



County Hall  
Beverley  
East Riding of Yorkshire  
HU17 9BA

## 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

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

County

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

Change of use of the premises on 2 Highgate from Offices to Residential use: My previous tenant in this property abruptly quit his commercial lease in Dec 2022 and I have not been able to find new tenants to take on the lease as offices. Upon vacating the premises, the tenant left the property in quite a state of disrepair and I have had to go in and fully repair/redecorate the building to make it appealing for new tenants. However in doing so, it became clear that this amazing Georgian property is not suited to an office. Its heritage makes it much more suited to a residence as originally built in 1765 and remained in situ until 1998 when permission was put in place to make it offices. Since I purchased the property in 2013, it has come to light through The Beverley civic society and English Heritage that the property was the childhood home of Mary Wollstonecraft where a green plaque is now on the front of the building. When I first bought the property in back 2013, I applied for a Pre-application Planning Enquiry (PA02228538) to determine if the property could be changed from offices to residential. The response I received from ERYC was that "any application for planning permission is likely to receive Officer support in this respect" (letter dated 7th March 2013 from Peter Ashcroft, copy available). Additionally I did contact the conservation department in the council to ensure that any repairs/re-decoration were done in strict adherence to the listed status of the property. On the 1st of February, Steve Devey came to do a thorough tour of the house and went through all the things that needed to be preserved, which I happily agreed with because the house has such important historical items. They also agreed that repairs and redecoration I planned were definitely allowable and in fact necessary to keep the house preserved and additionally restored to its former glory. I additionally have an audit report from an Advisor from Historic England done back in July 2022 by Roger Thomas. I was present during the detailed audit and clarified all the historically important details in the listed status that need to be kept in tact. He again was very impressed by the building but concerned about the state of disrepair and upkeep of general maintenance/decoration. It should be noted that although my intention is to change the use of building to residential, none of the structure of the house will be altered in any way (ie, all walls, floors, windows, rooms, etc) will stay in tact and only the existing infrastructure will be repaired, redecorated and utilised to make the building habitable. I was hoping to go through the national portal Prior Approval application for a speedy resolution to this change of use, but unfortunately because of its listed status I am not able to do so. As all of the repairs/re-decoration I have made are simply superficial and do not require Listed building consent, I am hoping that this Planning application can proceed quickly.

Has the work or change of use already started?

- Yes  
 No

## Existing Use

Please describe the current use of the site

As explained before, my tenant using the building as commercial offices for over 20 years but quit his lease in December 2022. I have now taken over the building as a central office for my property management company Kilham Properties Ltd.

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:**

2

**Total proposed (including spaces retained):**

2

**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

If Yes, please provide details:

Waste will be stored and collected using the council green bins that are already in place for the offices.

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

- Yes
- No

If Yes, please provide details:

Recyclable waste will be stored and collected in the council blue bins already in place for the offices.

### 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:**

1

**4+ Bedroom:**

0

**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	Total
	0	0	1	0	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



## Totals

Total proposed residential units	1
Total existing residential units	0
Total net gain or loss of residential units	1

## 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

Please add details of the Use Classes and floorspace.

**Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)**

<b>Use Class:</b> B1(a) - Office (other than A2)
<b>Existing gross internal floorspace (square metres):</b> 170.3
<b>Gross internal floorspace to be lost by change of use or demolition (square metres):</b> 170.3
<b>Total gross new internal floorspace proposed (including changes of use) (square metres):</b> 170.3
<b>Net additional gross internal floorspace following development (square metres):</b> 0

Totals	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
	170.3	170.3	170.3	0

### Loss or gain of rooms

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

## Employment

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

- Yes  
 No

## 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

\*\*\*\*\* REDACTED \*\*\*\*\*

First Name

\*\*\*\*\* REDACTED \*\*\*\*\*

Surname

\*\*\*\*\* REDACTED \*\*\*\*\*

Reference

Pre Application Planning enquiry PA02228538

Date (must be pre-application submission)

22/01/2013

Details of the pre-application advice received

I received a written letter from Peter Ashcroft of the East Riding of Yorkshire Council on the 7th March 2013 commenting on my application. In summary, the letter stated:

"I would suggest that the proposed change of use could provide for an acceptable level of amenity to both existing and proposed occupiers and therefore could comply with both policy D2 of the BBLP and Env1 of the DERLP. As such any application for planning permission is likely to receive Officer support in this respect". I have a full copy of the letter if required.

## 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

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes  
 No

# Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

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

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

**NOTE:** You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant  
 The Agent

Title

Mrs

First Name

Nancy

Surname

Blackbourn

Declaration Date

28/08/2023

Declaration made

## Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, and the 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 opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published 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

Nancy Blackbourn

Date

30/08/2023