



Housing & Development Control,  
Burnley Council, Environmental Health, 1st Floor,  
Parker Lane, Burnley,  
Lancashire, BB11 2BY

**Re: Full Planning Application:** Installation of two roof lights, expansion of front window area for lower ground floor, removal of rendering and paint to expose original aspect.

**Re: Certificate of Lawful Development (section 192 of the Town and Country Planning Act 1990):** Change of use from Class C3 - Single dwelling, to Class C4 - Small 6-bedroom HMO for 6 occupants.

**Property:** 84 Westgate, Burnley, Lancashire, BB11 1RY

21st September 2023

### **Construction Management Plan**

Dear Sir/Madam,

This letter details the commenced and proposed construction works at the aforementioned property.

As a preamble, please note that all commenced construction works, as seen below, are not within the scope of the proposed application, but rather represent immediately required remedial works which would be necessary whether the proposed planning applications are approved, or not (i.e. they would be within the scope of current Class C3 single dwelling remedial works not requiring planning permission or a certificate of lawful development for conversion to HMO status for 6 occupants (Class C4):

1. Removal of carpeting, plaster and some floorboards, and joists has taken place alongside some other essential remedial works.



Wood worm and wet rot damage identified in the buildings survey of 24<sup>th</sup> May 2023 (Appendix A) required further investigations on site, which resulted in the discovery of inadequate partition walls between the first-floor bedrooms (wet rot), the cellar (wood worm) and the loft area (wood worm), ceilings issues (wood worm and wet rot) and a need for joists in the ground floor living area requiring replacement (wood worm) with some floorboards needing replacement also (ibid). The roof and some windows were also leaking (leading to the wet rot issues).

As a result, works necessary to preserve the property and prevent further damage were commenced immediately, none of which bear on the application for conversion of class or external features requiring planning other than as noted below:

- a. The replacement of the partition walls on the first floor has commenced, but is not yet completed. Double boarding and sound and thermal insulation are being implemented to improve living conditions for any occupiers regardless of class of use.

Some boarding (joinery) has also commenced in relation to en-suite bathrooms, which will be implemented regardless of class of use. These are in a preliminary stage. The installation of piping is awaiting the plan check from buildings control.

- b. The replacement of the joists in the ground floor living area has been completed, however the replacement and repair of floorboards has not been commenced.
- c. The new ceilings will be double boarded and thermal and sound insulated to improve the quality of life for residents regardless of class of use. This work has not commenced,



but may commence before a decision is rendered as these are required regardless of class of use.

- d. The roof has undergone necessary repairs lest rainwater continue to damage the internal aspects of the property and/or damage any new works internally being commenced.

Like for like tiles are being used to preserve the original aspect of the building. This work has been completed.

New skylights have been installed in the hope that planning for this aspect will be granted as many properties on the same road already have similar schemes and it seemed wasteful to seal the roof only to replace it again later. If planning is not granted these new sky lights will be removed and replaced as required in a new scheme which does not endanger the other internal works. This is the only aspect (other than removal of rendering for ventilation ducts noted below) that we feel has bearing on the planning application.

- e. Works on the kitchen roof await the completion of works on the main roof due to the possibility of damage (due to the chances of falling debris from the main roof repair). These works will commence after a decision is rendered, but we feel are necessary regardless of class of use as they are essential repair works which will leave the kitchen roof in its original condition prior to damage.
- f. The removal of a small ornamental 1-foot-high stone wall in the rear yard, with the stones used to improve the appearance of the entrance to the property will commence at the end of the project (see below for a timeframe).



2. Other works which involve the conversion of the property to a small Class C4 HMO have not been commenced and shall await the decision on the planning application. These works include:
  - a. The installation of kitchens and kitchenettes. The main kitchen would be installed in any event, but there are four separate in-room kitchenettes, one with another stove, three without, and it would be prudent to await the planning decision and buildings control (feedback and inspection on plans) before proceeding.
  - b. The pipework's and electric and fire scheme: A Fire Safety Plan has been submitted which includes a Grade A fire system in all communal areas and dwellings with a scheme of regular testing as required, fire doors, fire blankets, and the like. Though these would be prudent for any class of use, the scheme needs to be reviewed by buildings control.
  - c. The electrics are out of date, and to pass inspection will need to be reworked.
  - d. The pipework for en-suites and the general thermal scheme (which will include central thermal control and individual radiator control for better EPC efficiency and ratings) shall be commenced regardless of Class of use, likely within the next month.
  - e. Due to the nature of the works, all final first stage works, and second stage fixtures and fittings will be implemented in any event.



- f. In relation to environmental control, all works have been conducted within the required times of day, namely that no construction work shall take place on the development
  
- g. hereby approved outside the hours of 8am to 6pm Monday to Friday, 8am to 1pm on Saturday and not at any time on Sundays and Bank Holidays.
  
- h. For windows, a scheme of double layered windows with cavity will improve both thermal and noise insulation and allow both improved thermal efficiency and standards required in said letter to be met. These will be implemented at both the front and back to improve living conditions. Both front and back doors will be replaced to improve both these facets also. These works shall be implemented within two months.
  
- i. For the removal of rendering, sandblasting, and repointing, which it is hoped will restore the property to its original external state in keeping with the Burnley Council's, and our own, scheme for preservation of history alongside renewal revitalisation and development; along with cosmetic works to the fencings and doors, will await planning approval.

It should be noted however that some rendering has been removed to expose ventilation shafts which were covered up by the original rendering, thus leading to heightened chances of wood worm, and these areas would have to be cleared in any event. Also, some rendering around the windows to expose potential buildings issues, which have consequently been identified and slated for works, were required. If necessary, the rendering/paint as found will be replaced after the necessary building works have taken place.



- j. External aspects not previously noted include installation of an upright bicycle rack in the rear yard of the property, which shall await removal of cosmetic stones to the side of the yard to improve space.
  
- k. Final fixtures, furnishings and fittings will, be purchased from local retailers and installed in the property towards the end of the project, which is estimated to be towards the middle of December (all dates and timeframes being current year).

Thank you for taking the time to review all of this information, and if you have any further questions, I am always available.

Sincerely

Ramy E. A. Mottalib  
Director, Hanok Holdings Ltd.