

Applications to Change the Use of Shops, Community Services and Facilities to a Non-Community Use

The relevant policies relating to a change of use resulting in the loss of a community facility can be found in:

- [Core Strategy](#) Policy HC4
- [Development Management Plan](#) (DMP) Policy DMS2

An application should include a statement with supporting evidence to explain how the community service/facility:

- is no longer needed by the community
- is duplicated elsewhere in the settlement
- is no longer viable.

Where it proves impractical to continue the existing use, applicants are encouraged to submit evidence of reasonable attempts to secure a use which would meet a community need or offer alternative community benefit such as social housing before other uses are permitted.

DMP policy DMS2 expands on the evidence required by requiring information of all reasonable attempts to let or sell the shop or community service/facility as a going concern. This evidence must include:

- A thorough viability assessment and a marketing exercise with a commercial property agent, sustained over at least 12 months, to sell or let the building for alternative community uses or facilities including local needs affordable housing; and
- Marketing of the property through the Economic Development Team of the appropriate Local Authority for at least 12 months; and
- Details of contact made with the Town Council, Parish Council or Meeting and other adjacent Parishes to establish the needs existing in the local area; and
- An assessment of the local affordable housing needs in the Parish or adjoining Parishes with reference to an up-to-date Housing Needs Survey prepared by or in consultation with the District Authority as Housing Authority Survey, or other evidence from the Housing Authority such as information on demand for property in the area from their choice based lettings scheme.



For applications in Conservation Areas

Adequate or accurate detailed information on the effect of proposals on the character, appearance and significance of the component parts of the Conservation Area and its setting should accompany the application. Further information is provided in DMP policies in Chapter 3 of the document.