

Making an application for conversion of a redundant building (Policy GP16(A))

The Development and Planning Authority Practice Note 2: *Making a Planning Application* sets out the information required for a planning application to be valid, and provides guidance on how to submit that application, and should be referred to in conjunction with this guidance note.

When considering the conversion of a redundant building Outside of the Centres as defined in the Island Development Plan, all relevant planning policies will need to be considered, however the key policy requirements are set out within Policy GP16(A) (Conversion of Redundant Buildings). In dealing with applications for conversion under Policy GP16(A), the Authority has identified that additional information is frequently required to address the policy requirements. To ensure that applications are handled as efficiently as possible it is therefore requested that any such application include the following:

1. **The completed application form** (1 paper copy)
2. **The fee** (based on The Land Planning and Development (Fees)(Amendment) Regulations, 2019):

Development	Fee Category	Fee (£)
Change of use of building and associated land to form a dwellinghouse	2B	£680 for each dwelling formed
Change of use of building and associated land to form a flat	2A	£420 for each flat formed
Change of use of building and associated land to any other use	10A	£390
Any extension proposed	3A: For a dwellinghouse or flat 4A: For any other use	Dependent on floor area of proposed extension*
Any other works proposed within the site area not covered above, unless comprising associated works**	3B-G: For a dwellinghouse or flat 4B-H: For any other use	Dependent on the nature of the works

*if the proposal is for more than one unit and includes extension to more than one of the proposed units the fee would be based on the cumulative floor area of all extensions proposed

**associated works are defined under the General Notes in the Fees for Planning Applications Information Sheet

3. **Survey drawings** (1 paper copy): These should highlight any key features identified within the structural survey. Internal and external photographs showing the key features and condition of the building would be helpful.
4. **Structural survey** (1 paper copy): This should be based on a recent site visit and include the following:
 - The qualifications of the author;
 - Confirmation that the building is of sound and substantial construction for the use for which it was originally intended;
 - An assessment of the existing building components, based on visual inspection and technical/practical investigations, e.g. trial pits to assess capacity of foundations;

- Details of the works necessary to upgrade the building for the proposed use. This should be specific, e.g. if the roof requires strengthening the works required to strengthen it should be explicitly detailed, and any additional works required as a result of the proposals should be identified, e.g. if removal of any internal wall would require further structural interventions.
5. **Comprehensive list of works** (1 paper copy): This could be tabulated, dividing the proposed works into categories, e.g. structural works (to render the building safe and structurally capable of accommodating the proposed use and new loadings), upgrades required to meet the Building Regulations (e.g. installation of sound/fire/thermal separation, damp proofing, etc.), works to facilitate the new use (including internal and external alteration, renewal and fitting out). An explanation of the reason for the proposed works would be helpful.
 6. **Statement addressing the criteria of the relevant policies** (1 paper copy): As a minimum this should include Policies GP16(A), particularly in terms of the redundancy of the building (Criterion (a)), GP8 (Design) and GP9 (Sustainable Development). If the proposal includes a change of use of the land, the criteria of Policies GP1 (Landscape character and open land) and GP15 (Creation and extension of curtilage) and the Strategy for Nature Supplementary Planning Guidance may also need to be addressed. If the site comprises a Redundant Glasshouse Site as defined under the Supplementary Planning Guidance entitled Defining Redundant Glasshouse Sites, the requirements of Policy OC7 (Redundant Glasshouse Sites) should also be addressed.
 7. **A site location plan** (2 paper copies) with the application site outlined in red (any other land in the applicant's ownership outlined in blue) and which clearly shows the location and extent of the application site.
 8. **A block layout plan** (2 paper copies) with the application site outlined in red (any other land in the applicant's ownership outlined in blue) and which clearly and accurately identifies the location of the proposed development and any external works forming part of the proposal.
 9. **Proposed floor, elevation and, where appropriate, section drawings** (2 paper copies), including all proposed works as identified in the Structural Survey and list of works.
 10. **A scheme for biodiversity enhancement, where a change of use of land is proposed** (2 paper copies), to include, as a minimum, a plan indicating the location of new planting and a supporting written statement.

Notes:

Professional agents/people acting on behalf of 3rd parties/organisations to also submit 1 copy of the above information in electronic form.

Please note that during the course of consideration of an application there may be a requirement to request additional information, or additional copies of the information outlined above, depending on the level of consultation required as part of the consideration of the application. This request will usually be made by either letter or email by the Case Officer dealing with the application.

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