



GUILDFORD
B O R O U G H

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Planning Services
Guildford Borough Council
Millmead House, Millmead
Guildford, Surrey
GU2 4BB

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x) Northing (y)

Description

Applicant Details

Name/Company

Title

Dr

First name

Chris

Surname

Carlisle

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Site Area

What is the measurement of the site area? (numeric characters only).

Unit

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Request for change of use:

Castle Gate was converted into an 8 bedroom 'supported or sheltered housing' in 1986 from a private dwelling. I am currently looking to buy the property and seek your permission to convert back into a single house dwelling for my family.

Reason for change of use:

The current owner, Abbeyfield Wey Valley Society ("Abbeyfield"), is selling the property as they are unable to create a viable business in today's market:

- (i) It's a very small home with only 8 bedrooms (apparently homes for the elderly below 15 beds are often not viable and very difficult to sell as many banks will not lend to homes of this size on a stand-alone basis);
- (ii) The building is old and increasingly costly to maintain to required standards for its current use;
- (iii) The layout over three floors have also made it difficult to staff the property and only minimal assistance can be provided, so requires residents to be able to look after themselves with minimal help; and
- (iv) Given the property is on a hill, residents were almost house bound as they could not easily access via steep driveway and steps.

Recent developments:

Castle Gate was a sheltered living home, with independent residents, a housekeeper who cooked meals and undertook housekeeping / monitoring of maintenance and service plan. Castle Gate has not been a registered care home and no care has been delivered by Abbeyfield. Castle Gate has not had full occupancy of its 8 rooms since December 2019 when they were unable to replace one vacancy. A further two rooms become empty by January 2021, then three more rooms became empty by June 2021 (one moving to another of Abbeyfield's sheltered homes in Guildford and one moving as she needed a care home), thus leaving just 2 residents.

The business became unviable as occupancy declined and Abbeyfield were unable to find new residents with the backdrop of costs to upkeep an old and aging building. As a charity it was decided the financial loss would be too great to continue.

Sale process:

Savills were instructed to sell the property in September 2021 and the care home has been vacant since the 26th August 2021. They have struggled to sell the property in an otherwise buoyant property market. We can only exchange should we be able to reclassify the property for residential use otherwise the building will likely remain vacant/in limbo.

Future plans for Castle Gate:

We recognise the property is within a locally listed conservation area given proximity to Guildford Castle and will require planning permission for any minor change to the exterior. We aim to bring the building (plus small adjacent annex for the onsite carer) back to its former glory as a single family residence. We look to make no material changes other than to improve the look of the front via refurbishing/painting/repair and minor sympathetic landscaping. My wife, who is a psychotherapist, also plans to host her clients at the property providing an element of community support.

Has the work or change of use already started?

- Yes
- No

Existing Use

Please describe the current use of the site

Castle Gate was a sheltered living home, with 8 independent residents and an annex (with one bedroom) that separately housed a housekeeper who cooked meals and undertook housekeeping / monitoring of maintenance and service plan.

Castle Gate has not been a registered care home and no care has been delivered by Abbeyfield.

The main property is currently vacant, while the annex has a short term tenant in order to maintain and keep the property secure.

Is the site currently vacant?

- Yes
- No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- Yes
- No

Land where contamination is suspected for all or part of the site

- Yes
- No

A proposed use that would be particularly vulnerable to the presence of contamination

- Yes
- No

Materials

Does the proposed development require any materials to be used externally?

- Yes
- No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- Yes
- No

Is a new or altered pedestrian access proposed to or from the public highway?

- Yes
- No

Are there any new public roads to be provided within the site?

- Yes
- No

Are there any new public rights of way to be provided within or adjacent to the site?

- Yes
- No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- Yes
- No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- Yes
- No

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

4

Total proposed (including spaces retained):

4

Difference in spaces:

0

Trees and Hedges

Are there trees or hedges on the proposed development site?

Yes

No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

Yes

No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

Yes

No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

Yes

No

Will the proposal increase the flood risk elsewhere?

Yes

No

How will surface water be disposed of?

Sustainable drainage system

Existing water course

Soakaway

Main sewer

Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
 Septic tank
 Package treatment plant
 Cess pit
 Other
 Unknown

Are you proposing to connect to the existing drainage system?

- Yes
 No
 Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes
 No

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes
 No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes
 No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- Yes
 No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- Market Housing
 Social, Affordable or Intermediate Rent
 Affordable Home Ownership
 Starter Homes
 Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type: Houses 1 Bedroom: 0 2 Bedroom: 0 3 Bedroom: 0 4+ Bedroom: 1 Unknown Bedroom: 0 Total: 1

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4 Bedroom Total	Unknown Bedroom Total	Bedroom Total
	0	0	0	1	0	1

Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Social, Affordable or Intermediate Rent

Please specify each existing type of housing and number of units on the site

Housing Type: Sheltered Housing
1 Bedroom: 9
2 Bedroom: 0
3 Bedroom: 0
4+ Bedroom: 0
Unknown Bedroom: 0
Total: 9

Existing Social, Affordable or Intermediate Rent Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4 Bedroom Total	Unknown Bedroom Total	Bedroom Total
	9	0	0	0	0	9

Totals

Total proposed residential units	1
Total existing residential units	9
Total net gain or loss of residential units	-8

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- Yes
- No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes

No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

1

Part-time

2

Total full-time equivalent

1.50

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

0

Part-time

0

Total full-time equivalent

0.00

Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes

No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes

No

Is the proposal for a waste management development?

Yes

No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

Yes

No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes

No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

The agent

The applicant

Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes

No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

Interim Head of PLace

First Name

Daniel

Surname

Ledger

Reference

83852120

Date (must be pre-application submission)

28/03/2022

Details of the pre-application advice received

Nothing as yet

I am seeking pre-application advice in parallel as it is important for me to understand potential probabilities and timelines as a buyer of the property ahead of the completion of the formal application timeline

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
- No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
- No

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- Yes
- No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner/Agricultural Tenant:

Abbeyfield Wey Valley Society

House name:

Wey Valley House

Number:

Suffix:

Address line 1:

Mike Hawthorn Drive

Address Line 2:

Town/City:

farnham

Postcode:

GU9 7UQ

Date notice served (DD/MM/YYYY):

01/03/2022

Person Family Name:

Person Role

The Applicant

The Agent

Title

Dr

First Name

Chris

Surname

Carlisle

Declaration Date

01/04/2022

Declaration made

Declaration

I / We hereby apply for Full planning permission as described in this form and accompanying plans/drawings and additional information. I / We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Chris Carlisle

Date

02/04/2022