

quick guide to

Change of use



This quick guide will help you to find out if you need planning permission for a change of use.

Do I need planning permission for a change of use?

When you change the use of a building or piece of land you may require planning permission. Permission is generally required if the change involves moving from one class to another. In some cases you can move between different use classes without the need for permission. If the change of use falls within the same use class then planning permission is not required as there is no development or change.

The matrix in this guide gives details what change of use is permitted and what change requires permission

Key

-  Planning permission not required for change of use
-  Planning permission required for change of use

*up to 235sqm or floor space only

		PROPOSED CHANGE OF USE												
		Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 8A	Class 9	Class 10	Class 11	Sui Generis
EXISTING USE	Class 1 Shops													
	Class 2 Financial, Professional and other services													
	Class 3 Food and Drink													
	Class 4 Business						*							
	Class 5 General Industry						*							
	Class 6 Storage and Distribution													
	Class 7 Hotels and Hostels													
	Class 8 Residential Institutions													
	Class 8A Secure Residential Institutions													
	Class 9 Houses													
	Class 10 Non-residential institutions													
	Class 11 Assembly and Leisure													
	Sale and Display of Motor Vehicles													
	Hot food for consumption off premises													
	Sui Generis													

The following uses do not fall within classes and are sui generis:

- as a theatre;
- as an amusement arcade or centre or funfair;
- for the sale of fuel for motor vehicles;
- for the sale or display for sale of motor vehicles;
- for a taxi business or for the hire of motor vehicles;
- as a scrap yard or a yard for the breaking of motor vehicles;
- for the storage or distribution of minerals;
- as a public house;
- for any work registrable under the Alkali etc. Works Regulation Act 1906[1];
- for the sale of hot food for consumption off the premises;
- betting shops;
- pay day loan shops; or
- as a waste disposal installation for the incineration, chemical treatment or landfill of waste

How can I confirm that a change of use does not require planning permission?

To get written confirmation that you do not require planning permission, you can apply for a certificate of lawfulness. You can do this online and you will get a decision from us on whether permission is required.

How do I apply for permission?

Planning permission, listed building consent and certificates of lawfulness can be applied for online at: www.eplanning.scot.

Read our detailed Guidance for Businesses
www.edinburgh.gov.uk/planningguidelines