



Ms Susan Holt And Mr Philip Woodman  
c/o Craig Marston  
3 William Felton Mews  
Salop Road  
Oswestry  
Shropshire  
SY11 2RQ

Date: 14th September 2021

Our Ref: PREAPP/21/00407

Your Ref:

Dear Sirs

TOWN AND COUNTRY PLANNING ACT 1990  
Town and Country Planning (Development Management Procedure) (England) Order 2015

<b>PLANNING REFERENCE:</b>	PREAPP/21/00407
<b>DEVELOPMENT PROPOSED:</b>	Proposed two storey extension to provide additional living accommodation.
<b>LOCATION:</b>	Willow Cottage, Sandrock Lane, Trefonen, Oswestry, Shropshire.

Thank you for your recent request for advice on the above proposal prior to submitting a planning application.

I have considered your proposal and can provide the following guidance in relation to a follow-on application: -

#### **Development**

The pre-application outlines;  
Proposed two storey extension to provide additional living accommodation to Willow Cottage. Willow Cottage is located off Sandrock Lane in Trefonen.

#### **Planning History**

OS/03/12458/FUL - Extension to dwelling - Permission Granted

#### **Proposed Development**

It is noted that three schemes have been brought forward, therefore I shall assess each proposal individually;

#### **Option 01**

The proposed front extension would appear out of character in relation to the dwelling and therefore it would be advised that an alternative solution of the stairwell is considered.

It is noted that the rear extension to the dwelling is not subservient in height and therefore should this scheme be brought forward the rear extension is required to be reduced in height in order to appear subservient to the original dwelling.

It is considered that the proposed alterations to the first floor windows of the original dwelling would not be acceptable as it would unacceptably alter the appearance of the original features of the dwelling.

### **Option 06**

It is noted that on the floor plans the door/window is being re-located, however this is not indicated on the elevational plans. It would be preferred that the original door location and shape is retained and replaced with a glazed unit to demonstrate the original character.

It is considered that this option would best retain the original character of the original dwelling.

It is noted that the proposed gable of the extension would be wider and taller than that of the original dwelling and therefore would not appear subservient in scale or design. It is therefore advised that the width of the gable should replicate that or be smaller than that of the original dwelling and the height should be reduced in order to be subservient to the original dwelling.

### **Option 07**

It is noted that on the floor plans the door/window is being re-located, however this is not indicated on the elevational plans. It would be preferred that the original door location and shape is retained and replaced with a glazed unit to demonstrate the original character.

The proposed side extension is subservient to the original dwelling; however it is advised that the tall narrow window is replaced with a window which is more in-keeping with the original dwelling.

### **Conclusion**

The principle of extending the dwelling is accepted and Officers would likely support a scheme, that being said the indicated ridge and eaves height of the proposal would not be acceptable. Consideration to the original dwelling and the need to reflect its character and features (as per CS6, MD2 and MD13) should be undertaken to inform changes before an application is submitted.

It is important for the original form of the dwelling is understood and preferably retained.

It is noted that new materials and window designs are to be introduced, however these will need to be explained how these have been chosen and provide a rationale for the chosen design.

It would be preferable to have a modest pitched roof over any proposed porch.

Following revisions and submission of detailed to scale drawings it is likely that a scheme taking into account Officers comments above could be supported.

Should you wish to pursue the proposal to application stage, the following list of validation requirements should be noted. It should also be noted that requirements may change if the proposal were to be altered.

### **Local List Validation Requirements**

Providing that the information detailed in the above section is provided within the following list of documents, it will enable the application to be registered and validated against the Council's local list validation requirements:-

### **National List Validation Requirements**

I can also confirm the application will need to comply with National submission requirements in order to be validated and for this particular proposal I recommend that you also submit the following

#### ✓ **Completed Application Form**

Where possible please submit using the online [Planning Portal](#) however if you wish to download and submit a paper application, please submit a total of 2 sets of all documents. Please also ensure that the **Ownership Certificate (A,B, C or D as applicable)** and the **Agricultural Land Declaration** sections are completed in all instances

#### ✓ **Location Plan**

Based on an up-to-date map at an identifiable metric scale (1:1250 or 1:2500). The plan should identify sufficient roads, buildings, adjoining land etc. to ensure that location of the site is clear. The site should be edged clearly in red line and include all that is within the proposal; including any access from a highway, landscaping, parking, open areas around building etc. A blue line should be drawn around any other land owned or controlled by the applicant if close to or adjoining the site.

#### ✓ **Site Plan (existing and proposed)**

Applications should normally include existing and proposed plans at a standard metric scale (1:100 or 1:200 for householder applications and 1:500 otherwise). All site plans should be numbered and versioned if the drawing is subsequently amended. All site plans should accurately show:-

- Direction of North and an indication of scale
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries or a scale bar appropriate to the building scale. If using more than one scale on a drawing please clearly indicate so.
- The paper size that the drawing should be printed at
- Building, roads and footpaths on adjoining land to the site including access
- Any public Rights of Way
- The position of all existing trees on and adjacent to the site
- The extent and type of hard surfacing
- Boundary treatment including type and height of walls or fencing

Types of existing and proposed site plans include:-

- Block plan of site (e.g. at 1:100 or 1:200) showing site boundaries
- Existing and proposed elevations (e.g. at 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at 1:50 or 1:100)
- Roof plans (e.g. at 1:50 or 1:100)

As all application are stored electronically and made available via the Shropshire Council website, applicants are asked to ensure that documents and drawings are of a sufficient quality and that their clarity is such that the documents can be viewed accurately after being scanned.

✓ **The correct planning fee**

Most applications incur a fee. The on-line Planning Portal includes a fee calculator for applicants, however you can also contact Shropshire Council Planning Validation Team for clarification on the correct fee to submit:-

Email: [planning.validation@shropshire.gov.uk](mailto:planning.validation@shropshire.gov.uk)

✓ **Summary of application documents (major or complex schemes only)**

This should not exceed 20 pages and should include an overview of the proposal and a clear description of its impacts. The aim is to introduce the scheme to parties who are not familiar with the details of the proposed development

✓ **Design and Access Statement**

A written report supporting the proposed development and should include a written description and justification of the proposal, show that the proposal is based on a thoughtful design process and a sustainable approach to access. The level of detail required depends on the scale and complexity of the application, and the length of the statement varies accordingly.

I trust the above is helpful, but please note that it is an informal opinion based on the information you have provided at this stage. Any planning application submitted will be determined taking into account the details contained in the application; the policy of the Development Plan; Government planning policy; the outcome of any consultation with statutory or other consultees; any representations received and any other material consideration. Any expenditure incurred in preparing plans or making the application must be entirely at their own risk.

For further information regarding validation requirements for Planning applications, please visit the Shropshire Council website, [Planning pages](#).

**When submitting your follow on application, please ensure that you clearly state the Pre-Application 'Planning Reference' number that is provided at the top of this letter.**

If your proposed project requires **Building Regulations Approval** or you are unsure whether it does please contact us on **01743 258710**, email [buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk) or visit our website <https://www.shropshire.gov.uk/building-control/> for pre-application advice and a competitive fee.

Yours faithfully

*Sara Robinson*

Sara Robinson  
Area Planning and Enforcement Officer

Shropshire Council, [planning.northern@shropshire.gov.uk](mailto:planning.northern@shropshire.gov.uk) - 01743 258940