



Mansfield District Council
Creating a District where People can Succeed

Planning & Building Control

Civic Centre
 Chesterfield Road South
 Mansfield
 NG19 7BH
 Email: pbc@mansfield.gov.uk

For Office Use Only
Reference No.

____ / ____ / BE1 / ____

Date Received: _____

Fee Received _____

Receipt No. _____

Complete and return this form to us at the above address **with the required fee (£65.00 inc. VAT)** to determine if planning permission / advertisement consent is required. If you have any problems in completing this form please contact an officer on **(01623) 463077 or (01623) 463207**.

BE1 Form Business Premises - Is Planning Permission Needed?

This form should be completed for enquiries to establish if planning permission is required for:

- a change of use of a business premise – i.e. relocation of existing business to a property or establishment of new business from a property
- Proposed Building / Engineering Operations at an existing business premise
- Installation of Energy Generating Equipment at an existing business premise

This form should also be completed for enquiries to establish if advertisement consent is required for signage to be erected on business premises i.e. signage to shop fronts, pubs, offices, industrial buildings. We will use the information provided by you for processing Business Enquiry Requests. The basis under which the Council uses personal data for this purpose is for carrying out Public Tasks

For enquiries to establish if planning permission is required to carry out business activities from a domestic premise, please complete an HE2 enquiry form.

Section 1 (to be completed by all applicants) Please Complete in Block Capitals

1	Applicant		
	Name		
	Address		
	Postcode	Daytime Telephone No.	
	e-mail	Fax No.	
2	Agent (if any) to whom correspondence should be sent		
	Name		
	Address		
	Postcode	Daytime Telephone No.	
	e-mail	Fax No.	
3	Full address of Business Premise		

Signed		Name	
On behalf of		Date	

Insert applicants name if signed by agent

4	What is the existing use of the property?(or if vacant most recent use) i.e shop, industrial building <hr/> <hr/> <hr/>
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5	Type of Proposed Development (tick as applicable)	
	<input type="checkbox"/> Change of Use (Complete Section 2)	<input type="checkbox"/> Alterations to the building or any other external area (Complete Section 3)
	<input type="checkbox"/> Advert / Signage (Complete Section 4)	<input type="checkbox"/> Installation of energy generating equipment (Complete Section 5)

Section 2 – Change of Use

To be completed for proposed change of use of entire unit or for proposed introduction of new operation alongside existing use.

1	What is the proposed use of the property? (including processes undertaken) <hr/> <hr/> <hr/>
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2	Please provide any other information which you consider to be relevant. (Number of Employees, hours of operation, specialist equipment to be used.) <hr/> <hr/> <hr/> <hr/>
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Section 3 – Alterations to a building or any other external area

(i) Proposed Extension/ Alteration to existing building or Construction of New Building within curtilage of Existing Building

1	What will be the dimensions of proposed extension / new building?
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	Building / Extension 1	Building / Extension 2	Building / Extension 3
Length (metres)			
Width (metres)			
Height (metres)			
Minimum distance to site boundary (metres)			

2	What is the internal floor space of the original building(s) located within the curtilage of site?	<input type="text"/> m2			
3	Has the building previously been extended / have outbuildings previously been erected?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	If YES, what are the dimensions of these? Length (in metres)	<input type="text"/>	Width	<input type="text"/>	
4	Is the land where the building is to be constructed currently used as a playing field?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
5	Will the proposal exceed the height of the highest existing building located within the curtilage of the site?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
6	Will the development lead to a reduction in space available for the parking and turning of vehicles?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

(ii) Proposed New Plant / Machinery

1	Will the new plant / machinery be located externally?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	If YES, will the external plant be visible from a public highway?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
2	What will be the height of the proposed plant/ machinery?	<input type="text"/> m			
3	Is the plant / machinery a replacement for existing plant / machinery located in the same position?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	If YES, will the replacement plant / machinery be higher than the existing plant / machinery?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

(iii) Proposed Hard Surfacing

1	What will be the area (L x W) of the proposed hard surfacing?	<input type="text"/> m2			
2	Will the hard surfacing be constructed from porous materials?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	If NO, will provision be made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the site?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
3	Is the land to be hard surfaced currently used as a playing field?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

4 Has any additional hard surfacing already been created since 6th April 2010?

YES

NO

If YES, please provide the area (L x W) of existing additional hard surfacing?

 m2

(iv) Means of Enclosure – walls, fences and gates etc.

1 Will the proposal be adjacent to, or fronting onto a highway/footpath?

YES

NO

What will be the maximum height of the proposal above ground level?

 m

Section 4 - Adverts /Signage

1 Will the signage be located within the site of the business premise which the sign is advertising?

YES

NO

2 If a shop, does the wall where the advertisement is proposed contain a shop window?

YES

NO

3 Details of Proposed Signage

	Advertisement 1	Advertisement 2	Advertisement 3
What Is the type of Sign – Fascia sign/ Hanging sign / Forecourt sign / Freestanding Sign?			
What are the dimensions of the advert (H x W x D) (in metric)?			
What is the height from the ground to the base of the advertisement in metres?			
Will any part of sign be higher than the bottom level of any first floor window in the wall in which the advert is to be displayed? Yes / No			
Will any character of symbol on the sign be more than 0.75 metres in height? Yes / No			
Will any of the sign(s) be illuminated? Yes / No			
What is the method of illumination - Internal Illumination (Lettering / Background), / External Illumination / Halo Illumination?			

	Advertisement 1	Advertisement 2	Advertisement 3
What will be the illuminance levels (cd/m2)?			
Will the illumination be static or intermittent?			

4 Please provide details of any existing signage on the building which is to remain in place alongside the proposed signage?

Please enclose any additional information relating to the proposed signage e.g. specifications, photographs etc

Section 5 – Installation of Energy Generating Equipment

(i) Solar PV / solar thermal equipment attached to wall or roof of existing building or outbuilding within curtilage

1 Will the highest part of the equipment be higher than the highest point of the roof (excluding chimney stack)? YES NO

2 Will the equipment be positioned on a wall or roof slope on the front or side of the building that is visible from the highway? YES NO

3 If installed on a roof, will the equipment be positioned within 1 metre of the external edge of the roof? YES NO

4 If installed on a wall, will the equipment be positioned within 1 metre of a junction of that wall with another wall or with the roof of the building? YES NO

(ii) Stand alone Solar PV / solar thermal equipment

1 How many stand alone solar units will there be?

2 What will be the dimensions (W x D x H) of each unit?

	Width	Depth	Height

3	How high will the total unit stand from ground level?	<input type="text"/>	m
4	Will the equipment be positioned within 5 m of a boundary?	<input type="checkbox"/>	YES <input type="checkbox"/> NO
5	Will the equipment be positioned nearer to a highway than any existing building located within the site?	<input type="checkbox"/>	YES <input type="checkbox"/> NO

(iii) Installation of / Replacement Flue for a biomass or combined heat and power system

1	Is the flue to be positioned on a building?	<input type="checkbox"/>	YES <input type="checkbox"/> NO
2	Will the flue exceed the highest part of the roof by 1 m or more, or exceed the height of an existing flue it is replacing? (whichever is the highest).	<input type="checkbox"/>	YES <input type="checkbox"/> NO
3	Will the flue be on the front or side elevation and be visible from the highway?	<input type="checkbox"/>	YES <input type="checkbox"/> NO
4	Will the capacity of the system that the flue will serve exceed 45 kilowatts thermal?	<input type="checkbox"/>	YES <input type="checkbox"/> NO
5	Will the installation of the flue result in the installation on the same building of more than one flue forming part of either a biomass heating system or a combined heat and power system?	<input type="checkbox"/>	YES <input type="checkbox"/> NO

(iv) Installation of other energy generating equipment

1	Please Specify details including dimensions and siting.
<hr/> <hr/> <hr/> <hr/>	

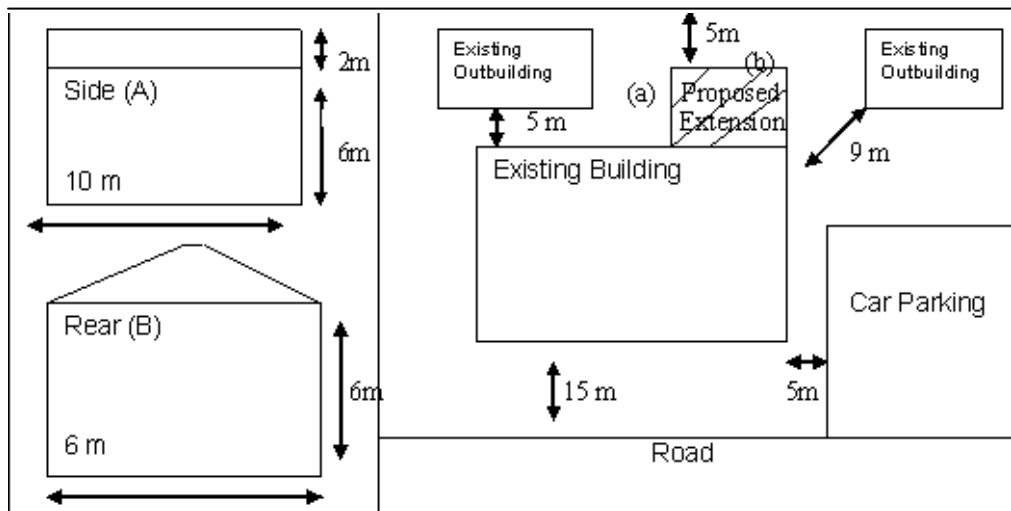
FOR OFFICIAL USE ONLY

Checked by	<input style="width: 100%;" type="text"/>
Consent Required?	<input style="width: 100%;" type="text"/>
Date Written Response sent	<input style="width: 100%;" type="text"/>

Note to Planning Officer – Many of the classes within the legislation permit development subject to conditions. The relevant conditions should be included in the written response. In addition, the planning history for the site should be checked for conditions which may override any pd allowances.

PLAN OF PROPOSALS - to be completed for proposed alterations to a building or any other external area (section 3)

Whilst it may help to draw any plans to scale it is not essential as long as they are drawn in a clear legible manner and important dimensions are clearly stated. You should show any roads that are in front of/next to the property Please use pen/ink rather than pencil in order that the plan can be photocopied clearly.



This is an example of the type of sketch that would be useful.

- It need not be to scale but important dimensions should be marked on;
- All outbuildings and previous extensions should be shown;
- The position of all new proposed works should be shown;
- Any change in ground level should be shown.

Privacy Statement: We will use the information provided by you for processing Business Enquiry Requests. The basis under which the Council uses personal data for this purpose is for carrying out Public Tasks.

The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at www.mansfield.gov.uk/Privacy

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at www.mansfield.gov.uk/Privacy on the Council's website or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH.