



Notification of Temporary change of use – Class D

(From Use Class A1-A5, D1 or D2 to a Flexible Use Class A1,A2,A3 or B1)

Please note you cannot use this notification process if the premises are a listed building

1: Applicant Name and address	2: Site address (if different from question 1)
Name:	
House number/name:	
Street:	
Postcode	
Email:	
Phone:	
3: Description of proposed development	
(a) Describe the proposed use, or the use class	
(b) Describe the existing use, or use class	
(c) What date will the use start?	
Floor area in Square Meters	
Declaration:	
I/We hereby confirm the information as described in this form and any accompanying documents	
Signed:	Date:



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Notes

Please ensure all part of the form are complete to avoid delay in processing your notification.

1. With the exception of the applicants contact details Phone/email address, this form and any other information provided as part of your notification shall be published on the Councils website.
2. Where possible and for the avoidance of doubt a plan should be provided to clearly describe the area on which the flexible use is to be implement.
3. The flexible use permitted under Class D of Part 4 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) has the following conditions attached.
 - (a) The developer shall notify the local planning authority of the date the site will begin being used for one of the flexible uses, and what use that will be, **before the use begins**
 - (b) At any given time during the two year flexible period the use can change to another use within the flexible categories by submitting a further notification, but can only have **one** flexible use at any time.
 - (c) The site will retain its original use for the purposes of the use class order and will revert to the previous lawful use at the end of the 2 year period.
 - (d) The area that can be changed under this temporary change of use must be less than 150m²
4. Following the period of 2 years no further flexible uses can be applied for.
5. Please note that any alterations to the property (for example new shop fronts, advertisement etc.) may require planning permission/advert consent and you should seek advice prior to any development taking place.
6. For advice on planning or building control matters please contact Development Regulations 024 7683 1109 or email planning@coventry.gov.uk

Development Management
Civic Centre 4
Much Park Street, Coventry CV1 2PY