

VALIDATION CHECKLIST – Flexible Uses - Development consisting of a change of use of a building and any land within its Curtilage:

(a) to a flexible use falling within either Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes) or Class B1 (business) of the Schedule to the Use Classes Order,

(b) from a use falling within Classes A1 (shops), A2 (financial and professional services), A3 (restaurants and cafes), A4 (drinking establishments), Class A5 (hot food takeaways), B1 (business), D1 (non-residential institutions) and D2 (assembly and leisure) of that Schedule.

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the [Planning Portal](#). If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements

Requirements	Guidance Notes
Written description of the existing use of the land and the use proposed	Required
A plan indicating the site and showing the area of the proposed use	At a scale of 1:1250 or 1:2500 (or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The boundaries of the application site must be edged in red. Any other land within the applicant's control must be edged in blue on the site plan. The immediately adjoining buildings must be numbered or named clearly
Confirmation of when the use is scheduled to commence	Required

Local List of Requirements

Requirements	Guidance Notes
The Developer's contact details, including email address if the developer is content to receive communication electronically.	Required