Y Gwasanaeth Cynllunio
Cyngor Bwrdeistref Sirol Wrecsam
Neuadd Y Dref, Wrecsam, LL11 1AY

Llinell Gymorth: 01978298994
E-bost: planning@wrexham.gov.uk
Gwe: www.wrexham.gov.uk/planning

Planning Service
Wrexham County Borough Council
Guildhall, Wrexham. LL11 1AY

Telephone: 01978298994
E-mail: planning@wrexham.gov.uk
Web: www.wrexham.gov.uk/planning

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

16 Council Offices, Contact Wrexham

Address Line 1

Lord Street

Address Line 2

Town/city

Wrexham

Postcode

LL11 1LG

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

Easting (x)

333324

Northing (y)

350459

Description

Applicant Details

Name/Company

Title

First name

Surname

Wrexham Property Holdings Ltd

Company Name

Address

Address line 1

C/O John D Wood

Address line 2

34-35 Clarges Street

Address line 3

Town/City

London

Country

United Kingdom

Postcode

W1J 7EJ

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

***** REDACTED ******

Secondary number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Mrs

First name

Samantha

Surname

Scott

Company Name

Leith Planning Ltd

Address

Address line 1

Unit 4

Address line 2

Freckleton Street

Address line 3

Town/City

Kirkham

Country

Postcode

PR4 2SH

Contact Details

Primary number

***** REDACTED ******

Secondary number

Email address

***** REDACTED ******

Site Area

What is the site area?

0.06

Scale

Hectares

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

"Change of use of from offices (class E) to residential (class C3), comprising of 23 flats, including replacing existing shop front windows with new domestic sized windows, installing new window openings and the erection of fencing and gates to the bike store and bin store."

Has the work or change of use already started?

◯ Yes
⊘ No

Existing Use

Please describe the current use of the site

Vacant office building

Is the site currently vacant?

⊘ Yes
◯ No

If Yes, please describe the last use of the site

Council Office Building

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?

- [x] 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:
Windows

Existing materials and finishes:

Proposed materials and finishes:
Front elevation: Existing shop front windows to be filled in with matching brickwork & detailing to match the first floor windows. Rear elevation: New windows, designed to match existing window brickworks and surround detailing.

Type:
Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Proposed materials and finishes:
New fence & gates to form bike and bin store

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

- [x] Yes
- [ ] No

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

See the attached drawing pack and Planning and Design Statement

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
- [x] No

Are there any new public roads to be provided within the site?

- [ ] Yes
- [x] No

Are there any new public rights of way to be provided within or adjacent to the site?

- [ ] Yes
- [x] No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- [ ] Yes
- [x] 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

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

Please see the attached Drainage Strategy and Drainage technical Note for more details.

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?

- [x] Yes
- [ ] No

If Yes, please provide details:

Bin storage has been shown on the proposed floor plans

Trade Effluent

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

- [ ] Yes
- [x] No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- [x] Yes
- [ ] No

If you answered "yes" to the question above, please specify the existing and proposed number of market and affordable dwellings on the attached plans.

All Types of Development: Non-Residential Floorspace

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

- [x] Yes
- [ ] No

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

Use Class:
Other

Existing gross internal floorspace (square metres) (a):
1937

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):
1937

Total gross internal floorspace proposed (including change of use) (square metres) (c):
0

Net additional gross internal floorspace following development (square metres) (d = c - b):
-1937

	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross internal floorspace proposed (including change of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - b)
Totals	1937	1937	0	-1937

Loss or gain of rooms

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

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?

- [x] Yes
- [ ] No

If Yes, please provide details

A Pre-Application Consultation (PAC) was conducted prior to the submission of this application. The submitted PAC Report outlines the consultation process undertaken in accordance with national requirements and details the amendments made to the application in response to the feedback received.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- [x] 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)

- [x] The agent
- [ ] The applicant
- [ ] Other person

Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application?

- [x] 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

ENQ/2023/0090

Date (must be pre-application submission)

03/07/2023

Details of the pre-application advice received

The proposal, as submitted, is likely to be viewed as acceptable in-principle in-line with the planning policy framework as outlined. However, much would depend upon the external appearance of the building, the impact upon neighbouring uses and neighbouring residential occupiers and the resolution of the current phosphates situation. I would ask that close attention is paid to the contents of this letter in-full prior to the submission of a planning application to the Local Planning Authority.

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

Samantha

Surname

Scott

Declaration Date

23/04/2025

☑ 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

- [x] (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
- [x] The Agent

Title

Mrs

First Name

Samantha

Surname

Scott

Declaration Date

12/02/2025

- [x] Declaration made

Declaration

To submit your building control application you must agree to the below 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.
Full planning permission: Full planning permission I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to Wrexham County Borough Council
- Our system will automatically generate and send you emails in regard to the submission of this application.

- [x] I / We agree to the outlined declaration

Signed

Samantha Scott

Date

23/04/2025