

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

Duffryn Shopping Centre, Unit 6

Address Line 1

Tredeggar House Drive

Address Line 2

Town/city

Newport

Postcode

NP10 8TE

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

Easting (x)

328948

Northing (y)

185119

Description

Applicant Details

Name/Company

Title

Mrs

First name

Sara

Surname

Butler

Company Name

The FedLine Project Newport and Cwmbran CiC

Address

Address line 1

103 Pentre Close

Address line 2

Coed Eva

Address line 3

Cwmbran

Town/City

Country

United Kingdom

Postcode

NP44 7LR

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Email address

***** REDACTED *****

Site Area

What is the site area?

29.00

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 application seeks planning permission for a change of use from office use (Use Class E) to a cookery school for children and adults. (Class D1)

The proposed use will operate as a small-scale, session-based cookery school providing structured cooking and food education classes for both children and adults. The activity is educational in nature, focusing on practical life skills, nutrition, confidence-building and family engagement. Sessions will be pre-booked, supervised, and delivered in small groups, ensuring the use remains well managed and controlled at all times.

Safeguarding and Children's Safety

The cookery school will operate with a strong focus on child safeguarding and safety. All sessions involving children will be fully supervised by appropriately trained staff, with clear staff-to-child ratios in place to ensure safe and effective supervision. Age-appropriate activities will be delivered in a controlled environment, with equipment and layouts designed to minimise risk.

Safeguarding policies and procedures will be in place and adhered to at all times, including safe arrival and collection arrangements for children attending sessions.

The internal layout and operation of the premises will ensure clear visibility and safe movement throughout the space, reducing the risk of accidents and allowing continuous supervision. The nature of the use is fully contained within the building, with no external play.

Impact on the Area

The proposal is considered appropriate within its setting and compatible with surrounding uses. Unlike a traditional school, the cookery school will not operate on a full-time, all-day basis. Instead, activities will take place during defined time slots, primarily after school hours, weekends and occasional daytime sessions. This limits the overall intensity of use when compared to continuous office occupation.

The change of use is not expected to result in unacceptable impacts in terms of noise, disturbance or traffic. All activities will take place indoors, with no external amplified noise. The number of attendees per session will be limited, and arrival and departure times will be managed to minimise congestion. Overall footfall is anticipated to be comparable to, or less intensive than, a typical office use over the course of the day.

Planning Balance

The proposal supports local and national planning objectives by encouraging community-based learning, improving food skills, promoting healthy lifestyles and supporting family wellbeing. It provides a positive and inclusive facility that benefits both children and adults without detriment to the character or amenity of the surrounding area.

In design and operational terms, the proposal represents a sustainable and appropriate reuse of an existing building. No external alterations are proposed, and the development makes effective use of existing infrastructure.

Has the work or change of use already started?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

Currently the site has been empty since November 2025, previously it was used as the base for Duffryn Community Link a charity which is now based with home working.

Is the site currently vacant?

- ☒ Yes
☐ No

If Yes, please describe the last use of the site

As above

When did this use end (if known)?

01/11/2025

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 the application can be determined. The 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

If Yes, please provide details:

All waste will be separated and disposed of using a contracted waste supplier, no waste will be stored on the premises.

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:

D1 - Non-residential institutions

Existing gross internal floorspace (square metres) (a):

29

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

0

Total gross internal floorspace proposed (including change of use) (square metres) (c):

0

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)
	29	0	0	0

Loss or gain of rooms

Employment

Will the proposed development require the employment of any staff?

☒ Yes

☐ No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

1

Part-time

3

Total full-time equivalent

1.20

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

0

Part-time

2

Total full-time equivalent

0.80

Hours of Opening

Are Hours of Opening relevant to this proposal?

☒ Yes

☐ No

Use Class:

D1 - Non-residential institutions

Unknown:

No

Monday to Friday:

Start Time:

08:30

End Time:

19:00

Saturday:

Start Time:

08:30

End Time:

14:30

Sunday / Bank Holiday:

Start Time:

10:00

End Time:

13:30

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

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.

Name of Owner/Agricultural Tenant: ***** REDACTED *****
House name:
Number:
Suffix:
Address line 1: Caradog House
Address Line 2: Cleppa Park
Town/City: Newport
Postcode: NP10 8UG
Date notice served (DD/MM/YYYY): 18/12/2025
Person Family Name:

☒ Declaration made

Title

Mrs

First Name

Sara

Surname

Butler

Declaration Date

10/02/2026

☒ 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

Sara Butler

Date

10/02/2026