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Has the use of the building, for a continuous period of at least 2 years immediately prior to the date of this application, been any of the following:

- For periods prior to 1 September 2020 -
 - Shops (Use Class A1);
 - Financial and professional services (Use Class A2);
 - Food and drink (Use Class A3)
 - Business (Use Class B1);
 - Medical or health services - Non-residential institutions (Use Class D1(a));
 - Crèche, day nursery or day centre - Non-residential institutions (Use Class D1(b));
 - Indoor and outdoor sports - Assembly and leisure (Use Class D2(e)), other than as an indoor swimming pool or skating rink;
- For periods from 1 September 2020 - Commercial, Business and Service (Use Class E)

Yes No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Does the cumulative floor space of the existing building exceed 1,500 square metres?

Yes No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Is any land covered by, or within the curtilage of, the building:

- in a site of special scientific interest;
- a listed building or land within its curtilage;
- a scheduled monument or land within its curtilage;
- a safety hazard area;
- a military explosives storage area;

Or, is the building:

- In an area of outstanding natural beauty;
- In an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- In the Broads;
- In a National Park;
- In a World Heritage Site

Yes No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

4b. Eligibility - The proposed change of use

For applications, submitted before 1 August 2022, proposing a change of use to Dwellinghouses (Use Class C3) from Offices (Use Class E(g)(i)), previously Use Class B1 (a)).

Is/Was there an Article 4 direction in place that has removed these specific permitted development rights?

Yes No / Not relevant

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will all the proposed new dwellinghouses have gross internal floor areas of at least 37 square metres, and comply with the nationally described space standard?

Yes No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Following the changes of use, will every dwellinghouse in the building remain in use within Use Class C3 and for no other purpose, unless that purpose is ancillary to the primary use as a dwellinghouse?

Yes No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

5. Agricultural Tenants

Is any part of the land covered by or within the curtilage of the building occupied under any agricultural tenancy agreements?

Yes No

If yes, have all the parties to any agricultural tenancy agreements consented to the change of use?

Yes No

If occupied under any agricultural tenancy agreements and:

- all parties have consented to the change of use

You will need to include copies of the written confirmations from all relevant parties, stating their consent, when this application is submitted.

- not all parties have consented to the change of use

Your proposals will not be eligible for permitted development based on the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

6. Description of Proposed Works, Impacts and Risks

Please describe the proposed development including details of any dwellinghouses and other works proposed:

The proposal is for the change of use of a commercial office building into 5 No. 1 bedroom flats.

6. Description of Proposed Works, Impacts and Risks (continued)

Please provide details on the provision of adequate natural light in all habitable rooms of the dwellinghouses:

Both all habitable rooms and most service rooms within the building will good access to natural light through existing windows.

What will be the net increase in dwellinghouses:

Note that this figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the existing building.

Please provide details of any transport impacts and how these will be mitigated, particularly to ensure safe site access:

The building currently has 5 parking spaces, which will remain the case and is inline with the London Plan.

Please provide details of any contamination risks and how these will be mitigated:

There are no risks associated with Contamination

6. Description of Proposed Works, Impacts and Risks (continued)

Please provide details of any flooding risks and how these will be mitigated.

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3 (Check online: <https://flood-map-for-planning.service.gov.uk/>); or
- is in an area with critical drainage problems (Check with the Local Planning Authority, it will have been notified of such areas by the Environment Agency).

There are no risks associated with Flood.

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated:

The building has masonry party walls separation to adjoining premises that are in either residential of commercial use, and these will provide acoustic separation that will meet Building Regulations Conditions after a residential fit out has been carried out so there will be no impact to residential amenity.

If the proposed development would result in a building that contains more than one dwellinghouse, and is either 18 metres (or more) in height or contains 7 (or more) storeys.

Please provide details of the fire safety impacts on the intended occupants of the building.

For such proposals, a 'Fire statement' that covers the fire safety design principles, concepts and standards that have been applied to the development should also accompany the application.

The building is not 18m high and does not contain 7 or more storeys.

6. Description of Proposed Works, Impacts and Risks (continued)

If the building is located in a conservation area, and the development involves a change of use of the whole or part of the ground floor. Please provide details of the impacts that the change of use will have on the character or sustainability of the conservation area and how these will be mitigated:

The building is located within the Hampton Village Conservation Area 12.

The external appearance of the building will remain unchanged and so there will be no impact on the visual character of the conservation area.

It is noted from Richmond upon Thames's Conservation Area statement "ConArea12_A3_RGB" that the loss of commercial accommodation and any prospective consequent loss of commercial viability within the area is not considered a "Problem or Pressure" to which this conservation area is at risk.

If the building is located in an area currently in use for general or heavy industry, waste management, storage and distribution, or a mix of such uses.

Please provide details of the impacts on intended occupiers of the development of the introduction of residential use in the area and how these will be mitigated:

The building is not in an area in use for general industry, waste management, storage or distribution

If the proposal involves the loss of services provided by a registered nursery, or a health centre.

Please provide details of the impacts on the local provision of the type of services lost and how these will be mitigated:

N/A

7. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal. The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval is required or should be granted. If sufficient information is not provided the Local Authority can either request it, or refuse the application.

- | | | | |
|--|-------------------------------------|---|--------------------------|
| All sections of this application completed in full, dated and signed. | <input checked="" type="checkbox"/> | The confirmations in regard to agricultural tenancies (if required by the answers provided to question 5) | <input type="checkbox"/> |
| The correct fee | <input checked="" type="checkbox"/> | A site specific flood risk assessment (if required as per the flood risk details of question 6) | <input type="checkbox"/> |
| A plan indicating the site and showing the proposed development. | <input checked="" type="checkbox"/> | A 'Fire statement' that covers the fire safety design principles, concepts and standards that have been applied to the development (if required as per the fire safety details of question 6) | <input type="checkbox"/> |
| Floor plans indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses | <input checked="" type="checkbox"/> | | |
- All plans should be drawn to an identified scale and show the direction of North.
Plans can be bought from one of the Planning Portal's accredited suppliers:
<https://www.planningportal.co.uk/buyaplanningmap>

8. Declaration

I/we hereby apply for a determination as to whether prior approval will be required as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Or signed - Agent: Date (DD/MM/YYYY): (date cannot be pre-application)

9. Applicant Contact Details

Telephone numbers

Country code: National number: Extension:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address:

10. Agent Contact Details

Telephone numbers

Country code: National number: Extension:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address:

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Find contact details for Local Planning Authorities: <https://www.planningportal.co.uk/ipasearch>

If printed, please complete using block capitals and black ink.

1. Applicant Name and Address	
Title: <input style="width: 90%;" type="text"/>	First name: <input style="width: 90%;" type="text"/>
Last name: <input style="width: 90%;" type="text" value="Mahawish"/>	
Company (optional): <input style="width: 90%;" type="text"/>	
Unit: <input style="width: 20%;" type="text"/> Number: <input style="width: 20%;" type="text"/> Suffix: <input style="width: 20%;" type="text"/>	
Building name: <input style="width: 90%;" type="text"/>	
Address 1: <input style="width: 90%;" type="text" value="3, Mount Mews"/>	
Address 2: <input style="width: 90%;" type="text"/>	
Address 3: <input style="width: 90%;" type="text"/>	
Town: <input style="width: 90%;" type="text" value="Hampton"/>	
Country: <input style="width: 90%;" type="text"/>	
Country: <input style="width: 90%;" type="text"/>	
Postcode: <input style="width: 40%;" type="text" value="TW12 2SH"/> <input style="width: 50%;" type="text"/>	

2. Agent Name and Address	
Title: <input style="width: 90%;" type="text"/>	First name: <input style="width: 90%;" type="text" value="Sam"/>
Last name: <input style="width: 90%;" type="text" value="Kamleh"/>	
Company (optional): <input style="width: 90%;" type="text" value="Architecture:WK"/>	
Unit: <input style="width: 20%;" type="text"/> Number: <input style="width: 20%;" type="text"/> Suffix: <input style="width: 20%;" type="text"/>	
Building name: <input style="width: 90%;" type="text" value="The Powder Rooms"/>	
Address 1: <input style="width: 90%;" type="text" value="69-71 Broad Street"/>	
Address 2: <input style="width: 90%;" type="text"/>	
Address 3: <input style="width: 90%;" type="text"/>	
Town: <input style="width: 90%;" type="text" value="Teddington"/>	
Country: <input style="width: 90%;" type="text"/>	
Country: <input style="width: 90%;" type="text" value="UK"/>	
Postcode: <input style="width: 40%;" type="text" value="TW11 8QZ"/> <input style="width: 50%;" type="text"/>	

3. Site Address Details

Please provide the full postal address of the application site.

Unit:	<input type="text"/>	Number:	<input type="text" value="3"/>	Suffix:	<input type="text"/>
Building name:	<input type="text" value="Mount Mews"/>				
Address 1:	<input type="text" value="Hampton"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Address 4:	<input type="text"/>				
Postcode:	<input type="text" value="TW12 2SH"/>				

4a. Eligibility - The current building and site

Has the building been vacant for a continuous period of at least 3 months immediately prior to the date of this application?

Yes No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Has the use of the building, for a continuous period of at least 2 years immediately prior to the date of this application, been any of the following:

- For periods prior to 1 September 2020 -
 - Shops (Use Class A1);
 - Financial and professional services (Use Class A2);
 - Food and drink (Use Class A3)
 - Business (Use Class B1);
 - Medical or health services - Non-residential institutions (Use Class D1(a));
 - Crèche, day nursery or day centre - Non-residential institutions (Use Class D1(b));
 - Indoor and outdoor sports - Assembly and leisure (Use Class D2(e)), other than as an indoor swimming pool or skating rink;
- For periods from 1 September 2020 - Commercial, Business and Service (Use Class E)

Yes No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Does the cumulative floor space of the existing building exceed 1,500 square metres?

Yes No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Is any land covered by, or within the curtilage of, the building:

- in a site of special scientific interest;
- a listed building or land within its curtilage;
- a scheduled monument or land within its curtilage;
- a safety hazard area;
- a military explosives storage area;

Or, is the building:

- In an area of outstanding natural beauty;
- In an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- In the Broads;
- In a National Park;
- In a World Heritage Site

Yes No

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

4b. Eligibility - The proposed change of use

For applications, submitted before 1 August 2022, proposing a change of use to Dwellinghouses (Use Class C3) from Offices (Use Class E(g)(i)), previously Use Class B1 (a)).

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Yes No / Not relevant

If you have answered Yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will all the proposed new dwellinghouses have gross internal floor areas of at least 37 square metres, and comply with the nationally described space standard?

Yes No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Following the changes of use, will every dwellinghouse in the building remain in use within Use Class C3 and for no other purpose, unless that purpose is ancillary to the primary use as a dwellinghouse?

Yes No

If you have answered No above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

5. Agricultural Tenants

Is any part of the land covered by or within the curtilage of the building occupied under any agricultural tenancy agreements?

Yes No

If yes, have all the parties to any agricultural tenancy agreements consented to the change of use?

Yes No

If occupied under any agricultural tenancy agreements and:

- all parties have consented to the change of use

You will need to include copies of the written confirmations from all relevant parties, stating their consent, when this application is submitted.

- not all parties have consented to the change of use

Your proposals will not be eligible for permitted development based on the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

6. Description of Proposed Works, Impacts and Risks

Please describe the proposed development including details of any dwellinghouses and other works proposed:

The proposal is for the change of use of a commercial office building into 5 No. 1 bedroom flats.

6. Description of Proposed Works, Impacts and Risks (continued)

Please provide details on the provision of adequate natural light in all habitable rooms of the dwellinghouses:

Both all habitable rooms and most service rooms within the building will good access to natural light through existing windows.

What will be the net increase in dwellinghouses:

Note that this figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the existing building.

Please provide details of any transport impacts and how these will be mitigated, particularly to ensure safe site access:

The building currently has 5 parking spaces, which will remain the case and is inline with the London Plan.

Please provide details of any contamination risks and how these will be mitigated:

There are no risks associated with Contamination

6. Description of Proposed Works, Impacts and Risks (continued)

Please provide details of any flooding risks and how these will be mitigated.

A flood risk assessment should accompany the application where the site:

- is in Flood Zones 2 or 3 (Check online: <https://flood-map-for-planning.service.gov.uk/>); or
- is in an area with critical drainage problems (Check with the Local Planning Authority, it will have been notified of such areas by the Environment Agency).

There are no risks associated with Flood.

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated:

The building has masonry party walls separation to adjoining premises that are in either residential of commercial use, and these will provide acoustic separation that will meet Building Regulations Conditions after a residential fit out has been carried out so there will be no impact to residential amenity.

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Please provide details of the fire safety impacts on the intended occupants of the building.

For such proposals, a 'Fire statement' that covers the fire safety design principles, concepts and standards that have been applied to the development should also accompany the application.

The building is not 18m high and does not contain 7 or more storeys.

6. Description of Proposed Works, Impacts and Risks (continued)

If the building is located in a conservation area, and the development involves a change of use of the whole or part of the ground floor. Please provide details of the impacts that the change of use will have on the character or sustainability of the conservation area and how these will be mitigated:

The building is located within the Hampton Village Conservation Area 12.

The external appearance of the building will remain unchanged and so there will be no impact on the visual character of the conservation area.

It is noted from Richmond upon Thames's Conservation Area statement "ConArea12_A3_RGB" that the loss of commercial accommodation and any prospective consequent loss of commercial viability within the area is not considered a "Problem or Pressure" to which this conservation area is at risk.

If the building is located in an area currently in use for general or heavy industry, waste management, storage and distribution, or a mix of such uses.

Please provide details of the impacts on intended occupiers of the development of the introduction of residential use in the area and how these will be mitigated:

The building is not in an area in use for general industry, waste management, storage or distribution

If the proposal involves the loss of services provided by a registered nursery, or a health centre.

Please provide details of the impacts on the local provision of the type of services lost and how these will be mitigated:

N/A

7. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal. The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval is required or should be granted. If sufficient information is not provided the Local Authority can either request it, or refuse the application.

- | | | | |
|--|-------------------------------------|---|--------------------------|
| All sections of this application completed in full, dated and signed. | <input checked="" type="checkbox"/> | The confirmations in regard to agricultural tenancies (if required by the answers provided to question 5) | <input type="checkbox"/> |
| The correct fee | <input checked="" type="checkbox"/> | A site specific flood risk assessment (if required as per the flood risk details of question 6) | <input type="checkbox"/> |
| A plan indicating the site and showing the proposed development. | <input checked="" type="checkbox"/> | A 'Fire statement' that covers the fire safety design principles, concepts and standards that have been applied to the development (if required as per the fire safety details of question 6) | <input type="checkbox"/> |
| Floor plans indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses | <input checked="" type="checkbox"/> | | |
- All plans should be drawn to an identified scale and show the direction of North.
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8. Declaration

I/we hereby apply for a determination as to whether prior approval will be required as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Or signed - Agent: Date (DD/MM/YYYY): (date cannot be pre-application)

9. Applicant Contact Details

Telephone numbers

Country code: National number: Extension:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address:

10. Agent Contact Details

Telephone numbers

Country code: National number: Extension:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address: