



NOTIFICATION FORM FOR TEMPORARY (FLEXIBLE) CHANGE OF USE

Plans Processing Unit
North Yorkshire Council (Selby Area)
Civic Centre
Doncaster Road
Selby
YO8 9FT
Tel: 01757 705101
Email: ppu.sel@northyorks.gov.uk

This form may be used to notify Selby District Council of a proposed change of use of a building and any land within its curtilage (comprising 150m² or less) **from** a use within:

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 a flexible use falling within:

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

for a temporary period of up to two years [i.e. the process set out in Class D of Part 4 of Schedule 2 (Temporary Buildings and Uses) of the General Permitted Development Order 2015, as amended].

1. Applicant/Agent name and contact address:

(If you are an Agent please provide both your name and the applicant's name)

Applicant:

Agent:

2. Contact Email address:

3. Contact Telephone number:

4. Site Address:

5. Please provide plans showing the exact location of the site affected by the change of use.

The following plans are suggested: a location plan (preferably based on an Ordnance Survey map at a scale of 1:1250) showing the site edged with a red line with sufficient named roads and/or buildings on land adjoining the site to ensure that the exact location is clear.

Floor plans (preferably at a scale of 1:50) with the area affected by the temporary change of use shown edged in red.

6. Provide details of the floorspace of the site in square metres:

(if the floorspace of the site is more than 150m² then planning permission is likely to be required)

7. What is the current lawful use of the site?

(i.e. what use does the site currently have planning permission for?)

8. What is the proposed use of the site?

9. On what date will the site begin to be used for this purpose?

(if the use has already commenced you cannot rely on the rights permitted under Class D of Part 4 of Schedule 2 of the General Permitted Development Order 2015, as amended)

10. Has the Council been notified of any previous temporary change of use of the site? (i.e., you can change to more than one of the flexible uses within the allowed 2 year period. If you have previously done this please provide details of the date and the Council's reference number)

Declaration: I/we hereby provide the above information to the Council as described in this form and accompanying information. I/we confirm that, to the best of my/our knowledge, any facts are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

.....
Signed: Applicant/Agent

.....
Date: (DD/MM/YYYY)

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 Selby District Council with the information required to record the temporary change of use accurately and to assess whether the proposal complies 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 2015, as amended
2. Selby District Council will register and acknowledge your notification. In addition, we will write to you if we consider that your proposal requires planning permission.
3. At the end of the flexible use period the site must revert back to its lawful use. Failure to do so may result in enforcement action.