You can use the Planning Portal to find the correct email address for your local planning authority.
www.planningportal.co.uk/localauthoritysearch

Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3)

Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class O

Development consisting of a change of use of a building and any land within its curtilage to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order from a use falling within Class B1(a) (offices) of that Schedule*

*Development is not permitted where the building is on Article 2(5) land, is a Listed Building or is within the curtilage of a listed building or the site is, or contains, a Scheduled Monument, or is or forms part of a safety hazard area or military explosives storage area.

Publication of notifications on planning authority websites

Please note that the information provided on this notification and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please note: you need to download the form to complete it electronically. Please complete using block capitals and black ink if sending by post.

1. Developer Name and Address

Title:	Mr	First name:	Sukhjinder
Last name:	Gill		
Company (optional):			
Unit:		House number:	6
House suffix:			
House name:			
Address 1:	Wakeley Hill		
Address 2:	Penn		
Address 3:			
Town:	Wolverhampton		
County:	West Midlands		
Country:	England		
Postcode:	WV4 5QX		

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
House suffix:			
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		Building number:		Building suffix:	
Building name:	The Old Courthouse				
Address 1:	High Street				
Address 2:	Leek				
Address 3:	Staffordshire				
Address 4:					
Postcode:	ST13 5DZ				

4. Description of the Proposed Development

Please describe the proposed development, including relevant information covering transport and highways impacts of the development; contamination risks on the site; and flooding risks on the site.

Our plan is to convert the upper floors (1st and 2nd) into residential accommodation, we are looking at converting the upper floors into approximate 10 apartments. We are looking to use this prior notification in order to benefit from the permitted development rights, to change from B1 to C3. We have already attended the planning clinic and discussed our plans as the building has fallen into a state of disrepair and is suffering from some structural damage as well as dry rot. We will preserve the building and bring it back to life, by repairing the damage and producing high quality accommodation. The building is located in the heart of Leek Town Center with excellent transportation links and nearby car parks. According to the Leekbrook Flood Risk Assessment the flood risk is very low, no known contamination risks in the area. The building's ground floor is already in use as commercial businesses and that is outside of the scope of this prior notification. The majority of the upper floors are currently unusable until repair and renovation work takes place. Our belief is that our plans would provide help to meet the targets set by by central government for new housing over the next 5 years in Leek.

Indicative internal layout plans have been attached, these are not final, however they give an idea of what we are proposing to do.

If the building was not in use on 29th May 2013, when was it last in use? Date (DD/MM/YYYY)

What was the use of the building on 29th May 2013 or the last use before that date?

Having reviewed the history of this building it appears that since it changed from The Old Magistrates Court it has been used as offices. Over the years the offices have fallen into a state of disrepair and the majority of the upper floors have been unoccupied for some time.

I have found that on the official government website (GOV.UK) the upper floors are listed as offices, although no longer used and in a state of disrepair, please see link below:

https://www.tax.service.gov.uk/business-rates-find/list-valuations?searchBy=Street+name+and+town&postCodeQuery=&streetQuery=high+street&townQuery=leek&primaryCriteria=ADDRESS&baRef=&number=&street=&town=&postCode=&billingAuthority=&specialCategoryCode=&descriptionCode=&from=&to=&listYear=2017

I have discussed this with the duty planning officer and she has confirmed, 'I have reviewed the information which you have sent across and also done a planning history search through our old files. It seems to me that the last use of the building was indeed offices (B1 Use Class), particularly given the business rates information which you have provided.'

5. Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required could result in your notification being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted. Please note that as part of this procedure, if any objections are received the Local Planning Authority may require submission of further information at a later date.

- [x] All sections of this notification completed in full, dated and signed (typed signature if sent electronically).
- [x] The correct fee
- [x] A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of our accredited suppliers using our Buy a planning map (www.planningportal.co.uk/buyaplan)

6. Declaration

I/we hereby apply for prior approval as described in this notification 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.

Signed - Developer:	Or signed - Agent:	Date (DD/MM/YYYY):	
S. Gill		06/04/18	(date cannot be pre-application)

7. Developer Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address:

8. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address: