





PROPOSED CHANGE OF USE FROM C3 to C6 SHORT-TERM LET

13 ASH COTTAGE, NEWPORT, NP18 1AG

Prepared by RDK Civil Engineering Limited



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CHAPTER 1
INTRODUCTION

1. Introduction

1.1. Introduction

This Design and Access Statement has been prepared in support of a planning application for the proposed change of use of an existing residential dwelling at 13 Ash Cottage, Newport, NP18 1AG, from Use Class C3 (dwellinghouse) to Use Class C6 (short-term let).

The purpose of this document is to set out the reasoning behind the proposal, demonstrate compliance with both national and local planning policies, and explain how the change of use is appropriate to the site's context. This statement also outlines how the proposal accords with Newport City Council's planning guidance and relevant building regulations. We are committed to ensuring the proposal remains policy-compliant, respectful of the existing residential character, and consistent with the local built environment.

This statement has been prepared in accordance with the National Planning Policy Framework (NPPF), the adopted Newport Local Development Plan (LDP), and other relevant local guidance. The proposal has been carefully considered to ensure it contributes positively to the area, provides flexible accommodation to meet identified local needs, and does so without detracting from the character or amenity of neighbouring properties.

The proposed change of use does not involve any alterations to the external form, materials, or architectural character of the existing dwelling. The property will continue to function as a modest-scale residential unit, with only its operational use being adapted to allow short-term letting. The scheme has been designed to have no undue impact on residential amenity, access arrangements, or the visual character of the surrounding area.

We believe this proposal represents a responsible and sustainable use of the property, offering a form of accommodation that supports local economic activity through tourism and short stays, while safeguarding the character of the existing dwelling. This statement outlines our careful approach to design quality, access, and integration with the surrounding context, demonstrating our commitment to both good planning practice and sensitive community development.





CHAPTER 2
SITE ASSESSMENT
& LOCAL CONTEXT

2. Site Assessment & Local Context

2.1. Physical Nature and Character of Area

1. Location Overview:

- **Address:** 13 Ash Cottage, Newport, NP18 1AG
- **Authority:** Newport City Council
- **Region:** South Wales
- **Postcode:** NP18 1AG

2. Physical and Environmental Character:

a) Urban Structure:

- Ash Cottage is located within a residential setting on the edge of Newport, forming part of a small cluster of established dwellings.
- The surrounding area is predominantly residential, characterised by traditional cottages, terraced houses, and small-scale detached properties.
- The road pattern is informal, with dwellings set back slightly from the street behind modest front gardens and boundary treatments.
- The site benefits from a well-integrated community, with everyday services, shops, and public transport all within accessible distance.
- Public footpaths, street lighting, and local lanes support safe pedestrian and vehicle movement.

b) Architectural Style:

- The immediate area is defined by traditional cottage architecture, with pitched slate roofs, rendered elevations, and timber-framed windows.
- Properties in the vicinity are typically one to two storeys in height, creating a modest scale consistent across the street.
- 13 Ash Cottage sits comfortably within this local vernacular, both in its architectural detailing and overall form.
- Boundary treatments such as hedgerows, low stone walls, and small gardens contribute positively to the street's rural-residential character.

c) Natural Environment and Green Spaces:

- The wider area benefits from the natural landscape setting of South Wales, with open countryside and wooded areas in close proximity.
- Local greenery, hedgerows, and private gardens provide biodiversity value and soften the built environment.
- Nearby parks and public green spaces are easily accessible, offering recreation for residents and visitors alike.

3. Connectivity and Accessibility:

- The property is well connected by road, with easy access to Newport city centre and surrounding settlements.
- Regular bus services operate nearby, linking the area to key destinations across Newport.
- Pedestrian access routes and local lanes ensure good walkability for residents and visitors.

4. Amenities and Services:

a) Local Shops and Services:

- Newport city centre and nearby neighbourhood hubs provide a full range of shops, supermarkets, restaurants, and local services within a short drive.
- Essential amenities such as pharmacies, banks, and convenience stores are within easy reach, supporting day-to-day needs.

b) Educational Facilities:

- A choice of primary and secondary schools are located nearby, reflecting the area's long-standing residential character.
- These facilities support family living and contribute to the stability of the local community.

c) Health and Leisure:

- Healthcare services, including GP practices, dental surgeries, and clinics, are readily accessible.
- Leisure centres, sports grounds, and walking routes are available for physical activity and wellbeing.

5. Local Community:

- The community surrounding Ash Cottage is established and close-knit, with a strong residential identity.
- Residents actively participate in community initiatives, local groups, and neighbourhood events.
- The area enjoys a strong sense of identity, with residents maintaining local character and supporting sustainable growth.

6. Economic Character and Development:

- The local economy is supported by a mix of small businesses, retail, and employment opportunities in Newport city centre.
- Tourism also plays a role in the local economy, with short-term accommodation supporting visitor spending in nearby attractions and services.
- Development in the area has been modest, with infill housing and conversions respecting the established built form.



2.2. Access Report

Site Overview:

- **Address:** 13 Ash Cottage, Newport, NP18 1AG
- **Authority:** Newport City Council
- **Coordinates (approx.):** 51.611°N, -2.933°W

The site benefits from strong connectivity by road, bus, and rail, with convenient access to Newport city centre, Cardiff, and wider South Wales. This ensures the property is well suited to both residential occupation and short-term letting use.

Local Transport Connections:

Road Network:

- The property is located close to the **M4 motorway (Junction 24, Coldra Interchange)**, providing direct routes to Cardiff, Bristol, and beyond.
- The surrounding road network consists of well-maintained A and B roads, offering reliable links to nearby villages, retail centres, and community services.
- Road access supports both private car travel and service vehicles without disruption to the local area.

Bus Services Nearby:

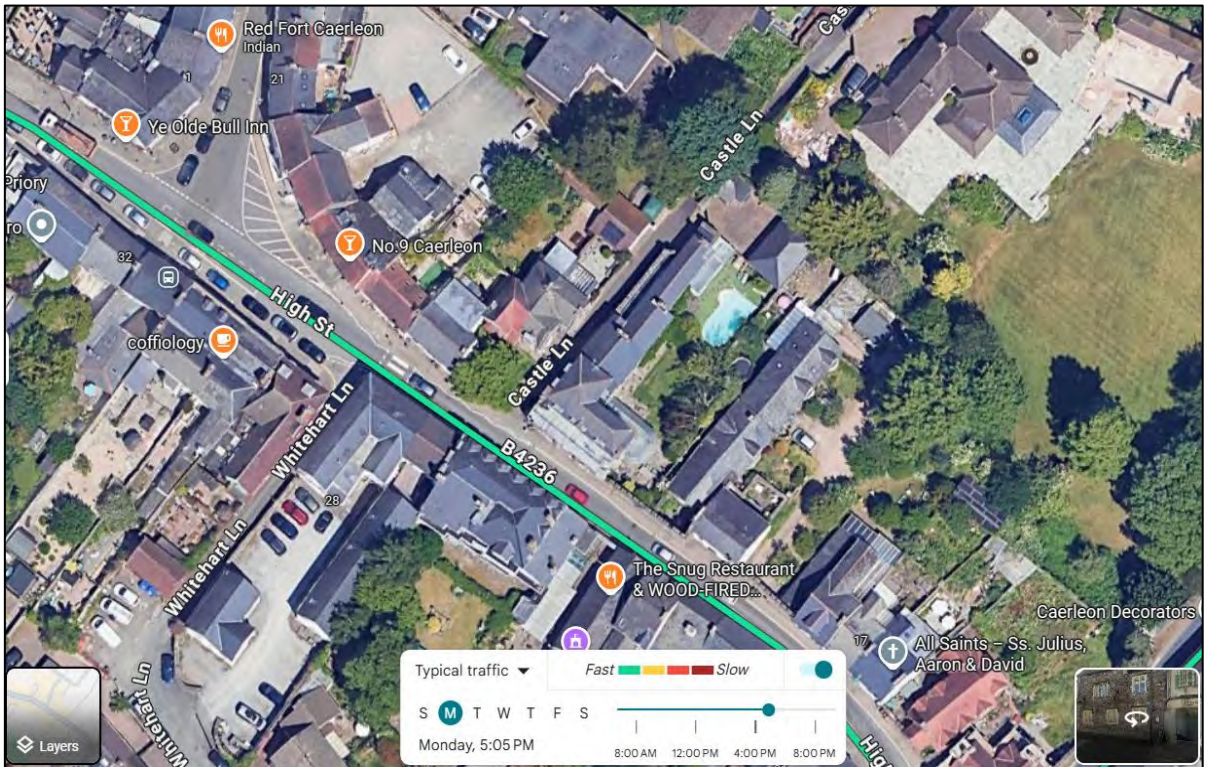
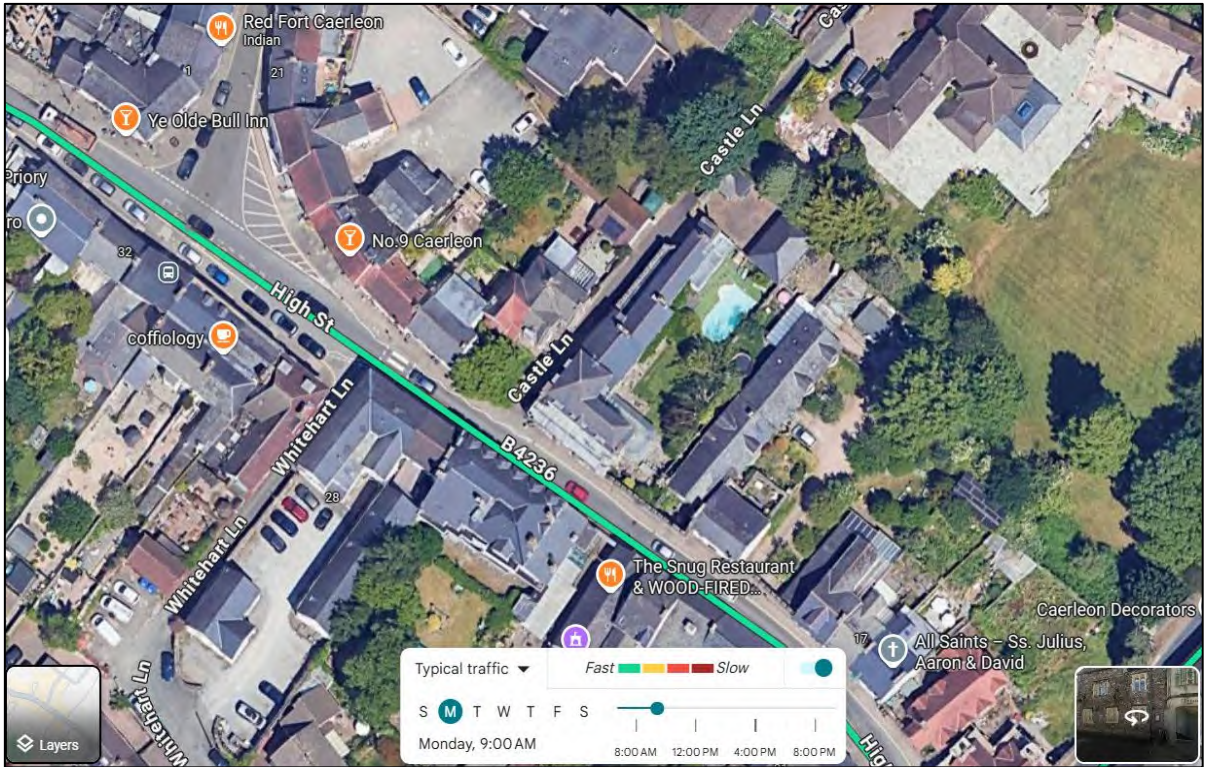
- Local bus routes connect the property with **Newport city centre** and surrounding communities.
- Bus stops are located within a short distance, offering regular and affordable public transport for residents and visitors.
- These services provide sustainable alternatives to car travel and link the site to key local facilities.

Rail Connections:

- **Newport Railway Station** is approximately a 10–15 minute drive from the property.
- The station provides direct and frequent mainline services to **Cardiff, Bristol, and London Paddington**, ensuring excellent regional and national accessibility.
- This level of connectivity makes the location attractive to visitors, commuters, and short-stay guests.

Walking & Public Realm:

- The immediate area is pedestrian-friendly, with footpaths and quiet residential lanes supporting safe movement on foot.
- The local environment is low-traffic, enhancing walkability and opportunities for cycling.
- Shops, schools, and local amenities are accessible by foot or via short local journeys, supporting sustainable patterns of travel.



2.3. The Site and Surroundings

Site Location Overview:

13 Ash Cottage is located within Newport, South Wales, in a predominantly residential setting characterised by a mix of traditional cottages and family dwellings. The property is situated in a quiet, established neighbourhood with easy access to the wider transport network, including the M4 corridor and Newport city centre.

The dwelling itself is a modest, two-storey cottage with a traditional appearance, set back from the lane with a defined frontage and garden space. The property forms part of a consistent residential cluster, and its scale, materials, and design are in keeping with the surrounding built form. No external alterations are proposed as part of this application, ensuring the cottage maintains its existing character and visual contribution to the area.

The site benefits from reasonable proximity to local services, shops, and public amenities within Newport and nearby villages. Its location allows for convenient travel by car, bus, or rail, making it well-suited for both permanent and short-term residential accommodation.

Surrounding Area:

The surrounding context comprises a mix of traditional cottages, semi-detached houses, and newer family dwellings. Properties are generally of modest scale, featuring pitched roofs, brick or rendered facades, and landscaped front gardens. The immediate environment is calm and residential in nature, with low traffic volumes and safe pedestrian routes.

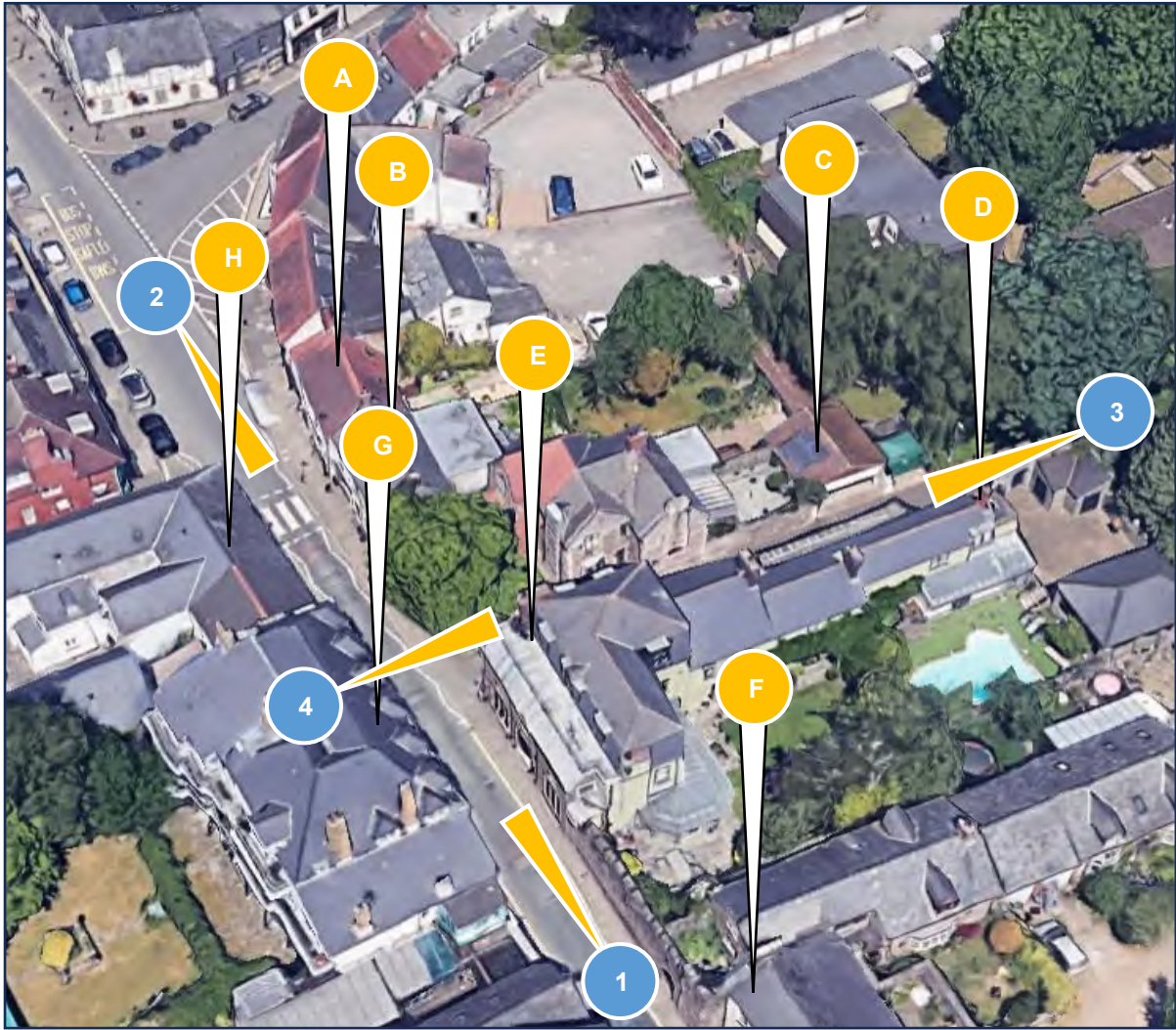
Essential services including convenience shops, schools, healthcare facilities, and community amenities are accessible within a short drive or by local bus services. This reinforces the residential character of the area and ensures that day-to-day needs are met without significant reliance on long-distance travel.

Environmental and Community Character:

The wider area of Newport is noted for its open spaces, parks, and recreational amenities, which enhance wellbeing and support community cohesion. Nearby green areas and local facilities contribute to a strong sense of place and provide opportunities for both residents and visitors.

The neighbourhood demonstrates a balanced community profile, comprising families, long-term residents, and older occupants. This stable and established environment helps reinforce the area's residential function and identity.

The existing form and character of 13 Ash Cottage, together with its surroundings, represent a well-integrated and sympathetic built environment. The proposed change of use will not alter the scale, appearance, or residential character of the property, ensuring that the scheme remains respectful of local identity, protects amenity, and maintains consistency with the established area.







2.4. Site Photographs

Site Photographs

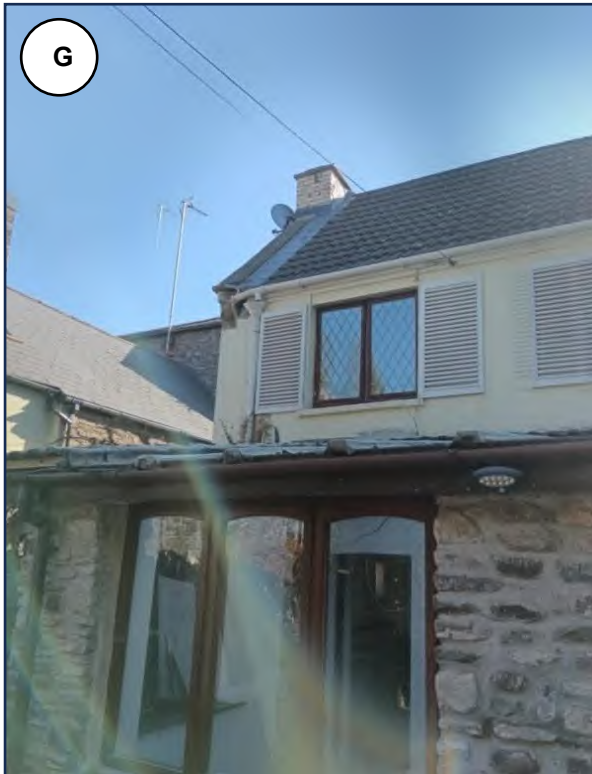
A site visit was conducted by one of our engineers on August 25th, 2025, to capture the existing condition of the property. The photographs taken provide a detailed representation of the current state of the building and surrounding area, which will serve as a valuable reference for future development and planning.

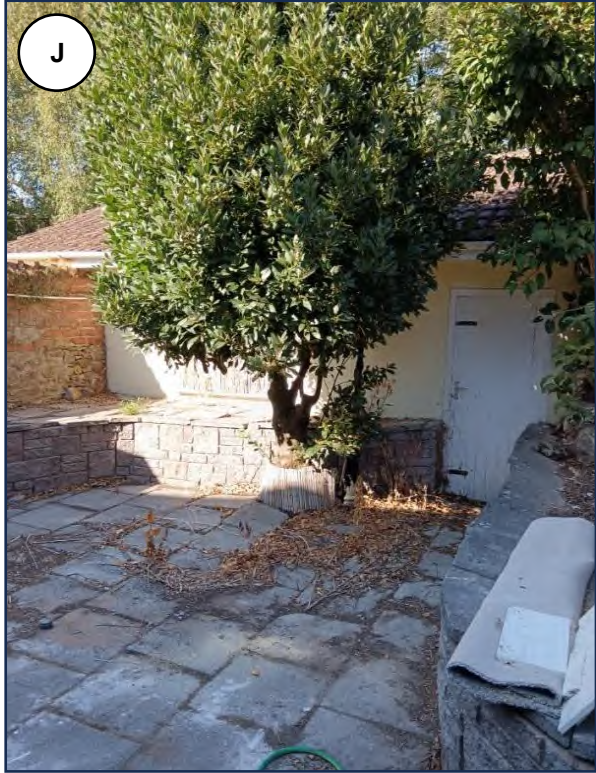
Internal Images

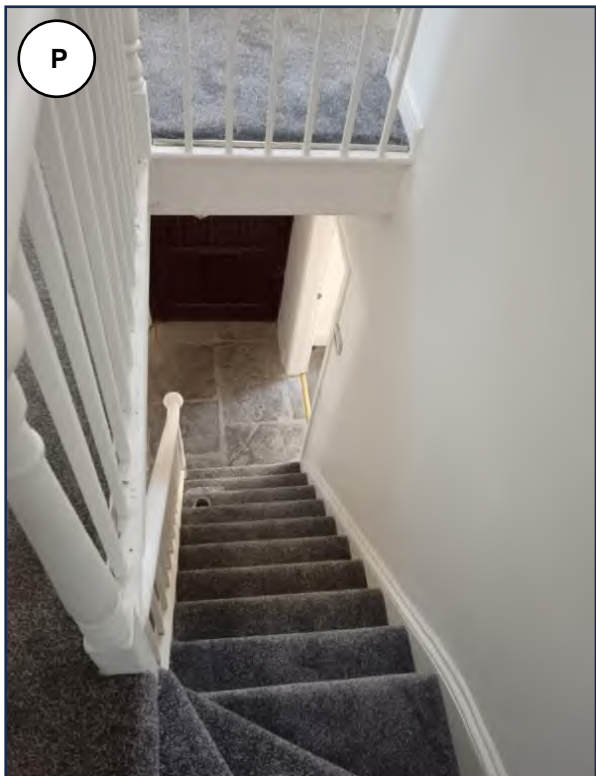
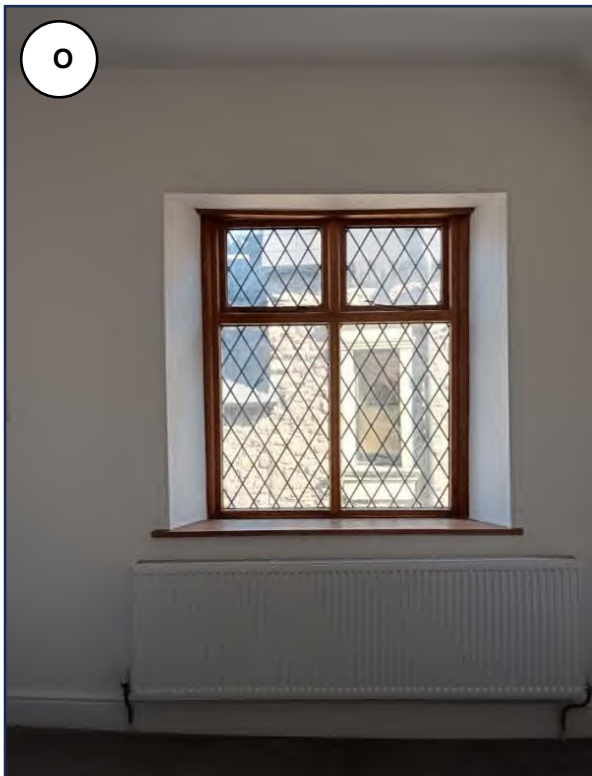
External Images

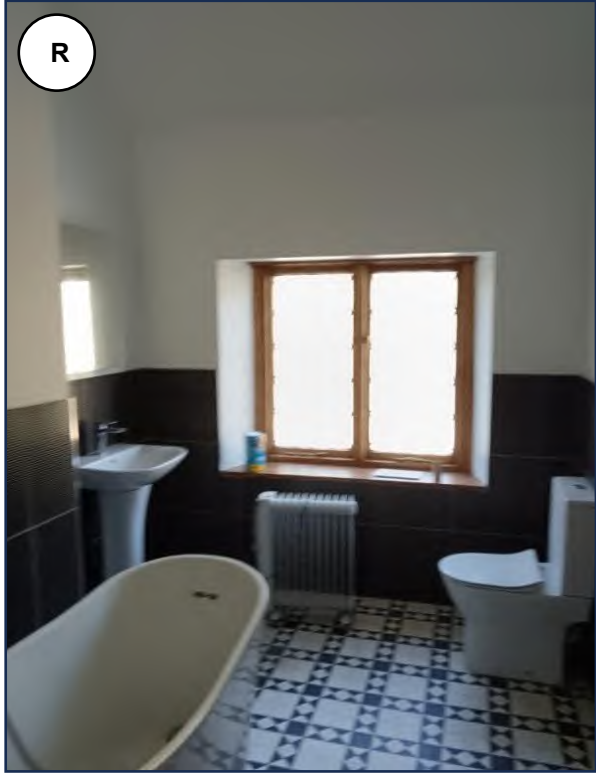












2.5. Local Architectural Style

Introduction:

The architectural character of the area surrounding 13 Ash Cottage reflects a mix of traditional Welsh cottages and modest post-war suburban dwellings. The locality is defined by simple, practical designs suited to family living, with pitched roofs, rendered or brick façades, and well-proportioned window openings. Many properties feature front gardens, low boundary walls, and green buffers, creating a coherent residential streetscape. Within this setting, 13 Ash Cottage sits harmoniously, contributing to the established scale, height, and material palette of the area.

Residential Character:

Properties in this part of Newport are generally detached or semi-detached cottages and family homes, some dating back to earlier rural development and others built in the mid-to-late 20th century. Common elements include pitched slate or tile roofs, rendered walls in neutral tones, and modest porches or extensions. The immediate character is one of visual consistency, with dwellings of similar proportions and restrained detailing.

Setbacks from the road are typical, providing front gardens and small driveways that enhance privacy and soften the built environment. Rear gardens extend further back, contributing to the suburban quality of the area. The original construction of these homes emphasised practical layouts, durability, and understated charm, features that remain evident today.

Consistency and Cohesion:

The surrounding streetscape is unified by repeated roof forms, building lines, and external finishes that collectively establish a strong architectural rhythm. Variations between properties are generally modest and sympathetic, ensuring that the area retains its coherent suburban identity.

Fenestration patterns are regular and balanced, reinforcing a sense of order along the street. Where alterations have occurred, they are small in scale and positioned discreetly, often at the side or rear, so as not to compromise the public-facing character.

Modern Adaptations:

Over recent decades, some homes in the area have incorporated modest extensions, replacement windows, or upgraded materials. These works have typically been carried out in a manner consistent with the original design approach, ensuring the continued integrity of the local streetscape.

Occasional adaptations, such as loft conversions or conservatories, are present but are generally unobtrusive from the street and therefore do not undermine architectural cohesion. The prevailing appearance remains one of traditional, modestly scaled housing within a stable residential environment.

Conclusion:

The architectural style of 13 Ash Cottage and its surroundings is defined by modest scale, traditional roof forms, and a simple but cohesive material palette. The proposal involves no physical changes to the property's appearance, ensuring that its established form and contribution to the street will remain entirely intact. The change of use to short-term let aligns with these characteristics, representing a sensitive and respectful adaptation that preserves local distinctiveness, materiality, and character.



Georgian-influenced vernacular architecture with rendered façades, sash-style windows, simple detailing, and ground-floor commercial frontage blending historic and modern use.



Traditional Victorian civic architecture with symmetrical stone façades, ornate pediments, arched entrances, sash windows, and classical detailing conveying historic authority.

2.6. Heritage & Flood Risk Assessment

Heritage Designations

Conservation Area:

13 Ash Cottage is located within a designated Conservation Area. As such, any proposals affecting the property are subject to stricter planning controls to ensure the preservation and enhancement of the area's special architectural and historic character. The proposed change of use does not involve external alterations, meaning the property's contribution to the Conservation Area will remain unaltered.

Listed Building Status:

A Grade II listed building is located within approximately 50 metres of the site. Development in the vicinity of a listed building must preserve its setting and avoid adverse impacts on its significance. The proposed change of use at 13 Ash Cottage will not introduce any physical alterations to the building or its curtilage and will therefore have no effect on the heritage value of the listed structure or its setting.

Other Relevant Constraints:

- **Radon Gas:** The site lies within an area where 5–10% of homes are estimated to be affected by elevated radon levels. This is a common regional constraint and can be managed through the incorporation of radon protection measures, should any future works be undertaken.
- **Built-Up Area:** The property sits within an established developed area, consistent with the Council's strategy for directing new forms of development and adaptive reuse to sustainable urban locations.

Conclusion (Heritage):

While the site is subject to heritage considerations, the absence of external physical changes ensures that the proposal will not harm the character of the Conservation Area or the setting of the nearby listed building. The scheme therefore complies with statutory heritage duties and local planning policy requirements, whilst respecting the area's historic environment.

Flood Risk Assessment

Flood Zone Classification:

The site is not located within a designated flood risk zone. It is not identified as being at risk of fluvial, tidal, or coastal flooding under current national mapping.

Local Watercourse and Surface Water Risk:


There are no significant rivers or natural watercourses in the immediate vicinity of the site. Historic records do not indicate issues with surface water or sewer flooding locally. The site's topography supports natural drainage, further reducing residual risk.

Groundwater and Reservoir Flooding:

There is no evidence to suggest that the site is at risk of flooding from groundwater sources or reservoir failure. No mitigation measures are currently required.

Conclusion (Flood Risk):

The property is at very low risk of flooding from all sources and is therefore suitable for continued residential use and its proposed adaptation to short-term let accommodation. No additional mitigation is required, and the proposal is fully compliant with national and local flood risk policy guidance.



CHAPTER 3
PLANNING POLICY &
HISTORY

3. Planning Policy

3.1. Planning Policy

1. Site Context

13 Ash Cottage is located within Newport, falling under the jurisdiction of Newport City Council. The property is not listed and, while situated near a Conservation Area, the proposed change of use does not involve any external alterations. As such, there are no direct heritage impacts. The proposal should therefore be considered in light of national and local planning policy, with emphasis on sustainable development, responsible land use, and maintaining the established residential character.

2. National Planning Policy Framework (NPPF)

The National Planning Policy Framework (2023) supports sustainable development, including policies that encourage high-quality design, efficient land use, and housing choice.

- **Section 12: Achieving Well-Designed Places**
 - Paragraph 130 requires proposals to be sympathetic to local character, create high standards of amenity, and ensure places function well.
- **Section 11: Making Effective Use of Land**
 - Paragraph 120 promotes the effective use of existing residential properties, supporting adaptations that provide additional housing flexibility while maintaining community character.

The proposed change of use aligns with the NPPF by enabling a modest, flexible form of accommodation without physical development or negative impact on local amenity.

3. Newport Local Development Plan (LDP) 2011–2026

The adopted LDP remains the primary statutory plan. Key relevant policies include:

- **Policy GP2 – General Development Principles**
Requires proposals to be sustainable, accessible, and compatible with local character and amenity.
- **Policy H1 – Housing Requirement**
Supports the provision of diverse housing types to meet identified needs across the plan period.
- **Policy H6 – Subdivision or Conversion of Dwellings**
Permits conversion where the proposal does not harm character, maintains adequate living standards, and safeguards residential amenity.

This proposal is fully consistent with the LDP by maintaining the character of the existing dwelling while diversifying its residential function.

4. Replacement Local Development Plan (RLDP)

Newport City Council is preparing its RLDP, currently at an early review stage. While not yet adopted, emerging policies are expected to emphasise sustainable tourism, housing flexibility, and protection of local character. The proposed change of use is therefore compatible with both current and emerging policy direction.

5. Conclusion

The proposed change of use of 13 Ash Cottage from Use Class C3 (dwellinghouse) to Use Class C6 (short-term let) is fully aligned with national and local planning policy. The proposal:

- Maintains the existing building with **no external alterations**.
- Respects and safeguards the **character and amenity** of the surrounding area.
- Provides **flexible, small-scale accommodation** that supports local housing and visitor needs.
- Adheres to the **NPPF** and Newport Local Development Plan guidance on sustainable and well-considered development.

As such, the proposal is considered **policy-compliant, proportionate, and suitable for planning approval**.



3.2. Planning History

A search of Newport City Council's planning records confirms that there are **no applications directly associated with 13 Ash Cottage** itself. However, there are two relevant historical applications recorded for the neighbouring property at **12 High Street**, which provide important context for understanding the planning authority's approach in this sensitive location.

Neighbouring Property – 12 High Street

1. Reference 06/0991 (2008)

- **Proposal:** Single-storey side and rear extension.
- **Outcome:** Refused.
- **Notes:** The refusal indicates that the Council is cautious about new extensions in this area, particularly where there may be potential impacts on the Conservation Area or the setting of nearby Listed Buildings.

2. Reference 90/1052 (1990)

- **Proposal:** Single-storey rear extension.
- **Outcome:** Listed as "Other."
- **Notes:** The record is inconclusive and dated, carrying little weight in the current planning context.

Key Implications

- The 2008 refusal highlights the **sensitivity of development proposals** within this location. Newport City Council has demonstrated a restrictive stance towards physical extensions or alterations that could affect local character or heritage significance.
- As such, any future proposals involving extensions would need to be exceptionally well-designed and supported by strong heritage justification.
- In contrast, the present application involves **no external changes** and is solely a **change of use from Class C3 to Class C6**. This ensures there is **no impact on the character of the building, streetscape, or Conservation Area**.

Summary

The planning history demonstrates that while physical alterations have faced resistance locally, the current proposal avoids these issues by maintaining the existing built form. This approach is consistent with planning precedent and sensitive to the site's heritage setting.



CHAPTER 4
PROPOSED
DEVELOPMENT

4. Proposed Development

4.1. Concept & Design Development

1. Design Intent

The proposal involves the change of use of an existing residential dwelling from Use Class C3 (dwellinghouse) to Use Class C6 (short-term let). The overall aim is to provide flexible visitor accommodation that integrates harmoniously with the existing property and surrounding residential context, while safeguarding the building's architectural character.

The design reflects a principle of **minimal intervention**: no external alterations are proposed, the original form and fabric of the property are fully retained, and the existing layout continues to provide functional living space. This approach prioritises heritage sensitivity, community amenity, and sustainable use of the property.

2. Ground Floor Design Development

Existing Layout:

The ground floor currently includes a traditional entrance hallway, living room, kitchen, and utility space, arranged in a linear domestic plan.

Proposed Use:

The existing layout will be retained in full, with spaces repurposed to accommodate short-term visitor stays. Living and kitchen spaces will function as communal areas, while circulation remains unchanged. No new openings, structural works, or external changes are proposed.

Materials and Walls:

All existing walls and finishes are retained, with only minor decorative updates to meet operational needs. This ensures no disturbance to the external envelope or heritage character of the property.

3. First Floor Design Development

Existing Layout:

The first floor provides three bedrooms and a bathroom, arranged to suit family occupation.

Proposed Use:

The layout remains unchanged, with bedrooms adapted for guest accommodation under the short-term let arrangement. Existing room proportions, window placements, and circulation are retained, preserving the building's domestic character.

4. Roof Plan and Massing

- The existing pitched roof form is retained in full, with no changes to height, massing, or roofline.
- All existing materials are preserved, maintaining architectural consistency with neighbouring dwellings.
- No roof lights, dormers, or external alterations are proposed.

6. Boundary and Site Integration

- Site boundaries remain unchanged, with garden and amenity spaces retained as existing.
- Landscaping and existing boundary walls are preserved, reinforcing continuity of the streetscape and ensuring visual consistency.
- Access and parking arrangements are unchanged, minimising any impact on the surrounding road network.

Conclusion

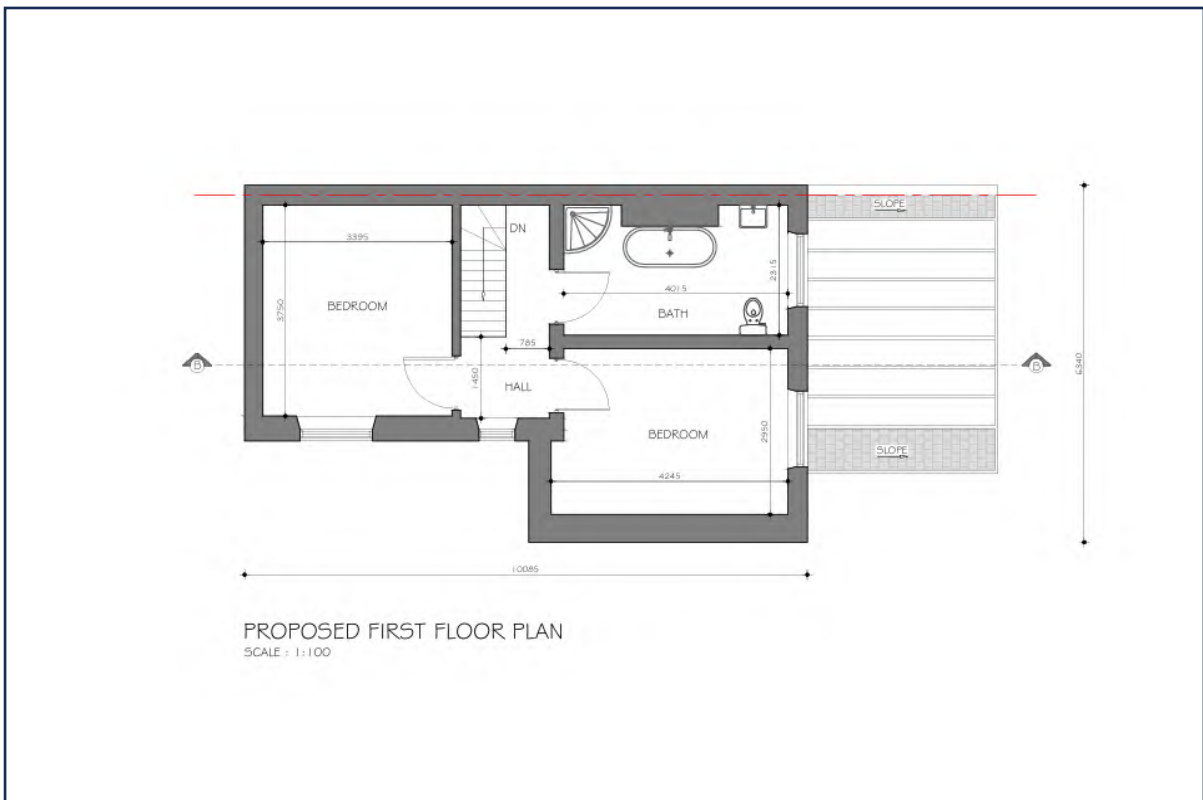
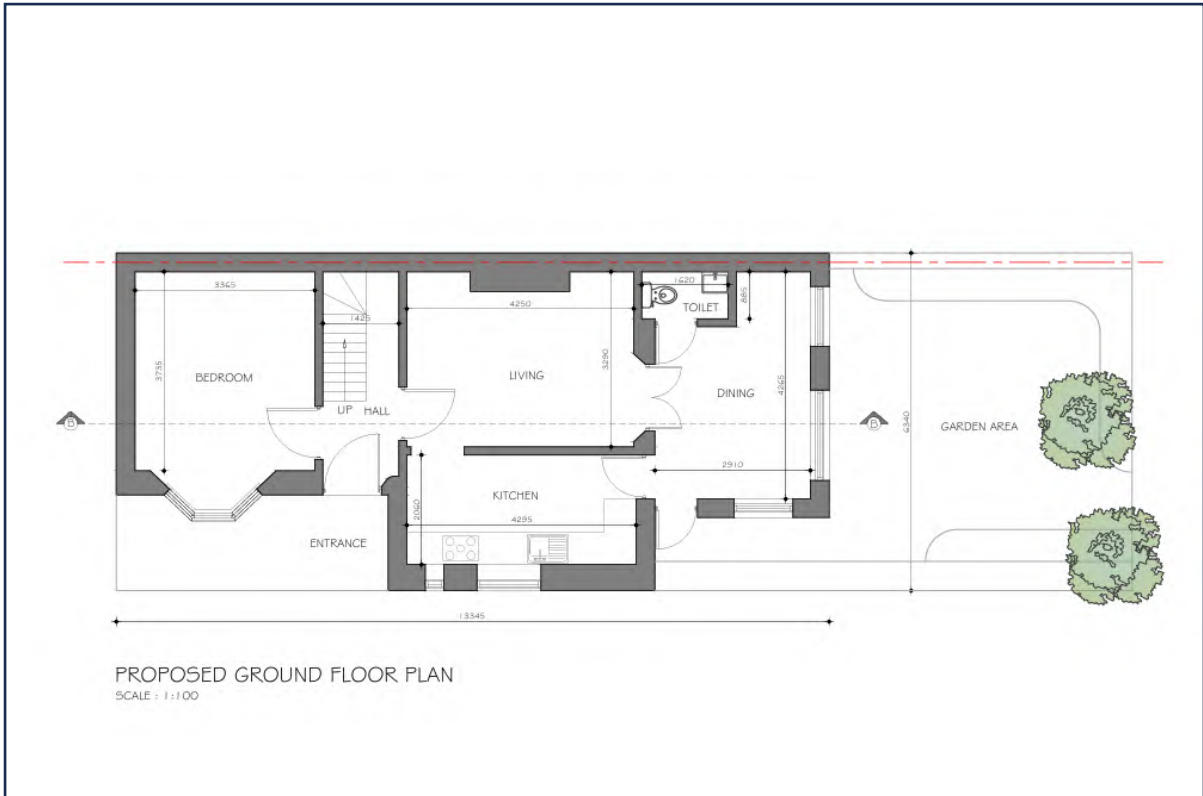
The concept and design development for 13 Ash Cottage demonstrates a **sensitive, low-impact approach**. The proposal involves no external alterations, ensures architectural character is fully preserved, and delivers a functional reclassification to meet local accommodation needs.

Key outcomes include:

- Preservation of the existing built form, scale, and materials.
- Retention of both internal and external layouts, ensuring residential character remains unchanged.
- Provision of a clear refuse and recycling strategy, with screened storage within the rear garden.
- Sustainable use of the property through minimal intervention, supporting community amenity and local economic activity.

This approach demonstrates that the change of use can be achieved without harm to the building, neighbours, or the wider Conservation Area.

It is therefore concluded that this application does not require any additional assessment reports, as no physical alterations are proposed to the property. The only change sought is the reclassification of use from C3 Dwellinghouse to C6 Short-Term Let, which are closely related and broadly similar residential uses. Accordingly, the proposal will have no external or structural impact and will preserve the existing architectural and environmental character of the site.





THIS CONCLUDES THE DOCUMENT