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Cyngor Sir Fynwy
Neuadd y Sir, Rhadyr, Brynbuga
NP15 1GA

Application for Planning Permission and Consent to Display an Advertisement(s)

Town and Country Planning Act 1990; Town and Country Planning (Control of Advertisement) Regulations 1992

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

Address Line 1

Address Line 2

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

Mr

First name

Paul

Surname

Steele

Company Name

Royal Mail Property and Facilities Solutions

Address

Address line 1

185 Farrington Road

Address line 2

Address line 3

Town/City

London

Country

United Kingdom

Postcode

EC1A 1AA

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

Glyn

Surname

Jones

Company Name

Kendall Kinscott Ltd

Address

Address line 1

Suite 216C

Address line 2

Regus Cardiff Gate

Address line 3

Cardiff Gate Business Park

Town/City

Cardiff

Country

United Kingdom

Postcode

CF23 8RU

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Email address

***** REDACTED *****

Site Area

What is the site area?

757.10

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

Request for Change of Use of the former Post Office sales counter located on the ground floor of 1 St Johns Street, Abergavenny from Class E - Commercial Business and Services (formally A1) to B8 - Storage or Distribution. It is proposed that the internal area is reconfigured to allow Royal Mail to form an additional customer service point area within the former Post Office sales counter area. The former Post Office provides an enlarged space which would better suit the current needs of the Delivery Office due to the growth in parcel deliveries within the area. The proposal would allow Royal Mail to meet the increased demand within the area and continue its essential community function. The former Post Office is currently vacant. The site is located directly adjacent Nevill Street Footpath and the proposed Change of Use will not materially affect the traditional high street commercial core. Please refer to attached Proposed Elevation plans. There will be no increased vehicles or vehicles movements as a consequence of the subject proposal.

Request for Consent to Display Advertisement.

It is proposed to remove the existing external Post Office advertisement, all existing finishes are to be re decorated as per the description identified in the materials section.

1 No. 300 x 384mm Bilingual opening hours sign and 1 No. 300 x 384mm is proposed to be installed to the 305mm metal column to the right hand side of the external double access doors; as identified in drawings

Has the work or change of use already started?

Yes

No

Existing Use

Please describe the current use of the site

The ground floor of 1 St Johns Square Abergavenny, the former Post Office sales counter is currently vacant. The rear of this area forms the Abergavenny Delivery Office which is operational.

Is the site currently vacant?

Yes

No

If Yes, please describe the last use of the site

1 St Johns Square Abergavenny, was formally used as a Post Office

When did this use end (if known)?

dd/mm/yyyy

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:

Other

Other (please specify):

Ply panels

Existing materials and finishes:

Existing ply panel to external low level curtain walling Existing Colour: White

Proposed materials and finishes:

Replacement of ply panels to external low level curtain walling, prepare and redecorate Proposed Colour: Red

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

230633-1071-P01 Existing Site Plan
230633-1072-P01 Proposed Site Plan
230633-1331-P01 Existing Floor Plans
230633-1332-P01 Proposed Floor Plans
230633-3001-P01 Extg & Prop Eles
230633-Abergavenny DO - Design and Access Statement

Pedestrian and Vehicle Access. Roads and Riights of Wav

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

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.](#)

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

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

If you have answered Yes to the question above please add details in the following table:

Use Class:

A1 - Shops Net Tradable Area

Existing gross internal floorspace (square metres):

757.1

Gross internal floorspace to be lost by change of use or demolition (square metres):

757.1

Total gross internal floorspace proposed (including change of use) (square metres):

0

Net additional gross internal floorspace following development (square metres):

-757.1

Use Class:

B8 - Storage or distribution

Existing gross internal floorspace (square metres):

0

Gross internal floorspace to be lost by change of use or demolition (square metres):

0

Total gross internal floorspace proposed (including change of use) (square metres):

757.1

Net additional gross internal floorspace following development (square metres):

757.1

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)
	757.1	757.1	757.1	0

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

Employment

Will the proposed development require the employment of any staff?

Yes

No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

Part-time

Total full-time equivalent

Proposed Employees

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

Full-time

40

Part-time

13

Total full-time equivalent

40.00

Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes

No

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

Use Class:

B8 - Storage or distribution

Unknown:

No

Monday to Friday:

Start Time:

08:00

End Time:

10:00

Saturday:

Start Time:

08:00

End Time:

12:00

Sunday / Bank Holiday:

Start Time:

End Time:

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

Hazardous Substances

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

Yes

No

Type of Proposed Advertisement(s)

Please describe the proposed advertisement(s)

The proposed advertisement consists of the following bilingual signs:

1 No. Welsh - 300 x 384mm x 5mm (W x H x D) opening hours signs to be installed to the metal column to the right hand side of the double front entrance doors as identified on drawings.

1No. English - 300 x 384mm x 5mm (W x H x D) opening hours signs to be installed to the metal column to the right hand side of the double front entrance doors below the Welsh opening hours sign as identified on drawings.

- The Top of Welsh opening hours sign to be 1500mm from floor level
Bottom of Welsh opening hours sign to be 1116mm from floor level

- The Top of English opening hours sign to be 1116mm from floor level
The Bottom of English opening hours sign 732mm from floor level

Advertisement Type:

Other sign

Height:

0.38 metres

Width:

0.3 metres

Depth:

0.05 metres

What is the height from the ground to the base of the advertisement?:

1.116 metres

What is the maximum projection of the advertisement from the face of the building?:

0.05 metres

What is the maximum height of any of the individual letters and symbols?:

1.5 centimetres

What materials will the advertisement be made of?:

Metal

The colour of text and background:

Text: White Background: Red

Will the advertisement be illuminated?:

Advertisement Type:

Other sign

Height:

0.38 metres

Width:

0.3 metres

Depth:

0.05 metres

What is the height from the ground to the base of the advertisement?:

0.732 metres

What is the maximum projection of the advertisement from the face of the building?:

0.05 metres

What is the maximum height of any of the individual letters and symbols?:

1.5 centimetres

What materials will the advertisement be made of?:

Metal

The colour of text and background:

Text: White Background: Red

Will the advertisement be illuminated?:

If you have selected Other, please describe

The proposed advertisement consists of the following bilingual signs:

1 No. Welsh - 300 x 384mm x 5mm (W x H x D) opening hours signs to be installed to the metal column to the right hand side of the double front entrance doors as identified on drawings.

1No. English - 300 x 384mm x 5mm (W x H x D) opening hours signs to be installed to the metal column to the right hand side of the double front entrance doors below the Welsh opening hours sign as identified on drawings.

- The Top of Welsh opening hours sign to be 1500mm from floor level
Bottom of Welsh opening hours sign to be 1116mm from floor level

- The Top of English opening hours sign to be 1116mm from floor level
The Bottom of English opening hours sign 732mm from floor level

Location of Advertisement(s)

Is the advertisement(s) you are applying for already in place?

- Yes
 No

Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal?

- Yes
 No
 Not Applicable

Will the proposed advertisement(s) project over a footpath or other public highway?

- Yes
 No

Advertisement(s) Period

Please state the period of time for which consent is sought for the advertisement

From Date

01/01/2024

To Date

01/01/2029

Neighbour and Community Consultation

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

- 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? (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

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

Interest In the Land

Does the applicant own the land or buildings where the adverts are to be placed?

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

Mr

First Name

Glyn

Surname

Jones

Declaration Date

22/11/2023

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

Mr

First Name

Glyn

Surname

Jones

Declaration Date

22/11/2023

Declaration made

Declaration

I/We hereby apply for Full planning & display of advertisements 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

Glyn Jones

Date

14/12/2023