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

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

Telephone: 01978298994
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Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area

Town and Country Planning Act 1990; Historic Environment (Wales) Act 2023

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

The Poplars

Address Line 1

Station Avenue

Address Line 2

Chirk

Town/city

Wrexham

Postcode

LL14 5LU

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

Easting (x)

328470

Northing (y)

337810

Description

Applicant Details

Name/Company

Title

Miss

First name

Rebecca

Surname

Parkes

Company Name

Address

Address line 1

ThePoplars

Address line 2

Station Avenue

Address line 3

Chirk

Town/City

Wrexham

Country

United Kingdom

Postcode

LL14 5LU

Are you an agent acting on behalf of the applicant?

◯ Yes
⊘ No

Contact Details

Primary number

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

Secondary number

Email address

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

Description of Proposed Works

Please describe the proposed works

One Velux Conservation Window installed at the centre point, on the rear elevation of the existing roof. Size 660mm x 1178mm. Manual centre pivot point closure.

During a storm in December our roof was damaged by a falling tree and had been advised by several roofing contractors, the whole rear elevation would need replacing. Whilst our roof is being replaced with the same detailed profile concrete roof tiles as initially installed, we would like to install a roof light window at the rear as proposed, for future renovations to the loft space. No elevation of roof space would be required, existing loft space high enough without expansion. Therefore, requiring a roof light, flush in depth to coexist with existing tiles.

Proposed window specifications: GGL FK06 Centre Pivot Point Velux Window. Size: FK06 - 660 x 1178cm. White painted internal finish. Black aluminium external profile and vertical glazing bar. Manual operation from the top, centre pivot, 180 degrees with pivot hinges. Locks with built-in barrel bolt. Ventilation bar. Double glazing with a 1.3w/m2K u Value. Includes UV filter, toughened glass and safety lamination. Conservation roof window comes with EDJ recessed flashing up to 90mm in profile.
Replacement roof tiles, will be made to original concrete tiles to match existing tiles, with roof light flush to existing pitched tiles.
Proposed position of roof light would ideally be positioned at the centre point at the rear elevation.

Has the work already been started without planning permission?

◯ Yes
⊘ No

Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and/or structure(s)?

The structure is not being demolished. The rear of the roof elevation is being replaced due to storm damage, including repairs to the chimneys.
A 60 foot tree landed on the rear of the roof. The impact from the tree had caused damage to several places on the rear, including side and top ridge tiles and chimney pots.

Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

◯ Yes
⊘ No

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
⊘ No

Do the proposals require any diversions, extinguishment and/or creation of public 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.

Parking

Will the proposed works affect existing car parking arrangements?

◯ Yes
⊘ No

Trees and Hedges

Are there any trees or hedges on the site or adjoining the proposed site that would be affected by the development proposal?

◯ Yes
⊘ No

If you have answered Yes, you may need to provide a survey before your application can be validated. Your local planning authority can advise on whether a survey is required, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'

Biodiversity and Geological Conservation

Does your proposal involve:

(i) demolition of a building?

◯ Yes
⊘ No

(ii) alterations or enlargement to your roof?

⊘ Yes
◯ No

(iii) the loss of any trees or hedgerows?

◯ Yes
⊘ No

If you have answered Yes to any of the above questions, you may be required to submit a biodiversity survey to your local planning authority with your application form.

Your local planning authority will be able to advise you further, guidance is also available in the help text.

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

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

First Name

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

Surname

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

Reference

ENQ/2025/0117

Date (must be pre-application submission)

06/06/2025

Details of the pre-application advice received

A Formal application for planning permission required, due to the fact that the host property is located within the Chirk Conservation Area whereby we would need to apply for planning permission to install a roof light.
Roof light details; the application should be accompanied by some details about the roof light, to be proposed. Including, dimensions, opening details and fittings.
Also, details of the replacement roof tiles, to be fitted around the proposed roof light.

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 & Listed Buildings and Conservation Areas (Procedure and Interest Rate) (Wales) Regulations 2024

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?

- [x] 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 this application relates.

Person Role

- [x] The Applicant
- [ ] The Agent

Title

Miss

First Name

Rebecca

Surname

Parkes

Declaration Date

22/07/2025

- [x] 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

- [x] The Applicant
- [ ] The Agent

Title

Miss

First Name

Rebecca

Surname

Parkes

Declaration Date

22/07/2025

☑ Declaration made

Declaration

I/We hereby apply for Householder planning & demolition in a conservation area 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

Rebecca Parkes

Date

17/09/2025

Amendments Summary

Changes to my original application are the detail drawing documentation. Detailed plan proposal of property and position of proposed window.
Emailed by Sharon Williams - Business Support Officer on the 03/09/2025 enquiring on the Scale and paper size of plans drawn to.
Re submitted an amended detailed drawing to Scale, showing the ratio and measurements of walls and existing windows.
Roof measurements are to my best knowledge correct. Unable to measure the whole of the roof dimensions. Roof window position to be located as shown in detail plan.