London Borough of Hillingdon, Residents Services, 3N Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW
Tel: 01895 250230 Web: www.hillingdon.gov.uk

Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3)

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA

Publication of applications on planning authority websites

Please note that the information provided on this application form 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.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

505024

Northing (y)

188788

Description

Chaplin House, Widewater Place

Applicant Details

Name/Company

Title

-

First name

-

Surname

-

Company Name

Khoja Shia Ithnaasheri Muslim Community

Address

Address line 1

C/O Agent

Address line 2

-

Address line 3

-

Town/City

-

County

-

Country

-

Postcode

-

Are you an agent acting on behalf of the applicant?

- ☑ Yes
- ○ No

Applicant Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Mr

First name

Richard

Surname

West

Company Name

Cerda Planning Limited

Address

Address line 1

Canal House

Address line 2

Lisle Street

Address line 3

Town/City

Loughborough

County

Country

United Kingdom

Postcode

LE11 1AW

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Eligibility

Permitted development rights are subject to conditions set by legislation to ensure that only appropriate proposals are eligible.

The need to apply to the Local Planning Authority to see if prior approval is required is one such condition.

The questions below will help determine if the proposals are eligible for this permitted development right.

The current building and site

Please note: Eligibility questions relating to the current building being vacant for 3 months, and it's floorspace not exceeding 1,500 square metres were removed after these limitations were lifted by government on 5 March 2024.

Has the use of the building, for a continuous period of at least 2 years immediately prior to the date of this application, been any of the following:
• For periods prior to 1 September 2020
- Shops (Use Class A1);
- Financial and professional services (Use Class A2);
- Food and drink (Use Class A3)
- Business (Use Class B1);
- Medical or health services
- Non-residential institutions (Use Class D1(a));
- Crèche, day nursery or day centre
- Non-residential institutions (Use Class D1(b));
- Indoor and outdoor sports
- Assembly and leisure (Use Class D2(e)), other than an indoor swimming pool or skating rink;
• For periods from 1 September 2020
- Commercial, Business and Service (Use Class E)

◉ Yes
○ No

Is any land covered by, or within the curtilage of, the building:
• in a site of special scientific interest;
• a listed building or land within its curtilage;
• a scheduled monument or land within its curtilage;
• a safety hazard area;
• a military explosives storage area;
Or, is the building:
• in an area of outstanding natural beauty;
• in an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
• in the Broads;
• in a National Park;
• in a World Heritage Site

◯ Yes
⊘ No

The proposed change of use

For applications, submitted before 1 August 2022, proposing a change of use to Dwellinghouses from Offices (Use Class B1(a)/E(g)(i)).
Is/Was there an Article 4 direction in place that has removed these specific permitted development rights?

◯ Yes
⊘ No / Not relevant

Will all the proposed new dwellinghouses have gross internal floor areas of at least 37 square metres, and comply with the nationally described space standard?

⊘ Yes
◯ No

Following the development, will every dwellinghouse in the building remain in use within Use Class C3 and for no other purpose, unless that purpose is ancillary to the primary use as a dwellinghouse?

⊘ Yes
◯ No

Agricultural tenants

To be eligible for this permitted development right, all parties to any agricultural tenacy agreements that are currently in place need to provide consent.

This is to help ensure that agricultural tenants are not displaced to allow a change of use to be carried out.

Is any part of the land covered by or within the curtilage of the building to be demolished occupied under any agricultural tenancy agreements?

◯ Yes
⊘ No

Fire Safety

Where the building (as proposed) exceeds certain limits, legislation has been put in place to ensure the adequate consideration of fire safety by the Local Authority (including its decision to grant prior approval) and other relevant parties.

Would the proposed development result in a building that contains two or more dwellinghouses, and is:
• 18 metres or more in height (as measured from ground level to the top floor surface of the top storey of the building); or
• contains 7 or more stories.

◯ Yes
⊘ No

NOTE: More details on how to measure height and stories are available in paragraph (7) of Article 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015 and the related government guidance.

Description of Proposed Works, Impacts and Risks

Proposed works

Please describe the proposed development including details of any dwellinghouses and other works proposed

Change of Use to 46 dwellinghouses

Please provide details on the provision of adequate natural light in all habitable rooms of the dwellinghouses

See Planning Statement and Daylight and Sunlight Report

What will be the net increase in dwellinghouses?

46

This figure should be the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the existing building prior to the development.

Impacts and risks

Please provide details of any transport and highways impacts and how these will be mitigated, particularly to ensure safe site access

See Planning Statement and Transport Technical note

Please provide details of any contamination risks and how these will be mitigated

See Planning Statement and Site Investigation

Please provide details of any flooding risks and how these will be mitigated.

See Planning Statement and Flood Risk Assessment

A flood risk assessment should accompany the application where the site:
• is in Flood Zones 2 or 3; or
• is in an area with critical drainage problems (such areas will have been notified to the Local Planning Authority by the Environment Agency).
Check if your site location is in Flood Zone 2 or 3 online
Check with your Local Planning Authority to see if your site is in an area with critical drainage problems.

Please provide details of the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses and how these will be mitigated

See Planning Statement and Noise Impact Assessment

If the building is located in a conservation area, and the development involves a change of use of the whole or part of the ground floor. Please provide details of the impacts that the change of use will have on the character or sustainability of the conservation area and how these will be mitigated

See Planning Statement

If the building is located in an area currently in use for general or heavy industry, waste management, storage and distribution, or a mix of such uses.
Please provide details of the impacts on intended occupiers of the development of the introduction of residential use in the area and how these will be mitigated

See Planning Statement - not applicable

If the proposal involves the loss of services provided by a registered nursery, or a health centre. Please provide details of the impacts on the local provision of the type of services lost and how these will be mitigated

Not applicable

List of flats and other premises in the existing building

Please provide a list of all addresses of any flats and any other premises within the existing building

House name:
Chaplin House

Number:

Suffix:

Address line 1:
-

Address Line 2:
-

Town/City:
-

Postcode:
UB9 6NS

Site information

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Title number(s)

Please add the title number(s) for the existing building(s) on the site. If the site has no title numbers, please enter "Unregistered".

Title Number:
AGL8939

Energy Performance Certificate

Do any of the buildings on the application site have an Energy Performance Certificate (EPC)?

◯ Yes
⊘ No

Vehicle Parking

Please note: This question contains additional requirements specific to applications within Greater London.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- [x] Yes
- [ ] No

Please provide the number of existing and proposed parking spaces.

Vehicle Type:
Cars

Existing number of spaces:
0

Total proposed (including spaces retained):
57

Difference in spaces:
57

Vehicle Type:
Disabled persons parking

Existing number of spaces:
0

Total proposed (including spaces retained):
10

Difference in spaces:
10

Please note that car parking spaces and disabled persons parking spaces should be recorded separately unless its residential off-street parking which should include both.

Electric vehicle charging points

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Do the proposals include electric vehicle charging points and/or hydrogen refuelling facilities?

- [x] Yes
- [ ] No

Please add details of the charging points:

Charging point type:
Fast charging points (7-22 kw)

Active charging points:
0

Passive charging points:
43

Total charging points	Active	Passive
	0	43

Superseded consents

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999. View more information on the collection of this additional data and assistance with providing an accurate response.

Does this proposal supersede any existing consent(s)?

- [x] Yes
- [ ] No

Please add details of any superseded consent(s)

Local Planning Authority consent reference number:
o 76641/APP/2024/1498

Is the consent only being partially superseded:

Development Dates

Please note: This question is specific to applications within the Greater London area.

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View more information on the collection of this additional data and assistance with providing an accurate response.

When are the building works expected to commence?

10/2026

When are the building works expected to be complete?

10/2027

Scheme and Developer Information

Please note: This question is specific to applications within the Greater London area.
The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Scheme Name

Does the scheme have a name?

- [ ] Yes
- [x] No

Developer Information

Has a lead developer been assigned?

◯ Yes
⊘ No

Residential Units

Please note: This question contains additional requirements specific to applications within Greater London.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Residential Units to be added

Does this proposal involve the addition of any self-contained residential units or student accommodation (including those being rebuilt)?

⊘ Yes
◯ No

Please provide details for each separate type and specification of residential unit being provided.

Residential Unit Type:
Flat, Apartment or Maisonette

Tenure:
Market for rent

Who will be the provider of the proposed unit(s)?:
Private

Development type:
Conversion

Number of units, of this specification, to be added:
12

GIA (gross internal floor area) per unit:
40 square metres

Habitable rooms per unit:
2

Bedrooms per unit:
1

Compliant with M4(2) of Approved Document M Volume 1 of the Building Regulations:
No

Compliant with M4(3)(2a) of Approved Document M Volume 1 of the Building Regulations:
No

Compliant with M4(3)(2b) of Approved Document M Volume 1 of the Building Regulations:
No

Providing sheltered accomodation?:
No

Providing specialist older persons housing?:
No

On garden land?:
No

Residential Unit Type:
Flat, Apartment or Maisonette

Tenure:
Market for rent

Who will be the provider of the proposed unit(s)?:
Private

Development type:
Conversion

Number of units, of this specification, to be added:
33

GIA (gross internal floor area) per unit:
70 square metres

Habitable rooms per unit:
3

Bedrooms per unit:
2

Compliant with M4(2) of Approved Document M Volume 1 of the Building Regulations:
No

Compliant with M4(3)(2a) of Approved Document M Volume 1 of the Building Regulations:
No

Compliant with M4(3)(2b) of Approved Document M Volume 1 of the Building Regulations:

No

Providing sheltered accomodation?:
No

Providing specialist older persons housing?:
No

On garden land?:
No

Residential Unit Type:
Flat, Apartment or Maisonette

Tenure:
Market for rent

Who will be the provider of the proposed unit(s)?:
Private

Development type:
Conversion

Number of units, of this specification, to be added:
1

GIA (gross internal floor area) per unit:
74 square metres

Habitable rooms per unit:
4

Bedrooms per unit:
3

Compliant with M4(2) of Approved Document M Volume 1 of the Building Regulations:
No

Compliant with M4(3)(2a) of Approved Document M Volume 1 of the Building Regulations:
No

Compliant with M4(3)(2b) of Approved Document M Volume 1 of the Building Regulations:
No

Providing sheltered accomodation?:
No

Providing specialist older persons housing?:
No

On garden land?:
No

Communal space to be added

Please add details for every unit of communal space to be added

Totals

Total number of residential units proposed

46

Total residential GIA (Gross Internal Floor Area) gained

2864 square metres

Mixed use residential site area

Is this application for a mixed use proposal that includes residential uses?

◯ Yes
⊘ No

Existing and Proposed Uses

Please note: This question contains additional requirements specific to applications within the Greater London area.
The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.
View more information on the collection of this additional data and assistance with providing an accurate response.

Please add details of the Gross Internal Area (GIA) for all current uses and how this will change based on the proposed development. Details of the floor area for any proposed new uses should also be added.

Use Class:
E(c)(iii) - Other appropriate services in a commercial, business or service locality

Existing gross internal floor area (square metres):
4134

Gross internal floor area lost (including by change of use) (square metres):
4134

Gross internal floor area gained (including change of use) (square metres):
0

Total	Existing gross internal floorspace (square metres)	Gross internal floor area lost (including by change of use) (square metres)	Gross internal floor area gained (including change of use) (square metres)
	4134	4134	0

Occupation Status

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.
View more information on the collection of this additional data and assistance with providing an accurate response.

Please indicate the occupation status of the building in question

- ◯ Vacant
- ◯ Partially vacant
- ⊘ Occupied

Waste and recycling provision

Please note: This question contains additional requirements specific to applications within the Greater London area. The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Does every unit in this proposal (residential and non-residential) have dedicated internal and external storage space for dry recycling, food waste and residual waste?

- ⊘ Yes
- ◯ No

Environmental Impacts

Please note: This question is specific to applications within the Greater London area.
The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.
View more information on the collection of this additional data and assistance with providing an accurate response.

Community energy

Will the proposal provide any on-site community-owned energy generation?

◯ Yes
⊘ No

Heat pumps

Will the proposal provide any heat pumps?

◯ Yes
⊘ No

Solar energy

Does the proposal include solar energy of any kind?

◯ Yes
⊘ No

Passive cooling units

Number of proposed residential units with passive cooling

0

Emissions

NOx total annual emissions (Kilograms)

0.00

Particulate matter (PM) total annual emissions (Kilograms)

0.00

Greenhouse gas emission reductions

Are the on-site Green House Gas emission reductions at least 35% above those set out in Part L of Building Regulations 2021?

◯ Yes
⊘ No

Green Roof

Proposed area of 'Green Roof' to be added (Square metres)

0.00

Urban Greening Factor

Please enter the Urban Greening Factor score

0.00

Residential units with electrical heating

Number of proposed residential units with electrical heating

0

Reused/Recycled materials

Percentage of demolition/construction material to be reused/recycled

0

Utilites

Please note: This question contains additional requirements specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Water and gas connections

Number of new water connections required

0

Number of new gas connections required

0

Fire safety

Is a fire suppression system proposed?

◯ Yes
⊘ No

Internet connections

Number of residential units to be served by full fibre internet connections

0

Number of non-residential units to be served by full fibre internet connections

0

Mobile networks

Has consultation with mobile network operators been carried out?

◯ Yes
⊘ No

Declaration

I/We hereby apply for Prior Approval: Change of use – commercial/business/service to dwellinghouses as described in the questions answered, details provided, 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.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☑ I / We agree to the outlined declaration

Signed

Tara Dams

Date

20/07/2026