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Miss Bellingham & Mr Cherry  
Village Stores And Post Office  
London House  
Hart Lane  
Ruardean  
Gloucestershire  
GL17 9UT

Date: 23rd February 2023  
Our ref: P1512/22/PREAPP

Dear Miss Bellingham & Mr Cherry,

**Town and Country Planning Act,1990 (As Amended)**  
**Village Stores And Post Office London House Hart Lane**  
**Pre-application advice - Change of use from Village Shop and Post Office to residential.**

Thank you for your enquiry and apologies for the delay in my response.

Firstly, I can confirm that planning permission will be required in order to change the use of the shop floor back into a residential use. The type of planning permission will depend of whether any associated physical external works will be required as part of the proposal. Should no external physical works be required, then you would need to make an application for a change of use; for a change of use *plus* external physical works, a full application would be required. Both of which would incur a fee of £462.

I have considered whether your proposals could be dealt with under an application for Prior Approval (Schedule 2, Part 3, Class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015), however, the shop is tied to its use by conditions imposed on the original permission (ref. P1669/13/FUL) which would prevent this option.

I have noted the response provided to you in February 2020 by Chloe Johnson and I can confirm the advice given would still be relevant if you were to proceed with an application. The most import element to your application will be demonstrating that the business is no longer viable, as you will need to comply with the requirements of CSP.8 of the Core Strategy which seeks to retain Community Facilities such as your shop.

We would generally ask that a year of marketing has been undertaken as a minimum and evidence to show this will need to be submitted with any application. A marketing plan and sales particulars should form part of this evidence, including the level of interest generated and any notable comments from prospective purchasers. It would also be advisable to secure a statement from your estate agent to provide a

summary of the marketing efforts. Clearly, the information you have provided would suggest that the commercial viability of the shop may be limited, however, the Council would need to be satisfied that sufficient efforts have been made to retain the shop prior to any agreement which involves its loss. The profitability of the business should be demonstrated over a period of time, preferably starting from its conception.

My suggestion would be to familiarise yourself with [CSP.8 of the Core Strategy](#) as this would form a key part of the Council's decision making. It may also be advisable to seek a Planning Consultant who could assist in preparing your application and collating the necessary information which can help to improve the chances of a successful application.

More information in regard to fees and application forms are available from the [Council's website](#), along with our validation checklist which details what is required to submit a valid application; you can also apply online at the [Planning Portal](#) (subject to an additional service charge).

It would be recommended that the following information be submitted with any such application; essential information is detailed within the Validation Checklist:

- Location plan at scale 1:1250 or 1:2500 with the application site outlined in red and any other land within the applicant's ownership outlined in blue;
- Block plan at scale 1:200 or 1:500;
- Existing Proposed elevations (if external works are required);
- Existing and Proposed floor plans;
- Supporting statement/Viability Statement and/or Assessment
- A Heritage Statement to address any impacts to the Ruardean Conservation Area (only if external works are proposed);

**NOTE:** Please ensure the Validation Checklist is read carefully to avoid an invalid application. A Biodiversity Checklist is also required to be completed and submitted with the application which can be found on the Council's website.

I hope that this information is of some assistance. However, I must advise you that the above informal observations have been made at Officer level only. This letter therefore does not prejudice any future decisions made by the Council should you submit a planning application.

Yours sincerely,

Mr Ryan Morgan  
Career Grade Planner

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