



Development Management / Rheoli Datblygu  
 City of Cardiff Council / Gyngor Dinad Caerdydd  
 County Hall / Dinas y Sir  
 Cardiff / Caerdydd  
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 Email / E-bost: developmentcontrol@cardiff.gov.uk  
 Telephone / Ffôn: 029 22330800

## Application for Planning Permission

### Town and Country Planning Act 1990

#### 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 Details

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

The Open University In Wales

Address Line 1

Custom House Street

Address Line 2

Cathays

Town/city

Cardiff

Postcode

CF10 1AP

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

Easting (x)

318487

Northing (y)

175938

Description

#### Applicant Details

Name/Company

Title

Mrs

First name

Nicola

Surname

King

Company Name

Open University

## Address

Address line 1

The Open University,

Address line 2

L1 Geoffrey Crowther Building,

Address line 3

Walton Hall

Town/City

Milton Keynes,

Country

Postcode

MK7 6AA

Are you an agent acting on behalf of the applicant?

Yes

No

## Contact Details

Primary number

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

Secondary number

Email address

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

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

## Contact Details

Primary number

Secondary number

Email address

## Site Area

What is the site area?

Scale

Sq. metres

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space?

- Yes  
 No

## Description of the Proposal

### Description

Please describe the proposed development including any change of use

Demolition of 2 steel supported glazed canopies over the entrance to no.18, Customhouse st, Cardiff @ the site of The Open University's Cardiff Office.

Roof Level works include: new PV array @ roof level, new roof edge protection guarding to supersede the existing Mansafe fall arrest system. Existing system to remain operational & used whilst roof works are carried out. On completion of installation of new roof edge protection & new PV array, existing man safe system to be removed & flat roof membrane made good and suitably sealed at the anchor points.

New planters introduced @ main entrance to building to give entrance separation from pavement & public circulation. Existing columns at front of building to be painted dark grey to match existing low level brickwork. New external lighting introduced to provide additional illumination outside building during darker hours of the day.

Changes to vehicle parking at the property, 1 standard bay omitted to facilitate reconfiguration to a DDA parking bay. Existing DDA parking bay(relocated) to facilitated new additional cycle storage.

Has the work or change of use already started?

- Yes  
 No

## Existing Use

Please describe the current use of the site

The site is an existing office building which houses the offices for The Open University in Wales.

The building consists of 4 storeys of offices varying from call centre, open plan offices for staff and faculty, meeting rooms, storage & break room.

Is the site currently vacant?

- Yes  
 No

### Does the proposal involve any of the following?

Land which is known or suspected to be contaminated for all or part of the site

- Yes  
 No

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

- Yes  
 No

### Application advice

If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

Does your proposal involve the construction of a new building?

- Yes  
 No

## Materials

Does the proposed development require any materials to be used in the build?

- Yes  
 No

Please provide a description of existing and proposed materials and finishes to be used in the build (including type, colour and name for each material)

**Type:**

Roof

**Existing materials and finishes:**

Existing steel supported glazed canopy - to be removed. support currently fixed into brick facing - steel frame building. Existing Sika flat roof membrane to main roof level

**Proposed materials and finishes:**

any remaining steel support fixings to be cleaned and suitably sealed. Applicant proposes a new PPC aluminium box sign - illuminated on timer- to conceal any unsightly remnants of canopy supports, subject to approval of separate application for consent to display advertisement. New PV array to be installed @ main roof level

**Type:**

Lighting

**Existing materials and finishes:**

Existing - spot lights within steel supports of canopy.

**Proposed materials and finishes:**

new external lighting to be mounted to columns. Colour to be PPC matt black

**Type:**

Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**

none present

**Proposed materials and finishes:**

new roof edge protection guarding rail - galvanised steel material new planters @ GF to provide separation from building entrance and pavement. Planters to be timber or timber effect material, colour grey to match existing low level brickwork

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- Yes  
 No

If Yes, please state references for the plans, drawings and/or design and access statement

0490-RIO-01-XX-DR-A-02000-Existing North Elevation  
0490-RIO-01-XX-DR-A-02001-Proposed North Elevation  
0490-RIO-01-04-DR-A-27000-Roof Edge Protection Extents  
0490-RIO-01-XX-DR-A-90000-Site Location Plan  
0490-RIO-01-XX-DR-A-90001-Entrance Planters  
0490-RIO-01-00-DR-A-01020-P2-Ground Floor GA - Proposed  
0490-RIO-01-00-DR-A-01000-P1-Ground Floor GA - Existing

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle or 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

**Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.**

## Vehicle Parking

Is vehicle parking relevant to this proposal?

- Yes  
 No

**Please provide information on the existing and proposed number of on-site parking and cycling spaces on your plans.**

## 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 will need to provide a full tree survey with accompanying plan before your application can be determined. Your 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?

- Yes  
 No

[Refer to the Welsh Government's Development Advice Maps website.](#)

If Yes, and you are proposing a new building or a change of use, please add details of the proposal in the following table

Type	Residential (number of units)	Non-residential (Area of land)
<input type="checkbox"/> Floodplain C1	<input type="text"/>	<input type="text"/> Hectares
<input type="checkbox"/> Floodplain C2	<input type="text"/>	<input type="text"/> Hectares

**If the proposed development is within an area at risk of flooding you will need to consider whether it is appropriate to submit a flood consequences assessment.**

Refer to Section 6 and 7 and Appendix 1 of [Technical Advice Note 15: Development and Flood Risk](#)

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

**From 7 January 2019, all new developments of more than 1 dwelling house or where the construction area is 100 square metres or more, require Sustainable Drainage Systems (SuDS) for surface water designed and built in accordance with the Welsh Ministers' [Statutory SuDS Standards](#). SuDS Schemes must be approved by your local authority acting in its SuDS Approving Body (SAB) role. Please contact your local authority for details of how to apply.**

How will surface water be disposed of?

- Sustainable drainage system  
 Existing water course  
 Soakaway  
 Main sewer  
 Pond/lake

## Biodiversity and Geological Conservation

To assist in answering the following questions refer to the help text. The help text provides further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

**Having referred to the help text, 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?**

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

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

Reconfiguration of existing GF WCs to be converted from Male / Female split to individual cubicles. Same no. of WC pans, connecting to existing drainage system.

## Waste Storage and Collection

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



## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

- Yes  
 No

## Employment

Will the proposed development require the employment of any staff?

- 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

## Renewable and Low Carbon Energy

Does your proposal involve the installation of a standalone renewable or low-carbon energy development?

- Yes  
 No

If you have answered 'Yes' to the question above please state the proposed energy output capacity in Megawatts (MW):

**Renewable energy type:**

Solar

**Energy capacity:**

0.01 Megawatts

## Hazardous Substances

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

- Yes  
 No

## Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

- Yes  
 No

If Yes, please provide details

Neighbouring hotel, Premier Inn consulted over proposal including temporary impact on shared vehicle access route.  
Neighbouring tenant of attached building, Unison also informed of works proposed.

## 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? (Please select only one)

- The agent  
 The applicant  
 Other person

## Pre-application Advice

Has pre-application advice been sought from the local planning 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

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

## Authority Employee/Member

With respect to the Authority, is the applicant 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

Do any of these statements apply to you?

- Yes  
 No

## Ownership Certificates

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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

Are you the sole owner of ALL the land?

- 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 (owner is a person with a freehold interest or leasehold interest with at least seven years left to run) of any part of the land or building to which the application relates.

Person Role

- The Applicant  
 The Agent

Title

Mrs

First Name

Nicola

Surname

King

Declaration Date

15/01/2024

Declaration made

## Agricultural Holding Certificate

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural land declaration - you must select either A or B

(A) None of the land to which the application relates is, or is part of an agricultural holding

(B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below

Person Role

The Applicant

The Agent

Title

Mrs

First Name

Nicola

Surname

King

Declaration Date

15/01/2024

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:

- Once submitted, this information will be made available 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

Rio Architects

Date

15/01/2024