

Newport City Council

Newport City Council
Regeneration Investment & Housing
Civic Centre
Godfrey Road
Newport NP20 4UR

01633 656656
planning@newport.gov.uk
www.newport.gov.uk



Application for Planning Permission

Town and Country Planning Act 1990

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Details

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

130 Property Known As Office At

Address Line 1

Commercial Road

Address Line 2

Town/city

Newport

Postcode

NP20 2GW

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

Easting (x)

331607

Northing (y)

186885

Description

Applicant Details

Name/Company

Title

Mr

First name

zain

Surname

iqbal

Company Name

Address

Address line 1

22 oak street

Address line 2

Address line 3

Town/City

newport

Country

United Kingdom

Postcode

NP19 7HL

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Email address

***** REDACTED *****

Site Area

What is the site area?

66.14

Scale

Sq. metres

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space?

- ☐ Yes
- ☒ No

Description of the Proposal

Description

Please describe the proposed development including any change of use

This application seeks planning permission to operate as a full taxi office, The proposed office will act as an administrative base for a private hire vehicle (PHV) business, operating 24 hours a day, 7 days a week.

The office will function solely as a remote booking and dispatch hub, with all bookings managed by phone and online. It will not be open to the public, and no on-site waiting area or customer facilities will be provided. Drivers will not congregate at or operate from the premises; they will use their own vehicles and operate remotely.

Staffing and Hours of Operation:

Shift 1: 7:00 AM – 4:00 PM

Shift 2: 4:00 PM – 12:00 AM

Shift 3: 12:00 AM – 7:00 AM

One staff member will be present per shift. There will be no shift overlap, and staff will arrive and leave quietly. All staff are instructed to avoid loud conversations outside or engine idling during sensitive hours.

Office Equipment:

2 x Desktop computers

2 x VOIP telephones (set to low volume from 4 PM to 8 AM)

1 x Broadband router/modem

1 x Laser printer/scanner (low frequency use)

All equipment is standard low-noise office hardware suitable for quiet, residential environments.

Noise Levels and Mitigation:

Expected indoor noise levels:

Daytime: 40–45 dB(A)

Night-time: below 40 dB(A)

Mitigation measures include:

Keeping doors and windows closed during operation

Carpeted floors and soft furnishings to absorb sound

Noise reduction wall panels

No external speakers or sound-emitting devices

Clear internal noise policy for staff

Neighbour Engagement:

Neighbours in adjoining and nearby properties have been consulted and expressed no objections. They are satisfied that the proposed use will not cause disruption or affect the residential character of the area.

The Newport Licensing Department has confirmed its support for this operation. The business will be fully licensed and comply with all relevant local authority requirements.

Conclusion:

The proposed change of use will have minimal impact on the surrounding area. The office will operate quietly with limited staff, no public access, and no vehicle activity at the site. Noise levels will remain low, and mitigation strategies are in place to ensure the residential environment is respected. This service will offer a valuable transport link for the community while maintaining harmony with neighbouring properties. We respectfully request planning approval for this application as the current hours is limiting the business to operate at its best.

Has the work or change of use already started?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

The current use of the property is for a Taxi dispatch office (admin only – no public access, no driver waiting areas) which is fully licenced by the Newport Licencing department for Current Approved Hours: 08:00 to 16:00, Monday to Friday

We Currently carry out home to school transport

Is the site currently vacant?

☐ Yes

☒ No

Does the proposal involve any of the following?

Land which is known or suspected to be contaminated for all or part of the site

☐ Yes

☒ No

A proposed use that would be particularly vulnerable to the presence of contamination

☐ Yes

☒ No

Application advice

If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

Does your proposal involve the construction of a new building?

☐ Yes

☒ No

Materials

Does the proposed development require any materials to be used in the build?

☐ 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

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

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.

Vehicle Parking

Is vehicle parking relevant to this proposal?

- ☐ Yes
☒ No

Trees and Hedges

Are there trees or hedges on the proposed development site?

- ☐ Yes
☒ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- ☐ Yes
☒ No

If Yes to either or both of the above, you will need to provide a full tree survey with accompanying plan before your application can be determined. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'

Assessment of Flood Risk

Is the site within an area at risk of flooding?

- ☐ Yes
☒ No

[Refer to the Welsh Government's Development Advice Maps website.](#)

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ☐ Yes
☒ No

Will the proposal increase the flood risk elsewhere?

- ☐ Yes
☒ No

From 7 January 2019, all new developments of more than 1 dwelling house or where the construction area is 100 square metres or more, require Sustainable Drainage Systems (SuDS) for surface water designed and built in accordance with the Welsh Ministers' [Statutory SuDS Standards](#). SuDS Schemes must be approved by your local authority acting in its SuDS Approving Body (SAB) role. Please contact your local authority for details of how to apply.

How will surface water be disposed of?

- ☐ Sustainable drainage system
☐ Existing water course
☐ Soakaway
☒ Main sewer
☐ Pond/lake

Biodiversity and Geological Conservation

To assist in answering the following questions refer to the help text. The help text provides further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the help text, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

b) Designated sites, important habitats or other biodiversity features

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

c) Features of geological conservation importance

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains sewer
☐ Septic tank
☐ Package treatment plant
☐ Cess pit
☐ Other
☐ Unknown

Are you proposing to connect to the existing drainage system?

- ☐ Yes
☐ No
☒ Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste and have arrangements been made for the separate storage and collection of recyclable waste?

- ☐ Yes
☒ No

Trade Effluent

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

- ☐ Yes
☒ No

Residential/Dwelling Units

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

- ☐ Yes
☒ No

All Types of Development: Non-Residential Floorspace

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

- ☐ Yes
☒ No

Employment

Will the proposed development require the employment of any staff?

- ☐ Yes
☒ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☒ Yes
☐ No

Use Class:

Other (Please specify)

Unknown:

No

Monday to Friday:

Start Time:

12:00

End Time:

12:00

Saturday:

Start Time:

12:00

End Time:

12:00

Sunday / Bank Holiday:

Start Time:

12:00

End Time:

12:00

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

☐ Yes

☒ No

Is the proposal for a waste management development?

☐ Yes

☒ No

Renewable and Low Carbon Energy

Does your proposal involve the installation of a standalone renewable or low-carbon energy development?

☐ Yes

☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

☐ Yes

☒ No

Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

- ☒ Yes
☐ No

If Yes, please provide details

We have proactively spoken with neighbouring residents and occupants of the adjoining and nearby properties.

They have confirmed that they have no objections to the proposed change and are confident that the nature of the business will not cause any disturbance

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

Authority Employee/Member

With respect to the Authority, is the applicant or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you?

- ☐ Yes
☒ No

Ownership Certificates

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

Please answer the following questions to determine which Certificate of Ownership you need to complete: A,B,C or D.

Are you the sole owner of ALL the land?

- ☐ Yes
☒ No

If No, can you give appropriate notice to ALL the other owners?

☒ Yes

☐ No

Certificate of Ownership - Certificate B

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

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Number:

17

Suffix:

Address line 1:

stow park circle

Address Line 2:

Town/City:

newport

Postcode:

NP20 4HF

Date notice served (DD/MM/YYYY):

29/09/2023

Person Family Name:

Person Role

☒ The Applicant

☐ The Agent

Title

Mr

First Name

zain

Surname

iqbal

Declaration Date

16/03/2025

☒ Declaration made

Agricultural Holding Certificate

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

Agricultural land declaration - you must select either A or B

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

☐ (B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below

Person Role

☒ The Applicant

☐ The Agent

Title

Mr

First Name

zain

Surname

iqbal

Declaration Date

16/03/2025

☒ Declaration made

Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

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

zain iqbal

Date

16/03/2025