You can use the Planning Portal to find the correct email address for your local planning authority.
www.planningportal.gov.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:	Stephen
Last name:	Roebuck		
Company (optional):			
Unit:		House number:	20
House suffix:			
House name:			
Address 1:	Bowden Grove		
Address 2:	Dodworth		
Address 3:			
Town:	Barnsley		
County:	South Yorkshire		
Country:	England		
Postcode:	S75 3TB		

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:	17	Building suffix:	
Building name:					
Address 1:	Melville Street				
Address 2:	Wombwell				
Address 3:	Barnsley				
Address 4:	South Yorkshire				
Postcode:	S73 8HJ				

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.

The property is on a street of residential terraces. It has been derelict for a number of years and we wish to convert it back for residential usage and in line with the rest of the road.

We plan to convert it into a two bedroom end terrace house. There would be no impact on the road/transport, no contamination risks or flooding risks.

If the building was not in use on 29th May 2013, when was it last in use? 01/01/2007 Date (DD/MM/YYYY)

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

Office for joiners workshop at number 15 Melville Street which I own with my brother.

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.

All sections of this notification completed in full, dated and signed (typed signature if sent electronically). ☒

The correct fee ☒

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-Plan service (www.planningportal.gov.uk/buyaplan) ☒