

## **DO I NEED PLANNING PERMISSION CHANGE OF USE OF A BUILDING (PE2)**

Fee Charge: **£50 + VAT** for 'do I need planning permission' response or **£100 + VAT** for 'acceptable in principle' response. Please note your enquiry will only be validated on receipt of the fee charge. Payment can be made online at <https://www.sunderland.gov.uk/payonline> or by calling 0191 520 5551. Please make cheques payable to Sunderland City Council.

### **Development and Building Control Services**

**If you are proposing to operate a new business from a building, or change the nature of its use, it is possible that planning permission for a change of use of the premises may be required.**

**Please complete and return this form to the address above. You will receive a written response to your enquiry advising you if you need to obtain planning permission or not. Where planning permission is required you must obtain this prior to starting any building work.**

**If you have any problems in completing this form please contact us on telephone number 0191 520 5551 or via email at [dc@sunderland.gov.uk](mailto:dc@sunderland.gov.uk).**

### **Name and Address for Correspondence**

**NAME:**

**ADDRESS FOR CORRESPONDENCE:**

**DAYTIME TELEPHONE NUMBER:**

**MOBILE TELEPHONE NUMBER:**

**EMAIL ADDRESS:**

### **Enquiry Details**

**LOCATION OF PROPOSED CHANGE OF  
USE:**

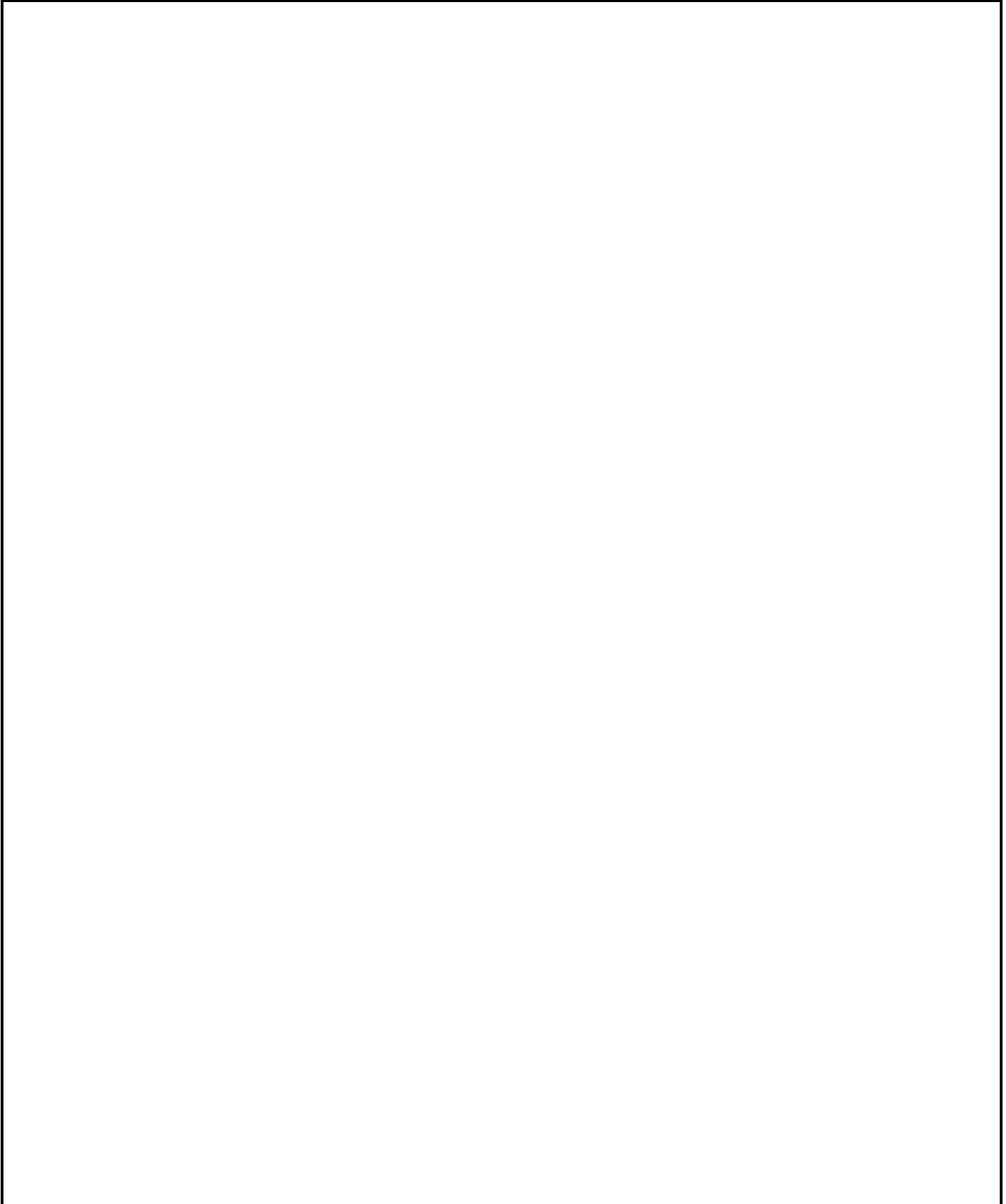
**IMPORTANT – WHEN COMPLETING THIS FORM MEASUREMENTS MUST ONLY BE GIVEN IN METRES AND SQUARE METRES**

1.	What is the current use of the property?
2.	What is the proposed use of the property?
3.	Does the proposed change of use relate to the entire property?  <b>YES            NO           </b> (please delete as appropriate)  If 'yes', please proceed to question 5. If 'no', please answer question 4.
4.	What will the remainder of the property be used for?
5.	Do you propose any external alterations to the property? - <i>this can include extensions, changes to a shop front, new doors and windows and the installation of flues or other means of extraction.</i>  <b>YES            NO           </b> (please delete as appropriate)  If 'yes', please provide details of the proposed alterations below, and include a sketch plan with all measurements illustrated in the space provided on the back page of this form. Alternatively, please attach any relevant plans or sketches you may have to the back of the form.

6.	<p><b>Do you propose to install any new signage? – <i>this can include any illuminated or non-illuminated fascia signs, projecting signs, window signs and freestanding signs.</i></b></p> <p><b>YES      NO      (please delete as appropriate)</b></p> <p>If yes, please provide details of the proposed signage below, and include a sketch plan with all measurements illustrated in the space provided on the back page of this form. Alternatively, please attach any relevant plans or sketches you may have to the back of the form.</p>
7.	<p><b>How many staff, if any, will be employed at the property as a result of the change of use?</b></p>
8.	<p><b>Is there any provision for the parking of motor vehicles at the property, for delivery vehicles, staff and/or the public? – <i>this includes any parking within the curtilage of the premises, as well as other available on- and off-street parking close to the property.</i></b></p> <p><b>YES      NO      (delete as appropriate)</b></p> <p>If so, please provide details below (i.e. location and number of spaces).</p>
9.	<p><b>What facilities does the property have for the storage and removal of refuse?</b></p>
10.	<p><b>What are the proposed opening hours of the business?</b></p>

## SKETCH PLAN OF PROPOSAL

While it may help to draw the sketch plan to scale it is not essential providing that it is drawn in a clear and legible manner and all of the important dimensions are given.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the drawing of a sketch plan of a proposal.

**Please return completed form to:**

Sunderland City Council  
Development Control  
City Hall  
Plater Way  
Sunderland  
SR1 3AA

Or email the completed form to [dc@sunderland.gov.uk](mailto:dc@sunderland.gov.uk)

**Data Protection: Information given on this form will be recorded on computer and is subject to the provisions of the Data Protection Act 1998.**

**Access to Information Legislation**

Planning Applications are subject to public scrutiny and involve the Council publishing a significant amount of application documentation, as required by law. Pre-application enquiries and advice is not subject to the same level of public scrutiny and will not be routinely published. You should note that the Council is required to process pre-application records in accordance with Data Protection, Freedom of Information and Environmental Information legislation and may be required to release case-specific information in response to individual requests. The Council will consult you in relation to any relevant requests but you should note that the final decision on whether particular information is released rests with the Council.

<b>Office Use Only</b>	
<b>Fee Charge Submitted</b>	
<b>Receipt No</b>	
<b>Fee Charge Required</b>	
<b>Pre-App Code</b>	
<b>Date/Initials</b>	
<b>Allocated Officer</b>	