

Newport City Council

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

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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

Address Line 1

Address Line 2

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Paul

Surname

Hammond

Company Name

Hammond Architectural Limited

Address

Address line 1

10 Gold Tops

Address line 2

Newport

Address line 3

Town/City

Newport

Country

Wales

Postcode

NP20 4PH

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

Christopher

Surname

Matthews

Company Name

Hammond Architectural Limited

Address

Address line 1

Hammond Architectural Limited

Address line 2

10 Gold Tops

Address line 3

Newport

Town/City

Newport

Country

United Kingdom

Postcode

NP20 4PH

Contact Details

Primary number

***** REDACTED *****

Secondary number

Email address

***** REDACTED *****

Site Area

What is the site area?

520.00

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

The conversion of an existing detached office building into a HMO consisting of 10 single bedrooms with associated services, kitchen and shower rooms. Refuse and recycling storage, amenity space and car parking provided externally.

Has the work or change of use already started?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

Office building with associated car parking.

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

Please provide a description of existing and proposed materials and finishes to be used in the build (including type, colour and name for each material)

Type:

Roof

Existing materials and finishes:

Blue/Black fibre cement slates White PVCu fascia and soffit. Black PVCu rainwater goods

Proposed materials and finishes:

No external amendments proposed to existing finishes. There will be repairs where necessary.

Type:

Walls

Existing materials and finishes:

Walls: Render of varying textures painted cream above plinth level. Plinth and below painted black.

Proposed materials and finishes:

No external amendments proposed to existing finishes. There will be redecoration in the same colours and repairs where necessary.

Type:

Windows

Existing materials and finishes:

White PVCu double glazed

Proposed materials and finishes:

No external amendments proposed to existing finishes. There will be repairs where necessary.

Type:

Doors

Existing materials and finishes:

Grey woodgrain GRP with insulated core. Chrome hardware.

Proposed materials and finishes:

No external amendments proposed to existing finishes. There will be repairs where necessary.

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Mainly Grey/Buff concrete brickwork with small area of steel railing painted Black. Boundary wall between 9 and 10 Gold Tops in Red/Brown natural stone with concrete capping.

Proposed materials and finishes:

No external amendments proposed to existing finishes. There will be repairs where necessary.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Tarmacadam with parking bays designated with White paint. Pedestrian areas finished in Grey concrete slabs.

Proposed materials and finishes:

No external amendments proposed to existing finishes. There will be repairs where necessary.

Type:

Lighting

Existing materials and finishes:

PIR security entrance and flood lighting.

Proposed materials and finishes:

Lighting will be redesigned and specified to meet the recommendations contained within the Bat Survey Report.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Drawings:

2099-EL03_Existing and Proposed Elevations

2099-FP01-Proposed Layouts

2099-EX01-Existing Plans and Elevations

2099-LP01-Location Plan

2099-SL01-Existing Site Layout

2099-SL04-Proposed Site Layout

Photographs:

01: Amenity area

02: Upper parking zone

03: Lower parking zone

04: Lower parking zone

05: Entrance to lower parking zone

Supporting Information:

Bike shelter design sheet

Schwegler Sparrow Terrace

Beaumaris Bat Box

Bat Survey Report

Fire Risk Assessment

Drainage Engineer Hardstanding Area Comparison

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

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

Drawing 2099-FP01-Proposed Layouts confirm that nearly all WC, shower and kitchen facilities will utilise the existing drainage connections. Where additional facilities are proposed e.g. the WC/shower at ground floor level, drawing 2099-SL01-Existing Site Layout provided details of the surrounding drainage connections including invert levels.

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

If Yes, please provide details:

Drawing 2099-SL04-Proposed Site Layout indicates the position and capacity of refuse and recycling facilities.

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

If you have answered Yes to the question above please add details in the following table:

Use Class: B1 - Business Existing gross internal floorspace (square metres) (a): 318.8 Gross internal floorspace to be lost by change of use or demolition (square metres) (b): 318.8 Total gross internal floorspace proposed (including change of use) (square metres) (c): 318.8 Net additional gross internal floorspace following development (square metres) (d = c - b): 0

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross internal floorspace proposed (including change of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - b)
	318.8	318.8	318.8	0

Use Class:

Other

Existing rooms to be lost by change of use or demolition:

0

Total rooms proposed (including changes of use):

10

Net additional rooms:

10

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

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

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

PRELET/P/24/0111

Date (must be pre-application submission)

03/02/2025

Details of the pre-application advice received

Responses from the Environmental Health Officer relating to Fire Risk and HMO matters and the Local Highways Authority in relation to parking, cycle storage, refuse management. There was advice on site constraints and designations along with the relevant policy context, material considerations and supplementary planning guidance. The major part of the response was the officer assessment touching on ecology and biodiversity and drainage. All works will be internal conversion so the surface water issue has been addressed by our drainage engineer and their report is attached. The Pre-application officer report also contains the officer's conclusion.

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

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 the application relates.

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

Mr

First Name

Christopher

Surname

Matthews

Declaration Date

16/10/2025

☒ 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

Christopher

Surname

Matthews

Declaration Date

16/10/2025

☒ 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

Christopher Matthews

Date

22/10/2025