

## Town & Country Planning Use Classes Order 1987 and Permitted Changes of Use

Use Class	Description
<b>A1</b>	<b>Shops</b> , retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices (but not sorting offices), pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes.
<b>A2</b>	<b>Financial and professional services</b> – Financial services such as banks and building societies, professional services (other than health and medical services) including estate and employment agencies and betting offices.
<b>A3</b>	<b>Restaurants and cafes</b> – For the sale of food and drink for consumption on the premises – restaurants, snack bars and cafes.
<b>A4</b>	<b>Drinking establishments</b> – Public houses, wine bars or other drinking establishments (but not night clubs).
<b>A5</b>	<b>Hot food takeaways</b> – For the sale of hot food for consumption off the premises.
<b>B1</b>	<b>Business</b> – Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.
<b>B2</b>	<b>General industrial</b> – Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).
<b>B8</b>	<b>Storage or distribution</b> – This class includes open air storage.
<b>C1</b>	<b>Hotels</b> – Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels).
<b>C2</b>	<b>Residential institutions</b> – Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
<b>C2A</b>	<b>Secure residential institution</b> – Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks.
<b>C3</b>	<b>Dwellinghouses</b> – this class is formed of 3 parts:
<b>C3(a)</b>	Covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child.
<b>C3(b)</b>	Up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems.
<b>C3(c)</b>	Allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger.
<b>C4</b>	<b>Houses in multiple occupation</b> – small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.
<b>D1</b>	<b>Non-residential institutions</b> – Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, places of worship, church halls, law court. Non residential education and training centres.
<b>D2</b>	<b>Assembly and leisure</b> – Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or area of indoor or outdoor sports and recreations (except for motor sports, or where firearms are used).
<b>Sui Generis</b>	Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos.

## Changes of use not requiring planning permission

In many cases involving similar types of use, a change of use of a building or land does not need planning permission. Planning permission is not needed when both the present and proposed uses fall within the same 'class', or if the Town and Country Planning (Use Classes) Order says that a change of class is permitted to another specified class (see table below).

<b>From</b>	<b>To</b>
<b>A2</b> (professional and financial services) when premises have a display window at ground level	<b>A1</b> (shop)
<b>A3</b> (restaurants and cafes)	<b>A1</b> or <b>A2</b>
<b>A4</b> (drinking establishments)	<b>A1</b> or <b>A2</b> or <b>A3</b>
<b>A5</b> (hot food takeaways)	<b>A1</b> or <b>A2</b> or <b>A3</b>
<b>B1</b> (business)(permission limited to change of use relating to not more than 235 square metres of floor space)	<b>B8</b> (storage and distribution)
<b>B2</b> (general industrial)	<b>B1</b> (business)
<b>B2</b> (general industrial)(permission limited to change of use relating to not more than 235 square metres of floor space)	<b>B8</b> (storage and distribution)
<b>B8</b> (storage and distribution)	<b>B1</b> (business)
<b>C4</b> (houses in multiple occupation)	<b>C3</b> (dwellinghouses)
Casinos (sui generis)	<b>D2</b> (assembly and leisure)

Additionally, a planning application is not required for change of use in the following circumstances:

- from A1 or A2 to A1 plus a single flat above;
- from A2 to A2 plus a single flat above.

## SODC Planning Application Categories

<b>A</b>	Advertisement	<b>RET</b>	Retrospective
<b>AG</b>	Agricultural Notification	<b>RLB</b>	Retrospective Listed Building
<b>CA</b>	Conservation Area	<b>RLD</b>	Retrospective Lawful Dev
<b>EX</b>	Extension of Time	<b>RM</b>	Reserved Matters
<b>FUL</b>	Full Application	<b>SCO</b>	Scoping Opinion
<b>HH</b>	Householder Application	<b>SCR</b>	Screening Opinion
<b>LB</b>	Listed Building Application	<b>T</b>	Telecommunications
<b>LDE</b>	Lawful Development (Existing)	<b>T56</b>	Telecoms 56 day notice
<b>LDP</b>	Lawful Development (Proposed)	<b>TRE</b>	Telecom Retrospective
<b>NM</b>	Non-Material Amendment		
<b>O</b>	Outline Application		
<b>OH</b>	Overhead Lines		