



NOTIFICATION FORM FOR TEMPORARY (FLEXIBLE) CHANGE OF USE

This form may be used to notify Haringey Council of a proposed change of use of a building and any land within its curtilage (comprising 150m² or less) **from** a use 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)

to a flexible use falling within:

Classes A1 (shops), A2 (financial and professional services), A3 (restaurants and cafes) or B1 (business)

for a temporary period of up to two years [i.e. the process set out in Class D of Part 4 of Schedule 2 (Temporary Buildings and Uses) of the General Permitted Development Order 1995, as amended].

1. What is your name? *(If you are an Agent please provide your name, and the applicants name)*

2. What is your contact address?

3. What is your email address: *(if you are happy to receive communications electronically)*

4. What is the address of the site? *(please provide full and clear details of the areas of the building to be used – attach a plan if necessary)*

5. What is the floorspace of the site in square metres? (if the floorspace of the site is more than 150m² then planning permission is likely to be required)

6. What is the lawful use of the site? (i.e. what use does the site currently have planning permission for?)

7. What is the proposed use of the site?

8. What date will the site begin to be used for this purpose? (if the use has already commenced you cannot rely on the rights permitted under Class D of Part 4 of Schedule 2 of the General Permitted Development Order 1995, as amended)

9. Has the Council been notified of any previous temporary change of use of the site? (i.e., you can change to more than one of the flexible uses within the allowed 2 year period. If you have previously done this please provide details of the date and the Council's reference number)

Declaration: I/we hereby provide the above information to the Council as described in this form and accompanying information. I/we confirm that, to the best of my/our knowledge, any facts are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed – Applicant (or Agent)	Date: (DD/MM/YY)
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IMPORTANT NOTES FOR APPLICANTS:

1. This form is optional, as the legislation does not require that you submit a form. However, this form has been designed to help ensure that you provide Haringey Council with the information required to record the temporary change of use accurately and to assess whether the proposal accords with the specifications for temporary change of use set out in Class D in Part 4 of Schedule 2 of the General Permitted Development Order.
2. Haringey Council will register and acknowledge your notification. In addition, we may write to you if we consider that your proposal requires planning permission.
3. At the end of the flexible use period the site must revert back to its lawful use. Failure to do so may result in enforcement action.