Hinckley & Bosworth Borough Council
A Borough to be proud of

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Council Offices
Argents Mead
Hinckley
Leicestershire
LE10 1BZ

Application for Planning Permission and consent to display advertisement(s).
Town and Country Planning Act 1990
Town and Country Planning (Control of Advertisement) Regulations 2007

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.

1. Applicant Name, Address and Contact Details

Title:	Mrs	First name:	Wendy	Surname:	Hill	

			Country Code	National Number	Extension Number
Company name	Exel Property Ltd				
Street address:	159 Coventry Road	Telephone number:			
	Burbage	Mobile number:			
		Fax number:			
Town/City	Hinckley				
County:	Leics	Email address:			
Country:	United Kingdom				
Postcode:	LE10 2HW				

Are you an agent acting on behalf of the applicant? ○ Yes ◉ No

2. Agent Name, Address and Contact Details

No Agent details were submitted for this application

3. Description of the Proposal

Please describe the proposed development including any change of use:

Design and Access Statement for 15 New Buildings, Hinckley.
Statement of Intent
The proposal is to establish a new Estate Agency in Hinckley to be known as Exel Property Ltd, to provide a professional residential lettings and sales service to the local area. This would also create employment opportunities for local people and supply maintenance work for local subcontractors.
Current Situation
The ground and first floor retail unit is currently unoccupied and has been for some time. The proposal is to establish the lettings and sales service on the ground floor with the first floor being used as administration and document storage.
The Approach and Parking
The property has the benefit of off road parking for staff at the rear of the property accessed via the gated shared side access road. There is ample short stay customer parking opposite and adjacent to the property with long stay parking nearby.
Propsal
The proposal is to apply for change of use from A1 retail to A2 for use as estate and lettings agency services. There would be a requirement to replace the current facia sign with a new company branded sign.
Internal Refurbishment
The property is currently vacant and would be subject to cosmetic decoration only with no structural alterations being required. The decoration would be internal painting of walls in corporate green and red colours and also decoration of external shop front.
Access
The property has low level access from the pavement into the shop unit so there would be no access issues. The property also benefits from a rear emergency exit.

Has the building, work or change of use already started? ○ Yes ◉ No

4. Site Address Details

Full postal address of the site (including full postcode where available)

House: 15 Suffix:

House name:

Street address: NEW BUILDINGS

Town/City: HINCKLEY

County: LEICESTERSHIRE

Postcode: LE10 1HN

Description of location or a grid reference
(must be completed if postcode is not known):

Easting: 442911

Northing: 294096

Description:

5. 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):

Officer name:

Title: Mr First name: David Surname: Kiernan

Reference: 10/10245/preapp

Date (DD/MM/YYYY): 15/04/2010 (Must be pre-application submission)

Details of the pre-application advice received:

Dear Wendy & Steve Hill
RE: Proposed change of use of retail premises in Hinckley Town Centrel refer to your enquiry dated 31st March 2010 regarding the Planning Authority's position on the change of use of 15 New Buildings and 116 Castle Street to a lettings agency (A2).
15 New Buildings and 116 Castle Street stand within an area defined as Other Shopping Areas within the proposals map of the adopted local plan and within the Hinckley Town Centre Conservation Area.
The Local Plan Policy which relates to other shopping areas is RETAIL 4 which allows the change of use of the ground floors of premises within this area to uses which include financial and professional services A2. Therefore the principle of the proposed change of use would be acceptable.
The following are additional considerations which will be taken account during the determination of a change of use application such as proposed;
- Impact on the amenities of adjacent occupiers and adjoining residential properties
- Impact on the general character and visual amenity of the locality
- Possible traffic generation, its impact on highway safety and parking provision
- The provision of a shop type frontage which is of a high quality design appropriate to the character of the building, street scene and wider townscape.

The principle of a change of use of both premises to A2- financial and professional services would be acceptable if the other material considerations are satisfied.
I hope this advice is of help and I look forward to the submission of your change of use application.
Yours sincerely
David Kiernan

6. 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

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

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ( ) Yes (•) No

Have arrangements been made for the separate storage and collection of recyclable waste? ( ) Yes (•) No

8. 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

9. Materials

Please state what materials (including type, colour and name) are to be used externally (if applicable):

Walls - description:

Description of *existing* materials and finishes:

No change to current design

Description of *proposed* materials and finishes:

Roof - description:

Description of *existing* materials and finishes:

No change to current design

Description of *proposed* materials and finishes:

Windows - description:

Description of *existing* materials and finishes:

Wooden ground floor windows painted dark brown, First floor windows white UPVC.

Description of *proposed* materials and finishes:

Ground floor windows to be painted black, first floor windows no change

Doors - description:

Description of *existing* materials and finishes:

Wooden front door painted dark brown

Description of *proposed* materials and finishes:

Front door to be painted black

Boundary treatments - description:

Description of *existing* materials and finishes:

No change to current design

Description of *proposed* materials and finishes:

Vehicle access and hard standing - description:

Description of *existing* materials and finishes:

No change to current design

Description of *proposed* materials and finishes:

Lighting - add description

Description of *existing* materials and finishes:

No exterior lighting

Description of *proposed* materials and finishes:

No change

Others - description:

Type of other material: Side access gate

Description of *existing* materials and finishes:

No change to current design

Description of *proposed* materials and finishes:

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:

Reference 1 - Design & Access Statement for 15 New Buildings
Reference 2 - Floor Plan for 15 New Buildings
Reference 6 - Facia Sign

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
Cars	2	2	0
Light goods vehicles/public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	0	0	0
Other (e.g. Bus)	0	0	0
Short description of Other			

11. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer ☒ Package treatment plant ☐ Unknown ☐

Septic tank ☐ Cess pit ☐

Other

Are you proposing to connect to the existing drainage system? ○ Yes ◉ No ○ Unknown

12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.) ○ Yes ◉ No

If Yes, you will need to submit an appropriate flood risk assessment to consider the risk to the proposed site.

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 ☒ Main sewer ☐ Pond/lake

☐ Soakaway ☐ Existing watercourse

13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for 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

14. Existing Use

Please describe the current use of the site:

Vacant

Is the site currently vacant? (•) Yes ( ) No

If Yes, please describe the last use of the site:

Nicholls Fire & Water Retail Sales, sales of plumbing and heating services.

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

15. 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 your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. 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 construction - Recommendations'.

16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? ( ) Yes (•) No

17. Residential Units

Does your proposal include the gain or loss of residential units? ( ) Yes (•) No

18. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? (•) Yes ( ) No

Use class/type of use		Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops Net Tradable Area	54.4	54.4	0.0	-54.4
A2	Financial and professional services	0.0	0.0	54.4	54.4
A3	Restaurants and cafes	0.0	0.0	0.0	0.0
A4	Drinking estabishments	0.0	0.0	0.0	0.0
A5	Hot food takeaways	0.0	0.0	0.0	0.0
B1 (a)	Office (other than A2)	0.0	0.0	0.0	0.0
B1 (b)	Research and development	0.0	0.0	0.0	0.0
B1 (c)	Light industrial	0.0	0.0	0.0	0.0
B2	General industrial	0.0	0.0	0.0	0.0
B8	Storage or distribution	0.0	0.0	0.0	0.0
C1	Hotels and halls of residence	0.0	0.0	0.0	0.0
C2	Residential institutions	0.0	0.0	0.0	0.0
D1	Non-residential institutions	0.0	0.0	0.0	0.0
D2	Assembly and leisure	0.0	0.0	0.0	0.0
Other	Please Specify	0.0	0.0	0.0	0.0
	Total	54.4	54.4	54.4	0.0

For hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms:

Use Class	Types of use	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms

19. Employment

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full-time
Existing employees	0	0	0
Proposed employees	2	1	0

20. Hours of Opening

If known, please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday Start Time	Monday to Friday End Time	Saturday Start Time	Saturday End Time	Sunday and Bank Holidays Start Time	Sunday and Bank Holidays End Time	Not Known
A2	09.00	17.30	09.00	13.00	n/a	n/a	☐

21. Site Area

What is the site area? 00.00 hectares

22. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

N/A

Is the proposal for a waste management development? ○ Yes ◉ No

23. Hazardous Substances

Is any hazardous waste involved in the proposal? ○ Yes ◉ No

24. Type of Proposed Advertisement(s)

Please describe the proposed advertisement(s):

There would be a requirement to replace the existing facia sign with a new corporate sign of size 3800mm x 600mm. Constuction to be agreed with local planning department.

How many of the following type of advertisements are you applying for?

Fascia sign(s) 1 Projecting or hanging sign(s) 0 Hoarding(s) 0 Other 0

25. Location of Advertisement(s)

Is the advertisement(s) you are applying for already in place? ○ Yes ◉ No

Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal? ◉ Yes ○ No ○ Not Applicable

If Yes to either or both above, please show the existing sign(s) on an elevation drawing or photograph and state the references for the drawing(s) or photograph(s).

Reference 3 - Existing Facia Sign (Photo)

Will the proposed advertisement(s) project over a footpath or other public highway? ○ Yes ◉ No

26. Advertisement(s) Period

Please state the period of time for which consent is sought for the advertisement

From: 01/08/2010 To: 01/08/2015

27. Interest in the Land

Does the applicant own the land or buildings where the adverts are to be placed? ○ Yes ◉ No

If No, has the permission of the owner or any other person entitled to give permission for the display of an advertisement been obtained? ◉ Yes ○ No

28 (a). Details of Proposed Advertisement(s) - Fascia Sign

What is the height from the ground to the base of the advertisement (in metres)? 2.35 m

What is the maximum projection of the advertisement from face of building (in metres)? 0.04 m

What are the dimensions of the proposed advertisement? Height: 0.6 x Width: 3.80 x Depth: 0.04 metres

What materials will the sign be made of?

Timber and Foamex

What is the maximum height of any of the individual letters and symbols (in centimetres)? 20 cm

The colour of text and background:

Text = White & Red, Background = Black and Green

Will the sign be illuminated? ○ Yes ◉ No

29. 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

If Other has been selected, please provide:

Contact name:

Title: First name: Surname:

Telephone number:

Country code: National number: Extension number:

Email Address:

30. Certificates (Certificate B)

Certificate of Ownership - Certificate B
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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.

Notice recipient	Date notice served
Name: Mr R Nicholls Number: 61 Suffix: Street: Nelson Drive Locality: Town: Hinckley Postcode: LE10 1PH	01/06/2010

Title: Mrs First name: Wendy Surname: Hill

Person role: Applicant Declaration date: 01/06/2010 ☒ Declaration made

30. Certificates (Agricultural Land Declaration)

Agricultural Land Declaration
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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. ◉

(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: ○

If any part of the land is an agricultural holding, of which the applicant is the sole tenant, the applicant should complete part (B) of the form by writing 'sole tenant - not applicable' in the first column of the table below

Title: Mrs First Name: Wendy Surname: Hill

Person role: Applicant Declaration date: 01/06/2010 ☒ Declaration Made

31. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. ☒

Date 01/06/2010