

Fact Sheet- City Living

Planning

The information set out below is designed to provide a brief overview of the process for obtaining permission to convert a building for residential purposes. We strongly recommend that you engage with the Local Planning Authority at the earliest opportunity to ensure that you follow the correct process and obtain the correct permissions for your development. The Local Planning Authority can be contacted on **01332 640743** or developmentcontrol@derby.gov.uk

Prior Approval

When a property has been in use as Offices (use class B1a) before 30 May 2013 or that was its last known use you may be eligible for a conversion to residential (use class C3) subject to prior approval covering flooding, highways and transport issues and contamination.

Shops can also change to residential through the prior approval process, provided that they're under 150sqm, not in a conservation area and not listed. Change of use for shops within Primary Frontages will be discouraged to protect the vitality, viability and integrity of the defined Primary Frontages. The online Proposals Map indicating those frontages and the conservation areas can be viewed here: <http://www.cartogold.co.uk/DerbyLocalPlan/derby.htm>

Applications for Prior Approval should be accompanied by:

- A completed and signed application form;
- Correct fee (£80);
- Site plan identifying the application site. This should be to a metric scale of 1:1250; and,
- A written description of the proposed development.

Notwithstanding the above, during the determination of an application for prior approval the Local Planning Authority may require the developer to submit information regarding the impacts and risks referred to:

- Transport and Highways impacts of the development;
- Contamination risks in relation to the building;
- Flooding risks in relation to the building. <http://maps.environment-agency.gov.uk/>

Additional information can be obtained from the Planning Portal

<http://www.planningportal.gov.uk>

Planning Application packs can be obtained by following the attached link:

<http://www.derby.gov.uk/environment-and-planning/planning/planning-applications-packs/>

Planning permission will be required:

- Where a building is on the Statutory List of buildings of architectural or historic merit.
- If you are seeking to make external alterations or extend the building.
- Change of use other than permitted development

Please note, the Local Planning Authority can, subject to consideration of impacts on transport and highways, contamination and flooding not grant prior approval and recommend the submission of a planning application. Therefore, you are recommended to engage with the Local Planning Authority at the earliest instance.