

3. Description of Proposed Works (continued)

Has the work already started? ☐ Yes ☒ No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work already been completed? ☐ Yes ☒ No

If Yes, please state when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name: AS APPURT

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

5. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle 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

Do the proposals require any diversions, extinguishments and/or creation of public rights of way? ☐ Yes ☒ No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/drawing(s):

6. Pre-application Advice

Has assistance or prior advice been sought from the local 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).

Please tick if the full contact details are not known, and then complete as much possible: ☐

Officer name:

Reference:

Date (DD MM YYYY):
(must be pre-application submission)

Details of the pre-application advice received:

7. Trees and Hedges NONE AFFECTED

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your boundary? ☐ Yes ☒ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☒ No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☒ No

If Yes, please describe:

9. Authority Employee / Member

With respect to the Authority, I am:

- 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

If Yes, please provide details of the name, relationship and role

10. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes on the Planning Portal website (see "Local level requirements and additional documentation"). The notes provide 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 guidance notes, 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.

11. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls	STONE	TO MATCH	☐	☐
Roof	SLATE	"	☐	☐
Windows	TIMBER	"	☐	☐
Doors	TIMBER	"	☐	☐
Boundary treatments (e.g. fences, walls)	N/A		☐	☐
Vehicle access and hard-standing	N/A		☐	☐
Lighting	N/A		☐	☐
Others (please specify)	N/A		☐	☐

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

DWG NO 12113 (PL) 002
 D + A STATEMENT

12. Ownership Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form
Certificate of Ownership – Certificate A

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

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 7 years left to run) of any part of the land or building to which the application relates.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

9/5/12

Certificate of Ownership – Certificate B

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

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 (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

Certificate of Ownership – Certificate C

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

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YY)

12. Ownership Certificates (continued)

Certificate of Ownership – Certificate D

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

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

13. Agricultural Holdings

Agricultural Holding Certificate

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

Agricultural Land Declaration - You Must Complete Either A or B

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

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(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:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

14. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Applications for planning permission in Wales must be accompanied by certain additional supporting documents if they exceed certain thresholds. For detailed information please refer to Welsh Government Circular WGC 002/2012 and the guidance available on the Planning Portal website. 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.

The original and 3 copies of a completed and dated application form:

The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:

- ☒ The original and 3 copies of a design and access statement where proposed works fall within one of the following designated areas:
 - National Park
 - Site of special scientific interest
 - Conservation area
 - Area of outstanding natural beauty
 - World Heritage Site

The correct fee: N/A

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable):

The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):

15. Declaration

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

9/5/12

(date cannot be pre-application)

16. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

17. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension number:

01352-740911

Country code:

Mobile number (optional):

07855-963026

Country code:

Fax number (optional):

01352-740911

Email address (optional):

info@fitzsimonplanning.co.uk

18. 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)

☒ Agent☐ Applicant☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address:



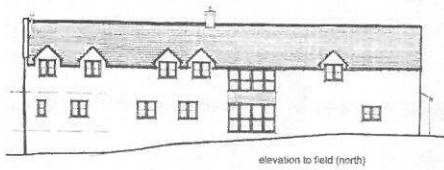
elevation to field (north)

Approved north elevation Ref P/2012/0864

Scale : 1:100

P /2013/0332

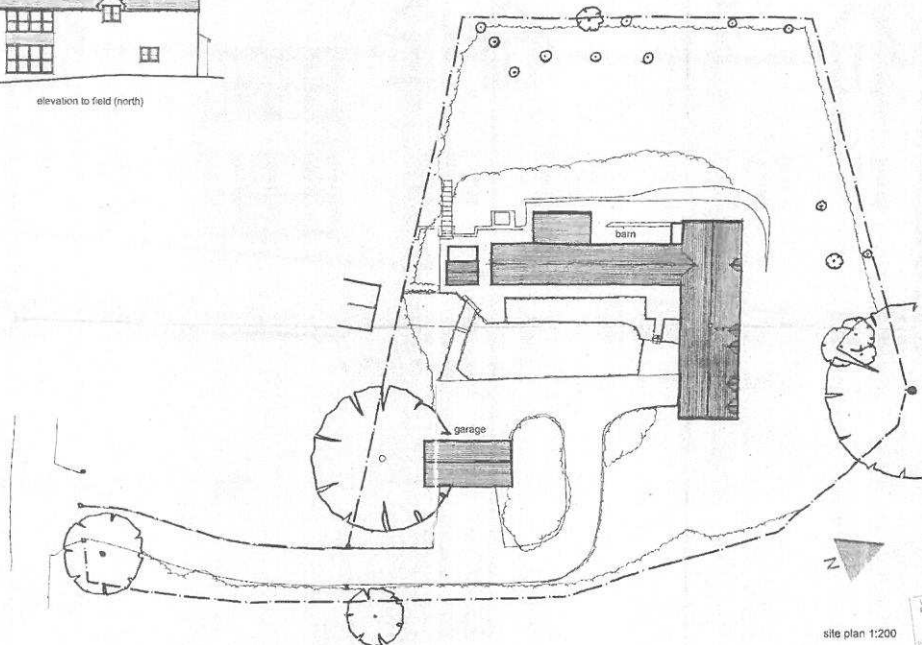




elevation to field (north)



location plan 1:1250



site plan 1:200



location plan: proposed site plan & north elevation (1:1250, 1:200 & 1:100 @ A1)
the firm, its officers, servants, agents, and employees

calderpeel fcp

P/2013/0332



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Head of Community Wellbeing and Development
Planning Services
16 Lord Street, Wrexham
LL11 1LG
Telephone 01978 292017.

19/08/2013
Scale 1:1250
SJ 2753

**Town & Country Planning Act 1990
Appeal Site**



P/2013/0332
The Barn, Pentre Saeson
Brymbo Road, Bwlchgwyn
Wrexham





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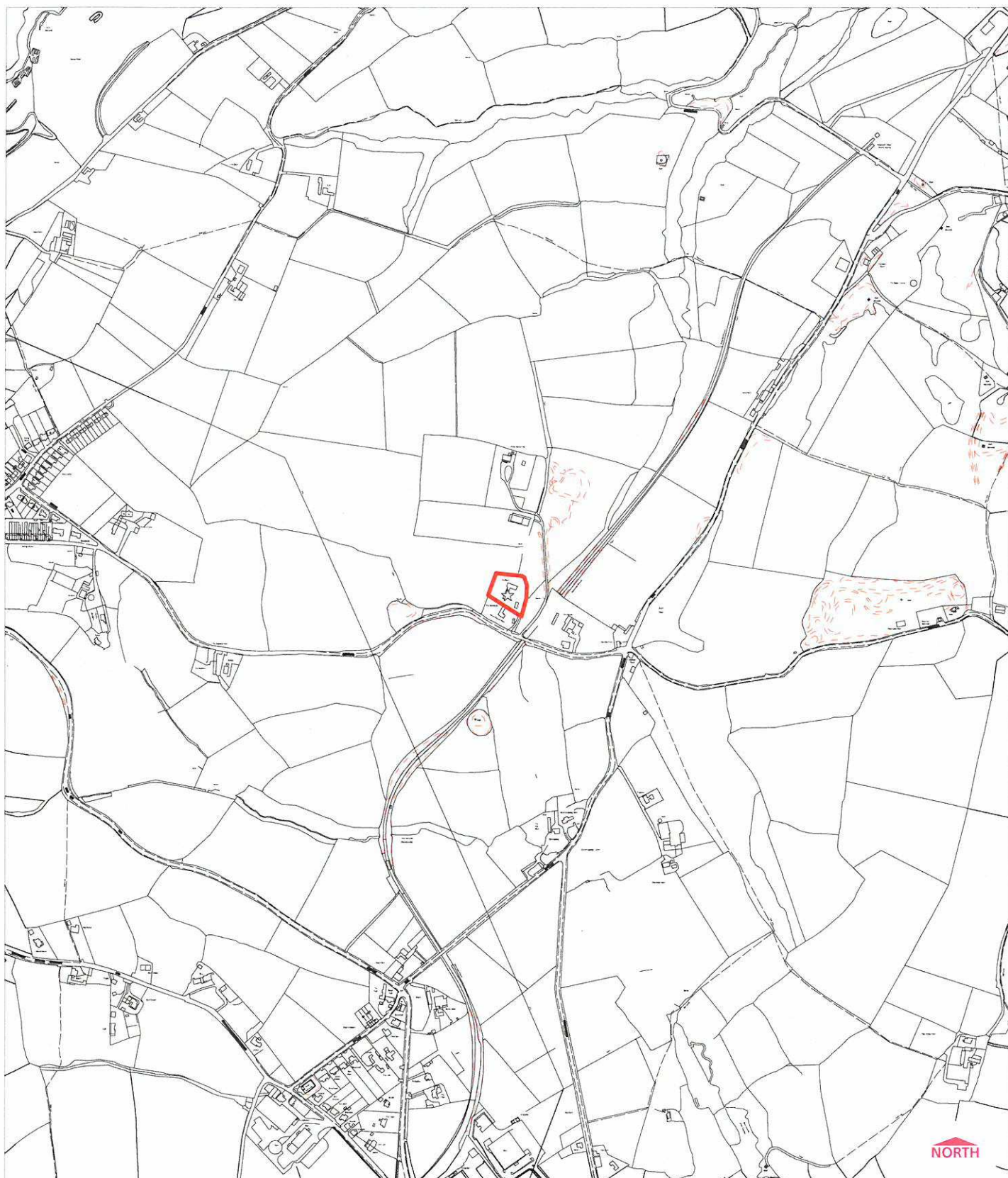
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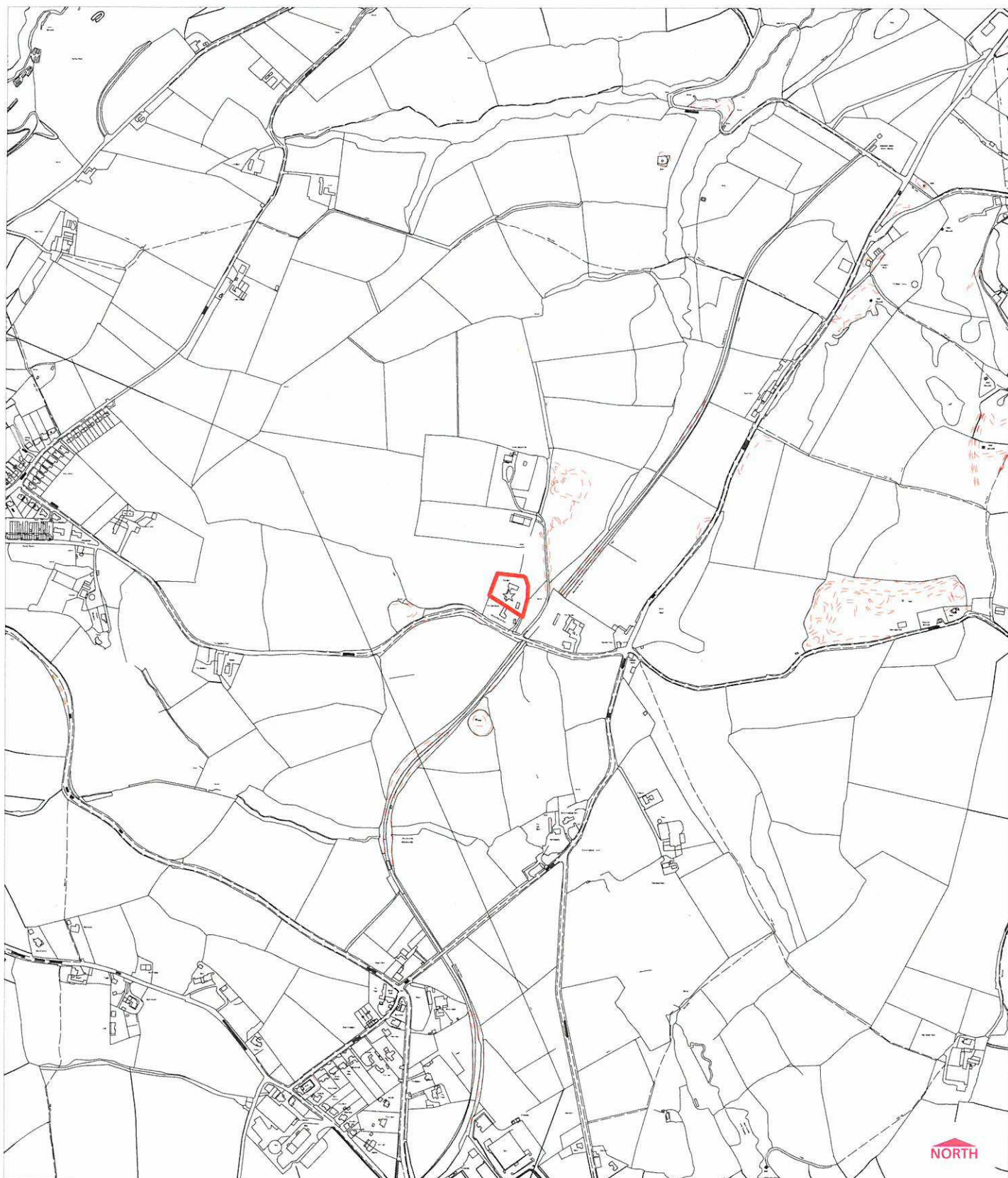
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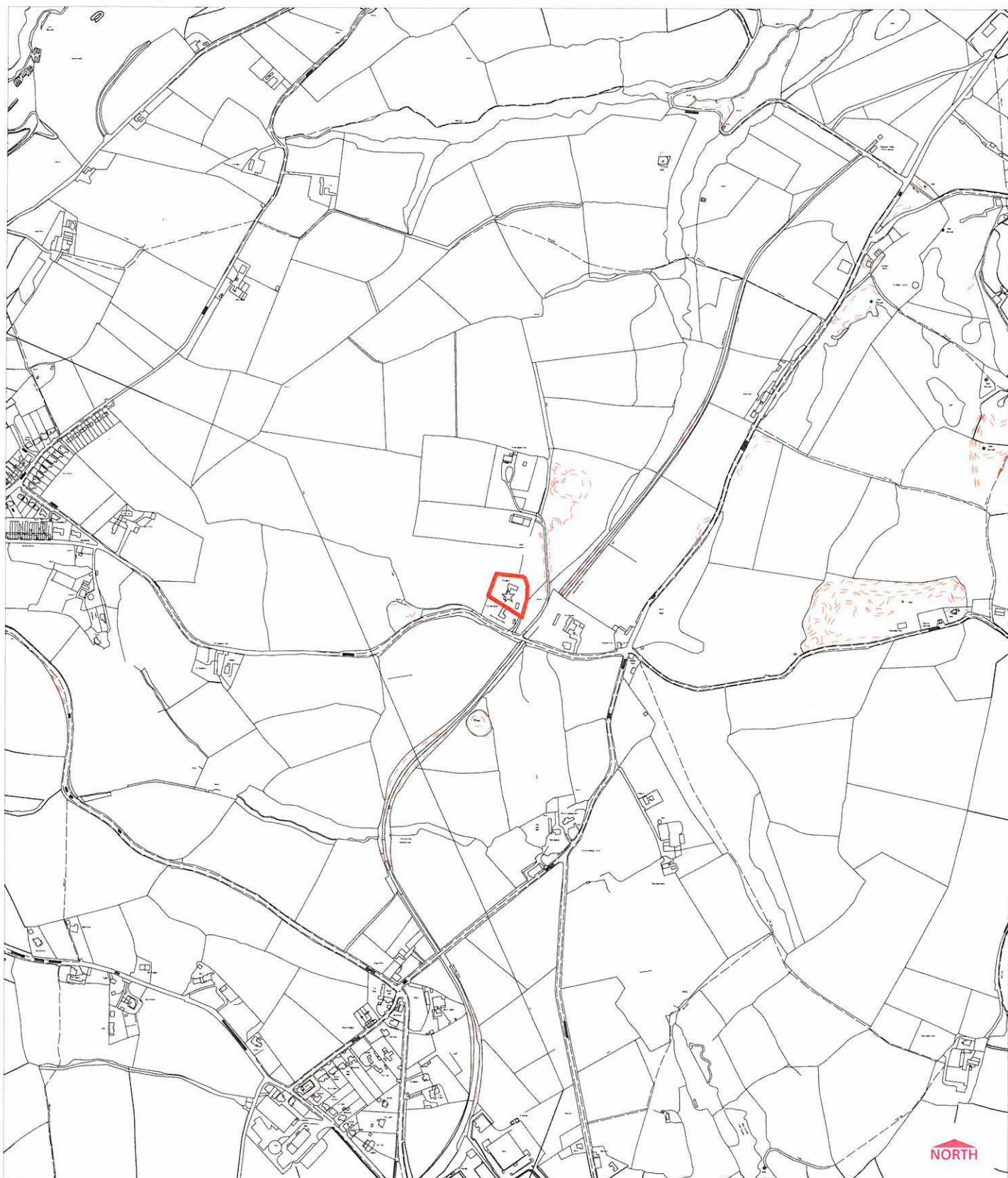
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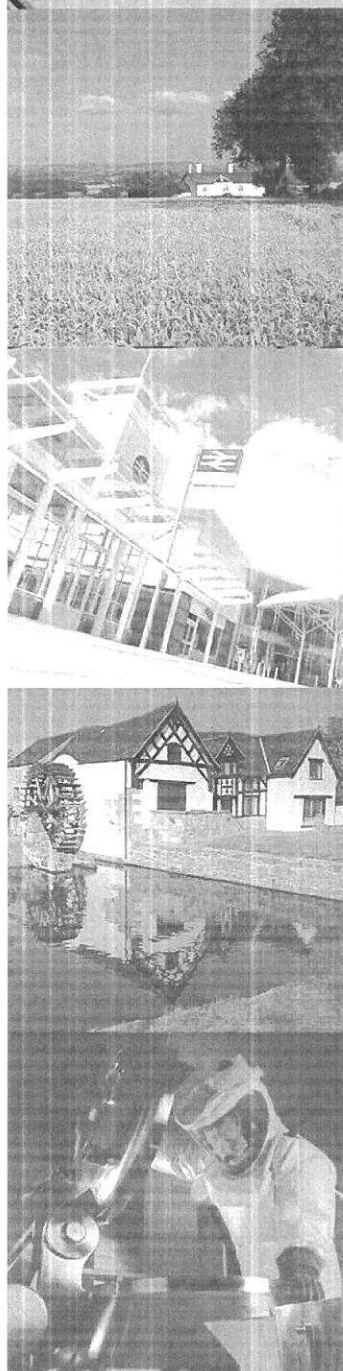
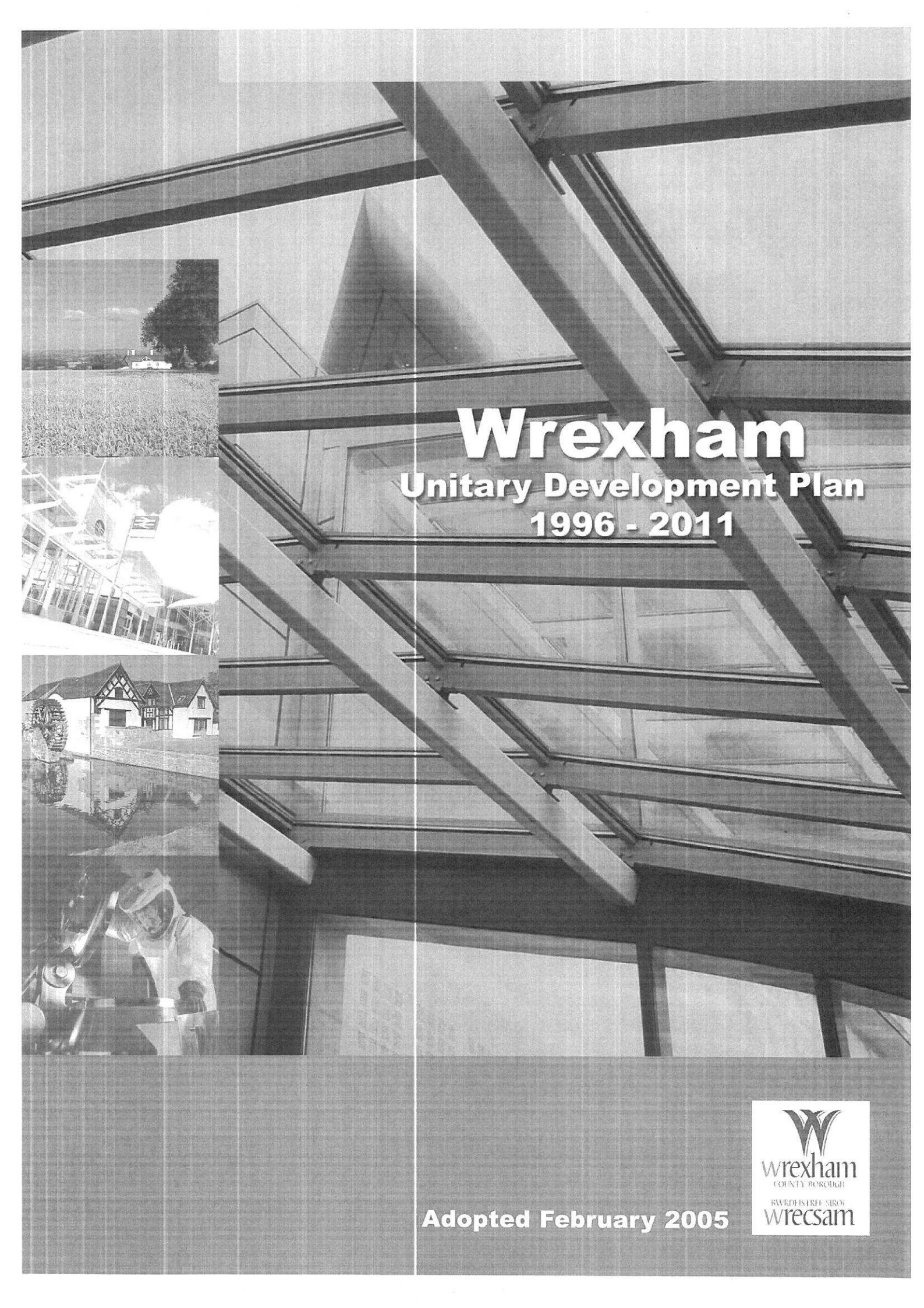
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porcos



Wrexham

Unitary Development Plan 1996 - 2011

Adopted February 2005



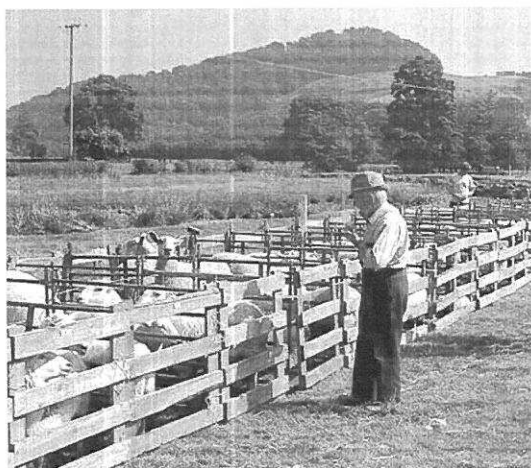
4. General Development Principles

Development Objectives

Policy GDP1 All new development should:-

- a) Ensure that built development in its scale, design and layout, and in its use of materials and landscaping, accords with the character of the site and makes a positive contribution to the appearance of the nearby locality.
- b) Take account of personal and community safety and security in the design and layout of development and public / private spaces.
- c) Make the best use of design techniques, siting and orientation in order to conserve energy and water resources.
- d) Ensure safe and convenient pedestrian and vehicular access to and from development sites, both on site and in the nearby locality.
- e) Ensure that built development is located where it has convenient access to public transport facilities, and is well related to pedestrian and cycle routes wherever possible.
- f) Ensure the safety and amenity of the public and safeguard the environment from the adverse effects of pollution of water, land or air, hazards from industry and quarrying, and associated noise, odour or vibration arising from development.
- g) Secure public services (e.g. gas, water, electricity) to development at minimum public cost.
- h) Safeguard sites and areas of nature conservation and wildlife interest, and to provide new habitats where there is an unavoidable loss of existing habitats and areas of wildlife interest.
- i) Ensure that development does not result in, or is subject to, flooding, soil erosion, landslides or contamination, either on or off the site.
- j) Have regard to the need to safeguard those areas that possess a strong Welsh cultural and/or linguistic identity from development that could harm this identity.
- k) Secure the development of sustainable communities, through the promotion of the economic, social and environmental well-being of the area.

4.1 In addition to the specific land use or locational policies of the Plan, all development proposals must satisfy certain general requirements, the regulation of which is a key function of the planning system (e.g. drainage/liability to flood, stability, natural hazard, energy efficiency, materials and design, etc.). Many of these matters are the responsibility of statutory organisations that are automatically consulted on development proposals. Quality development can only be achieved through the application of flexible but sensitive standards relating to the visual and operational quality of new development and its impact on people and the surrounding environment. Good design often costs no more than bad. The Council, will, from time to time issue supplementary planning guidance with the aim of encouraging high standards of development and design. Development proposals will be determined in accordance with the Unitary Development Plan, unless material considerations indicate otherwise. The Council will also make reference to non-statutory Supplementary Planning Guidance in their consideration and determination of development proposals, as appropriate. The Council will make full use of obligations under section 106 of the Town and Country Planning Act and of planning conditions to ensure that all new development accords with detailed Plan policies and that

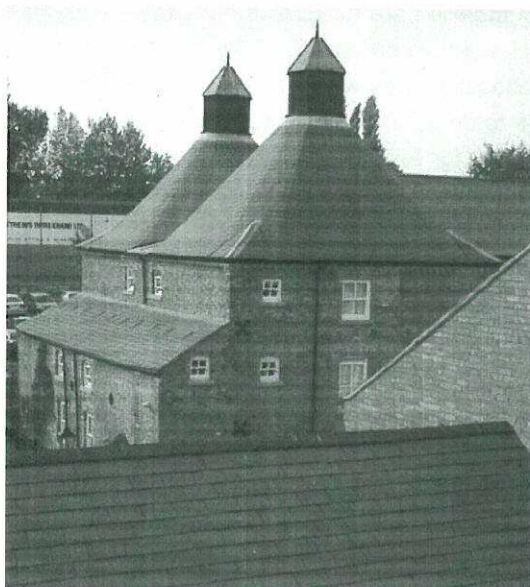


the aims of the Plan are fully implemented. The Council will also prepare Development Briefs for allocated sites where it is appropriate to do so. A development brief has been prepared, for example, for the major development site at Ruthin Road, Wrexham, where land is allocated for housing, employment, and education.

4.2 Wrexham County Borough contains a number of installations designated as notifiable to the Health and Safety Executive by virtue of the quantities of hazardous substances stored and used. Whilst they are subject to stringent controls under existing health and safety legislation, it is considered prudent to control the development of land in their vicinity. The siting of new installations will be subject to planning controls aimed at keeping them separated from houses and other land with which they might be incompatible from a safety viewpoint.

4.3 The unique character of parts of the County Borough is derived from its Welsh culture and landscape. The Welsh language is an important part of the daily lives of many local inhabitants and a key determinant of the social fabric of the communities of, for example, the Ceiriog Valley, Rhos/Johnstown, Penycae, Coedpoeth and Minera. The safeguarding and nurturing of this cultural and linguistic identity cannot occur in isolation from the development of the local economy and conservation of the landscape.

4.4 Crime prevention can be a material consideration when considering planning applications, and local authorities are under an obligation to consider the need to prevent crime in all decisions they take. There has to be a balanced approach to design which attempts to reconcile the visual and other qualities of a development with the need to prevent crime, the fear of crime, and disorder.



Conversion of Buildings Outside Settlement Limits

Policy H3 The change of use or conversion of a building to residential use outside settlement limits will only be permitted where:-

- a) in the case of agricultural buildings, there is no longer an agricultural need and alternative non-residential uses have proved inappropriate; and
- b) the building is structurally sound and capable of conversion without extensive rebuilding tantamount to the erection of a new dwelling; and
- c) any inherent characteristics of merit in the building are retained; and
- d) the proposed dwelling and the resulting curtilage does not constitute an undesirable intrusion into the landscape, create access problems, nor require the provision of services at public cost; and
- e) the floor plan of the existing building is sufficient to create a habitable dwelling.

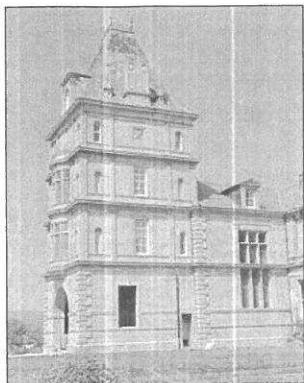
Sub-division of Dwellings

Policy H4 The sub-division of existing dwellings will only be permitted where:-

- a) sub-division is possible without major alterations, extensions, or additional new buildings which would significantly alter the character of the original dwelling; and
- b) proposals accord with Policy GDP1; and
- c) adequate private open space is available.
- d) the proposal would not result in the over-concentration of Houses in Multiple Occupation to the detriment of crime levels, the social fabric of the area, and the amenity of existing residents.

6.10 New homes can also be created from the conversion of redundant buildings and the sub-division of larger residences. There is a significant number of vacant and underused properties in the County Borough. Conversion and sub-division has contributed an annual average of 42 new homes over the last nine years to satisfy an increasing demand for smaller accommodation. Conversion may provide much needed smaller accommodation more quickly and cheaply than would the provision of new homes and, at the same time, ensure a satisfactory re-use of existing resources and supplement conservation policies. Similarly, the sympathetic conversion of redundant non-residential buildings to housing accommodation will be encouraged, providing that basic design standards can be achieved and it can be proven that the agricultural use has ceased and alternative non-residential uses have proved inappropriate. In this way buildings of historic

Planning
Guidance



3

*Available in
accessible formats*

This guidance note deals with proposals to convert rural buildings to other uses.

- **Part 1** applies to all proposals and sets out the development principles to follow.
 - **Part 2** applies only to agricultural buildings and contains specific points to consider when the proposed development involves conversion to residential use.
 - **Part 3** lists the information which should be included with a planning application.
- There are related guidance notes which cover:-
- 2 *Agricultural Appraisals*
 - 7 *Landscape and Development*
 - 13 *Housing in the Countryside*
 - 14 *Garden Extensions*
 - 16 *Parking*
 - 17 *Trees and Development*
 - 20 *House Extensions*
 - 21 *Space around Dwellings*
 - 22 *Sustainable Building*

Converting Rural Buildings

This guidance note explains the approach which the Council takes towards dealing with proposals to change the use of and convert rural buildings. It supports and amplifies the relevant policies (particularly GDP1, H3, E5 and CLF9) contained in the Wrexham Unitary Development Plan.

The note will form a material consideration in the determination of planning applications.

Background

There is a varied range of buildings in the countryside which are no longer suitable for their original purposes. The majority are likely to be agricultural buildings but there may also be churches, chapels, mills, schools, public houses, stables and others for which an alternative use is being sought.

Many of these buildings make a positive contribution to the character and appearance of the area. Provided they are structurally sound, conversion of these buildings, for example to employment or community use, visitor accommodation or housing can safeguard their future. By re-using existing resources, conversions can also meet the aims of sustainable built development.

However, there are some buildings which are not suitable for conversion, including those which are:-

- structurally unsound;
- roofless, missing substantial sections of wall, or so ruined that only vestiges remain of the original structure;
- of temporary construction;
- eyesores which should be removed in the interests of landscape conservation;
- unsuitable in terms of size and form of construction ;
- at risk of flooding.

In particular, planning permission will not normally be granted if:-

- there is insufficient floor area in the existing building to provide acceptable standards of accommodation (in the case of conversions to dwellings, this should be a minimum of 40m²);

- the proposals involve rebuilding more than 10% of the walls if the roof structure needs to be rebuilt; or 20% of the walls if the roof structure is to be retained.

Part 1

Development principles

With very few exceptions, it is essential that converted buildings should keep their original character and not have the appearance of being fundamentally new structures. The aim should therefore be to retain such key features as:-

- overall form and proportions;
- traditional materials (locally-sourced brick, tiles, stone, timber framing, etc);
- architectural detailing;
- existing wall openings;
- roof structures;
- floor levels;
- internal layout;
- principal fixtures and fittings as integral parts of the conversion scheme.

In circumstances where the building has no original or traditional features of merit, the Council will expect the design of any conversion to reflect the vernacular character and appearance of other buildings in the locality

Proposals should therefore have regard to the design and layout principles set out below.

Walls

- Re-use existing openings to retain a building's character and reduce the impact of any new works;
- Any new openings should be kept to a minimum and take account of the overall proportions of the building;

- If an opening needs to be blocked up, consider creating a recessed panel to show where the original opening was located;
- Use materials and methods (including traditional pointing techniques) which are appropriate to the building and its setting;
- Unsuitable or inappropriate materials used in previous alterations should be removed and replaced by materials matching the original building.

Roofs

- Rooflines should not be raised nor the roof pitch altered. In exceptional cases where such alterations are necessary, these must be kept to the minimum in order to ensure that the overall character of the building is not changed;
- If the conversion involves restoring a missing or lowered section of roof to its original appearance, this will normally be acceptable;
- Where a roof needs to be rebuilt, traditional slates or tiles should be retained and re-used;
- The installation of dormer windows will be discouraged unless there is a clear precedent for their use on traditional buildings in the locality;
- Roof lights will be acceptable in principle provided their number is kept to a minimum; they are flush with the roof surface; and are not over-large in proportion to the roof as a whole;
- The position, number and size of any solar panels or photo-voltaic cells should not adversely affect the appearance of the building.

Windows and Doors

- Traditional or vernacular windows and doors should be retained, repaired and re-used;
- New or replacement windows and doors (including patio/french doors) should match the originals and/or reflect the character of the building. Standard designs

primarily intended for insertion in modern buildings will not be acceptable;

- Windows and doors should be painted or, in the case of sustainably - sourced hardwoods such as oak, left untreated - modern timber stains should be avoided;
- New window and door frames should be recessed at least 100 millimetres within an opening to give depth to the façade;
- Modern up-and-over style garage doors will be inappropriate.

Internal Features

- Internal features that form part the building's character (for example, exposed beams, rafters and purlins; floor joists; roof trusses; solid room partitions; floorboards; tiled or stone floors; and original fittings) should be retained and incorporated in the conversion;
- The subdivision of a large internal space will not be appropriate if the space forms an integral part of the character of the building (for example, the threshing bay of a barn or the loft of a granary).

Drainage and Waste

- Traditional cast iron rainwater gutters, downpipes and brackets should be retained and repaired or replaced to match the originals;
- Soil and ventpipes should be positioned internally and the number of vents kept to a minimum;
- Vents should preferably be sited on a rear roof slope and coloured matt black to reduce their visual impact;
- Sustainable treatment and disposal of waste water and other wastes should be incorporated in the conversion wherever practicable. The installation of septic tanks and cesspits may not always be appropriate in rural areas and other more environmentally acceptable methods of waste disposal should be considered.

Heating and Ventilation

- Heating system flues and extractors should have a minimal visual impact and galvanised materials are thus unlikely to be appropriate;
- The use of suitably designed vent tiles which complement existing walls and roofs is encouraged;
- Chimney stacks are not normally found on rural buildings and the inclusion of new stacks in a conversion scheme is therefore unlikely to be acceptable.

Extensions and Additions

- The emphasis in any conversion scheme must be upon demonstrating that the building in its present form is suitable for the proposed new use. There is thus a presumption against large extensions to the building itself and against the erection of new ancillary structures within and adjoining the curtilage.
- In the case of residential conversions, garaging and domestic storage requirements must be met within the original building (or buildings). Further guidance on the scale of residential extensions is available in *Local Planning Guidance Note 13*.
- The attachment of porches and other extraneous features (including conservatories) is likely to adversely affect the original appearance of the building and should be avoided.

Curtilage and Landscaping

- Curtilages (the land immediately surrounding a building and directly related to it) should be kept to the minimum area required for normal occupation of the premises and should not extend illogically into open fields;
- Curtilages should, wherever possible, follow established boundary walls and hedgerows;
- Hard surfaces should be avoided where none previously existed and permeable materials used to reduce surface water run-off.

- Soft landscaping will not normally be appropriate within courtyards;
- Vehicular access should normally be gained from an existing entrance. If a new entrance is needed, this should be as close to the building as possible. The construction of lengthy driveways across open fields will not be permitted;
- Any hedgerow removal needed to improve visibility at the point of access to the site should be kept to a minimum;
- Gateways should be in simple, traditional styles and ornate entrance features are unlikely to be acceptable;
- Septic tanks, oil tanks and other ancillary equipment should be unobtrusively sited and/or screened;
- External features of interest associated with the original use of the building should be retained and incorporated in the design and layout of the curtilage;
- Parking provision will need to comply with the Council's standards (see *Local Planning Guidance Note 16*).

Listed Buildings

- Some buildings which are the subject of conversion proposals are listed as being of architectural or historic interest. (The listing also applies to fixtures and other buildings within the same curtilage). A separate application for listed building consent must be made for any alterations or extensions which would affect the character of these buildings;
- Proposals for conversion will only be permitted where the special qualities of the building (both internal and external) and its overall setting are safeguarded;
- A special condition is likely to be imposed on any listed building consent requiring the development to be preceded by an agreed programme of recording and analysis.

Protected Wildlife

- Conversion works must be designed and undertaken without endangering legally protected species and their nesting or roosting sites;
- Buildings should be surveyed by a suitably qualified person and, where appropriate, proposals for wildlife mitigation measures should be included in the survey report.
- If European protected species are present in a building which is not already a dwelling, a licence to disturb them will need to be obtained from the Welsh Assembly Government.
- Where a nest or roost can be retained, developers will be required to incorporate features such as bird boxes, owl holes or an undisturbed loft space.
- If protected species are found after conversion has commenced, work must be stopped and the Countryside Council for Wales contacted for advice on how to proceed.
- Further advice regarding the effects of building conversion works upon protected wildlife can be obtained from the Council's ecologist.

Part 2

Converting agricultural buildings to dwellings

In the interests of maintaining the rural economy, the emphasis in national planning policy is upon maximising the re-use of redundant buildings for non-residential purposes. This approach is reflected in the Wrexham Unitary Development Plan.

Policy H3 in the Plan requires that, in the case of agricultural buildings, proposals for conversion to dwellings must demonstrate:-

- that there is no longer an agricultural need; and
- that alternative non-residential uses have proved inappropriate.

Planning applications will therefore need to be accompanied by a

supporting statement explaining why the building is no longer suitable; cannot be made suitable; or is now not required for agricultural purposes. The statement should also give the reasons why a conversion to a use other than housing is not practicable or desirable. The statement should therefore have regard to the material considerations listed in the shaded section below.

Where it appears that a building is suitable for non-residential use, applicants will be expected to advertise it for sale or lease for non-residential purposes prior to submitting a planning application. The results of the advertisement should be included in the supporting statement.

If no advertisement has been undertaken, the Council may request that this be done after submission of the application depending on the Chief Planning Officer's assessment of the case. However, if there is any doubt regarding the suitability of the building, advertisement will be essential. The minimum period for advertising a building as being potentially suitable for non-residential purposes will normally be six months unless otherwise specified by the Chief Planning Officer.

Whether before or after the application has been submitted, it is recommended that details of any marketing and advertisement procedures should be discussed and agreed with planning officers.

Material considerations when proposing to convert an agricultural building to a dwelling

General location

In many instances, buildings located in very remote areas will be unsuitable for non-residential uses. Delivery of goods may be difficult, distribution costs are likely to be high and sufficient staff may be unobtainable.

A location served by public transport may, however, be well suited to a range of uses.

Local road network

For road safety reasons, the intensive use of narrow, single-carriageway country lanes with few passing places is normally

undesirable. If a building is served by an unclassified road less than 4 metres wide (as defined on the 1:25,000 and 1:50,000 scale Ordnance Survey Maps), its use for business, commercial or tourism purposes may therefore be inappropriate.

Site access

Where the site access is narrow and/or shared with other premises; or where visibility is obstructed by buildings and boundary walls, its use by significant levels of additional traffic may be hazardous. In such circumstances, conversion of the building to residential use may be the only safe option, although in extreme cases, even this may be unacceptable.

Parking

In many cases there will be no on-road parking available in the vicinity of the building. Nor is there likely to be any nearby off-road provision. Accordingly, a building suitable for non-residential use must have sufficient parking space within the existing curtilage, preferably with at least one space large enough for a delivery vehicle.

External appearance

Conversions of agricultural buildings should seek to maintain the agricultural character and appearance of the existing structure. While this can normally be achieved by residential conversions, commercial uses may require the insertion of larger windows, delivery doors, air vents and the attachment of other external equipment. Only if the building could be adapted without needing major external alterations is it likely to be suitable for non-residential purposes.

Scale and form of construction

Some farm buildings (particularly those of comparatively recent construction) resemble industrial units and rarely lend themselves to sympathetic residential conversion. Such buildings are clearly more suited to a non-residential use.

Adjoining buildings

A group of farm buildings may together have significant business or tourism potential which could be compromised if one is converted to a dwelling. Even where the other buildings remain in agricultural use, conflicts may arise between residents and farming activities. In such circumstances, a non-residential use may be the most appropriate option.

Proximity to existing business sites and buildings

Where there is a significant number of sites and buildings already available for business purposes in the locality (for example, on an industrial estate), it is unlikely that the need to retain agricultural buildings for commercial purposes will be very strong.

Planning history

A previous planning permission for residential conversion of the same building may be sufficient to outweigh the need to prove that another use would be more appropriate. Where permission has been granted for residential conversion within the same group of buildings, this may establish a precedent for converting the other buildings to residential use.

Part 3

Information required

Applications for outline planning permission cannot be accepted for building conversions. All applications must be for **full permission** and include:-

- completed forms and certificates of ownership (including application forms for listed building consent where appropriate);
- site layout plans that clearly define the proposed curtilage;
- plans at a scale of not less than 1:100 showing the siting of the building, existing and proposed floor plans, elevations, detailed survey drawings, and cross and longitudinal sections. Plans should be clearly annotated and fully dimensioned and unusual or significant construction details should be identified;

- a survey report detailing the condition of the building. The report must be prepared by a structural engineer or other suitably qualified person and must demonstrate that the building is structurally sound and is capable of conversion without extensive rebuilding. The report should include scaled drawings highlighting areas that require replacement, repair or renewal. The report should aim to reassure both the Council and the intended developer that the building will not collapse during the course of conversion - in such an event any planning permission might no longer be valid.

Applicants may also need to submit:-

- a wildlife survey report relating to protected species;
- in the case of proposals to convert agricultural buildings into dwellings, a statement justifying why it is inappropriate to retain the building for a non-residential use; and
- in relation to proposals to convert listed buildings, a conservation method statement and drawings (normally at a scale of 1:20) showing precise details of any new or replacement windows, doors, rainwater goods and other key features.

Pre-application discussions are welcomed together with the submission of sketch proposals for informal comment.



For further information and application forms contact:

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