

## Full Planning Application for Change of Use (no external work)

National Requirement	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Existing and Proposed Block Plan (scale 1:500)	
<input type="checkbox"/> Existing and Proposed Floor Plans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
<input type="checkbox"/> The appropriate fee	
Local Requirement	
<input type="checkbox"/> Accessibility Statement	
<input type="checkbox"/> Air Quality Assessment (if major application and within an AQMA and change of use increases the amount of vehicular traffic)	
<input type="checkbox"/> Contaminated Land Assessment (if change of use introduces more sensitive receptors to areas likely to be contaminated)	
<input type="checkbox"/> Data required by the Greater London Authority Data Standard	
<input type="checkbox"/> Heritage Statement (if Listed Building or Locally Listed Building)	
<input type="checkbox"/> Planning Statement	
<input type="checkbox"/> Flood Risk Assessment (if development is in Flood Zone 3 and change of use is to a more vulnerable use type)	
<input type="checkbox"/> Retail/Office Assessment (if the proposal involves the loss of retail/office floorspace)	
<input type="checkbox"/> Details of existing and proposed car parking arrangements (if these would be used by the proposed use)	
<input type="checkbox"/> CIL additional information form	

Note: Any confidential data should be sent separately clearly stating its confidentiality.