

**UTTLESFORD DISTRICT COUNCIL**

Council Offices, London Road, Saffron Walden, Essex CB11 4ER

Telephone (01799) 510510

Textphone Users 18001

Email [planning@uttlesford.gov.uk](mailto:planning@uttlesford.gov.uk)Website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

**Application for Planning Permission; Listed Building Consent for alterations, extension or  
demolition of a listed building**

**Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation  
Areas 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	<input style="width: 90%;" type="text" value="3"/>
Suffix	<input style="width: 90%;" type="text"/>
Property Name	<input style="width: 90%;" type="text" value="Hill Street"/>
Address Line 1	<input style="width: 90%;" type="text"/>
Address Line 2	<input style="width: 90%;" type="text"/>
Address Line 3	<input style="width: 90%;" type="text"/>
Town/city	<input style="width: 90%;" type="text"/>
Postcode	<input style="width: 90%;" type="text"/>

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

Easting (x)	Northing (y)
<input style="width: 90%;" type="text" value="553847"/>	<input style="width: 90%;" type="text" value="238408"/>

Description

No.3 Hill Street is the building known as The Jubilee Hub, to the East of the Fire Station and West to Kim's Tea Room. / Public Toilets.

## Applicant Details

### Name/Company

Title

Mr

First name

Terry

Surname

Frostick

Company Name

Town Council

### Address

Address line 1

Town Hall

Address line 2

Saffron Walden

Address line 3

Town/City

County

Country

United Kingdom

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

## Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

## Agent Details

Name/Company

Title

Mr

First name

Wayne

Surname

Everitt

Company Name

Wilby & Burnett LLP

## Address

Address line 1

Provident House

Address line 2

123 Ashdon Road

Address line 3

Town/City

Saffron Walden

County

Country

United Kingdom

Postcode

CB10 2AJ

## Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

## 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 details of proposals to alter, extend or demolish the listed building(s)

Creation of a doorway to the rear elevation. Internal alterations to convert the first and second floor space into 1no. of self contained flat.

Has the development or work already been started without consent?

Yes

No

## Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

Don't know

Grade I

Grade II\*

Grade II

Is it an ecclesiastical building?

Don't know

Yes

No

## Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- Yes  
 No

## Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes  
 No

## Listed Building Alterations

Do the proposed works include alterations to a listed building?

- Yes  
 No

**If Yes, do the proposed works include**

a) works to the interior of the building?

- Yes  
 No

b) works to the exterior of the building?

- Yes  
 No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- Yes  
 No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- Yes  
 No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

See Wilby & Burnett Plans 3588/PD01 - PD06 and Heritage Statement

## Materials

Does the proposed development require any materials to be used?

- Yes  
 No

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

**Type:**

Internal walls

**Existing materials and finishes:**

Painted plaster finishes

**Proposed materials and finishes:**

Painted plaster finishes

**Type:**

Internal doors

**Existing materials and finishes:**

Panelled doors

**Proposed materials and finishes:**

Panelled doors to match existing

**Type:**

External doors

**Existing materials and finishes:**

External door to rear of community centre

**Proposed materials and finishes:**

Hardwood timber doors to match existing

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

Wilby & Burnett Drawing 3588/PD05 and Heritage Statement

## Site Area

What is the measurement of the site area? (numeric characters only).

55.00

Unit

Sq. metres

## Existing Use

Please describe the current use of the site

Community centre / office

Is the site currently vacant?

- Yes  
 No

If Yes, please describe the last use of the site

Office use of first floor

When did this use end (if known)?

dd/mm/yyyy

**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

## **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

## 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

Please see drawing 3588/PD05

## 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

## 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'.

## 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.

## Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why they are exempt from doing so.

[Find out more about biodiversity net gain, and access digital tools from our partners that can help determine if you are exempt, or produce the biodiversity metric information required.](#)

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 (as amended)) would apply?

- Yes  
 No

Please add all the exemptions or transitional arrangements that apply and provide a reason why

**Exemption:**

Temporary exemption for non-major developments (small sites exemption)

**Reason for selecting exemption:**

Conversion of space into 1 no of flat falls within the permitted small developments

Note: Please read the help text for further information on the exemptions available and when they apply

## Waste Storage and Collection

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

- Yes  
 No

If Yes, please provide details:

See drawing 3588/PD04

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

## Self-build and Custom Build

Please specify each type of housing and number of units proposed

### Housing Type:

Flats / Maisonettes

### 1 Bedroom:

0

### 2 Bedroom:

1

### 3 Bedroom:

0

### 4+ Bedroom:

0

### Unknown Bedroom:

0

### Total:

1

### Proposed Self-build and Custom Housing Category Totals

1 Bedroom Total

0

2 Bedroom Total

1

3 Bedroom Total

0

4+ Bedroom

Total  
0

Unknown

Bedroom Total  
0

Total

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.

**Use Class:**

E(g)(i) - Offices - Except where not suitable in a residential area

**Existing gross internal floorspace (square metres) (a):**

55

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

0

**Total gross new internal floorspace proposed (including changes of use) (square metres) (c):**

55

**Net additional gross internal floorspace following development (square metres) (d = c - a):**

0

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	55	0	55	0

### 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

## Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes  
 No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

All trade waste will be disposed into dedicated facilities.

## 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

## 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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

Can you give appropriate notice to **all** the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- Yes  
 No

### Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates; or  
 The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners\* and/or agricultural tenants\*\*.

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

\*\* 'agricultural tenant' has the meaning given in section 65(8) of the Town and Country Planning Act 1990.

Owner/Agricultural Tenant

<p><b>Name of Owner/Agricultural Tenant:</b> ***** REDACTED *****</p> <p><b>House name:</b></p> <p><b>Number:</b></p> <p><b>Suffix:</b></p> <p><b>Address line 1:</b> Council Offices London Road</p> <p><b>Address Line 2:</b></p> <p><b>Town/City:</b> Saffron Walden</p> <p><b>Postcode:</b> CB11 4ZH</p> <p><b>Date notice served (DD/MM/YYYY):</b> 06/03/2024</p>
--

Person Role

- The Applicant  
 The Agent

Title

Mr
----

First Name

Terry
-------

Surname

Frostick

Declaration Date

27/03/2024

Declaration made

## Declaration

I/We hereby apply for Full planning & listed building consent 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

Kate Brooks

Date

28/03/2024