



# Change of Use Planning Checklist

Working in Partnership

## Application for the change of use of land or buildings.

We encourage documents to be submitted electronically through the Planning Portal or via email to [planning@nelincs.gov.uk](mailto:planning@nelincs.gov.uk). Plans should be submitted on plain paper with all drawing titles, drawing numbers and scales clearly labelled.

### Fee

Submitted

For fee information, please call 01472 326289 selecting option 1 for planning.

You can pay by card via the link below and by selecting planning.

<https://www.nelincs.gov.uk/pay-it>

Cheques are also accepted and must be made payable to North East Lincolnshire Council. Cash is NOT accepted.

In exceptional circumstances, electronic payment details and instructions can be requested by calling 01472 326289 and selecting option 1 for planning.

**Please note all fees for applications submitted through the planning portal need to be paid directly through their website.**

### Application Form

One copy of the completed full application form.

### Site Plans

Base Ordnance Survey site plans can be purchased by calling 01472 326289 selecting option 1. You will then need to add the relevant information as detailed below.

### Site Location Plan

A site plan to a scale of 1:1250 or 1:2500 with the application site edged clearly with a continuous red line adjoining the adopted highway. It must outline all land required for the works to be carried out. Any adjoining owned land must be outlined in blue. A north point must be clearly shown and sufficient road names and/or buildings on land adjoining the site must be shown in order to clearly identify the site.

### Block Plan

A site plan to a scale of 1:500 or 1:200 clearly showing the proposed works to scale, a north point, all adjoining land and/or buildings and named roads. It must show an accurate representation of the proposed site including all trees (identifying any covered by a TPO), boundary treatments and outbuildings.

**Note: If your application includes a new access and/or car park, you will require an existing block plan to the same specifications as above showing the site as existing.**

## Drawings

All plans should be on a plain white background in black ink. The scale, drawing number and the title of the plan (ie, existing elevations) should be clearly stated on the plan.

### Floor Plan

Existing and proposed floor plans must be at a scale of 1:100 or 1:50. All windows and doors must be shown, room uses labelled and all affected floors must be supplied. Walls must be double lined to show thickness. They must correspond with the elevations.

**Exceptions: Existing floor plans are not required for new structures.**

### Elevations

Existing and proposed elevations should be at a scale of 1:100 or 1:50. All windows and doors must be shown which should correspond with the floor plan (if required) and must be supplied for all affected elevations.

Elevations are only required if your application includes external changes and/or extensions.

Existing and proposed sections will be required to a recognised scale for applications including shop fronts and roller shutters.

## Documents

The following documents are only required in the circumstances set out below. If you are unsure if this is the case, please call 01472 326289 selecting option 1 for planning.

**Please note further documents may be requested during the application process.**

### Flood Risk Assessment

Required when the application site falls within a flood risk area on the Environment Agencies maps and/or our local strategic flood risk maps. This should consider sequential and exception tests.

### Heritage Assessment

Required when your site potentially impacts a conservation area (in or impacts the setting of), is or impacts the setting of a listed building. Also required to appraise potential impacts on scheduled monument's, below or above ground archaeology and other non designated assets. As a minimum the relevant historic environment record should have been consulted.

### Tree Report

Most likely required if answering yes to either question regarding trees on the application form. This should include a tree constraints plan and tree protection plan. The tree protection plan must include measurements from a fixed point.

Please contact planning if you are unsure.

## Design & Access Statement

Required for applications in a designated area (World Heritage Site or a conservation area) where your proposed development consists of 1 or more new dwelling, a building or buildings with a floor space of 100 square meters or more or an application for a listed building.



## Technical Specifications

Required to give manufacturers details of an item or items included as part of your application. (ie lighting, extraction fans ect)



Please note, for a major development, please also refer to the major planning checklist.