



CHANGE OF USE CHECKLIST

FORM No. 007

Name and Property Details			
Applicant(s) Name _____		Owner(s) Name(s) _____	
Property No _____		Street/Road Name _____	
Property Name _____		Town/Locality _____ Postcode _____	

Checklist				
		Yes	N/A	Office Use
1	Have you completed the Development Application & Construction Certificate Form WBC001?	<input type="checkbox"/>		<input type="checkbox"/>
	Has the consent of all owners been provided? Has this section been correctly completed?	<input type="checkbox"/>		<input type="checkbox"/>
	Is the estimated cost written on the application form?	<input type="checkbox"/>		<input type="checkbox"/>
2	Have 3 sets of Site Plans (A3 preferred) been provided?	<input type="checkbox"/>		<input type="checkbox"/>
	Does the Site Plan show?			
	• Scale & north point	<input type="checkbox"/>		<input type="checkbox"/>
	• Street name & number	<input type="checkbox"/>		<input type="checkbox"/>
	• Site dimensions	<input type="checkbox"/>		<input type="checkbox"/>
	• All existing structures on the site	<input type="checkbox"/>		<input type="checkbox"/>
	• All other tenancies on the site	<input type="checkbox"/>		<input type="checkbox"/>
	• Existing parking	<input type="checkbox"/>		<input type="checkbox"/>
• Adjacent properties/buildings and their uses	<input type="checkbox"/>		<input type="checkbox"/>	
3	Have 3 sets of Floor Plans drawn to scale (A3 preferred) been provided showing:	<input type="checkbox"/>		<input type="checkbox"/>
	• Dimensions	<input type="checkbox"/>		<input type="checkbox"/>
	• Room layout and intended use for each part of the building	<input type="checkbox"/>		<input type="checkbox"/>
	• Location of stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Bathroom facilities	<input type="checkbox"/>		<input type="checkbox"/>
	• Hand basins	<input type="checkbox"/>		<input type="checkbox"/>
4	Have 4 A4 size copies of notification plans been supplied showing, site & elevation plan?	<input type="checkbox"/>		<input type="checkbox"/>
	Do these plans show all neighbouring buildings?	<input type="checkbox"/>		<input type="checkbox"/>
5	Have 3 copies of the Statement of Environmental Effects (SEE) been provided? The SEE should include all relevant information such as (but not limited to) <ul style="list-style-type: none"> • Hours of operation • Type, size & quantity of goods being stored, made or transported • Loading and unloading facilities • Plant and Machinery to be installed • Waste Disposal Plan (required for commercial and food premises) 	<input type="checkbox"/>		<input type="checkbox"/>
Please refer to Page 15 of the Guide for further information.				

Applicant Signature

Date

Office Use Only	
Checked by _____	Date: ____/____/____