

Notice of Decision



S Groucott
Skerryvore Designs
The Warehouse,
Wern Ind Est.
Rogerstone
NP10 9FQ

TOWN AND COUNTRY PLANNING ACT 1990 [as amended]

Application No: **25/0942**
Application Type: **Full**
Proposal: **CHANGE OF USE FROM OFFICE SPACE TO 5 NO. APARTMENTS**
Site/Location: **13 Clytha Square, Newport, NP20 2EF**
Decision Date: **7th May 2026**

In pursuance of its powers under the above Act the Council of the City of Newport notifies you of its decision in respect of your application, registered by them on 12th November 2025. The application has been:-

Granted with Conditions

STANDARD CONDITIONS

The development must begin not later than the expiration of FIVE YEARS from the date of this permission.

Reason: To conform with the requirements of Section 91 of the Town and Country Planning Act 1990

ADDITIONAL CONDITIONS

1. The development shall be implemented in accordance with the following plans and documents:
 - o Site Location and Block Plan (Drawing ref: SD1045 02C)
 - o Existing (Drawing ref: SD1045 01B)
 - o Rooflight Section (Received: 21.04.2026)
 - o Proposed Details (Drawing ref: SD1045 03B)
 - o Front Entrance Arrangement (Drawing ref: SD1045 05)
 - o Existing Block Plan (Drawing ref: SD1045 04)
 - o Planting Details (Received: 04.11.2025)
 - o Green Infrastructure Statement & Biodiversity Enhancement Scheme (Received: 04.11.2025)

Reason: In the interests of clarity and to ensure the development complies with the submitted plans and documents on which this decision was based.
2. Prior to first occupation, a scheme of sound insulation works to the floor/ceiling and party wall structures shall be implemented in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be retained thereafter in perpetuity.

Reason: To ensure that the amenities of occupiers of other premises in the vicinity are protected in accordance with Policy GP2 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).

3. Prior to the first occupation of any residential unit, the external staircase shall be removed in its entirety and any external surfaces made good where required.
REASON: To preserve and enhance the appearance of the conservation area in accordance with Policy SP9, CE7 and the Historic Environment (Wales) Act 2023 and Technical Advice Note 24 - The Historic Environment.
4. Prior to the first occupation of any residential unit, a scheme of secure cycle storage shall be submitted to and agreed in writing by the Local Planning Authority. The use shall commence in accordance with the approved details and retained for the duration of the use.
REASON: To ensure the site is served by adequate means of secure cycle storage in accordance with Policy GP4 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).
5. Prior to the first occupation of any residential unit, specific details of the biodiversity enhancements (bird & bat boxes, hedge species details, size, spacing, location and mix) shall be submitted and approved in writing by the Local Planning Authority. The use shall commence in accordance with the approved details and retained for the duration of the use.
REASON: To provide biodiversity enhancements in accordance with Policy GP5 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).
6. The enlarged driveway area shall be surfaced in non-migratory porous or permeable material or provided to direct run-off water from the hard surface to a porous or permeable area or surface within the curtilage of the site and permanently maintained so that it continues to comply with these requirements. The driveway shall be implemented prior to the first use of any residential unit.
REASON: In the interests of highway safety in accordance with Policy GP4 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).
7. Prior to the first beneficial use of the flats, the waste and recycling storage shall be implemented as shown on approved drawing Site Location and Block Plan (Drawing ref: SD1045 02C) and the area retained for waste and recycling storage for the duration of the use
Reason: In the interests of the amenities of the area and adequate waste and recycling storage in accordance with Policies GP2 and CE7 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).
8. No gates or other means of obstruction shall be placed across the vehicular access formed as part of this development.
Reason: To permit vehicles to pull clear of the carriageway when entering the site in the interests of road safety in accordance with Policy GP4 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).
9. The front garden area and section of retained front boundary wall as shown on drawings Front Entrance Arrangement (Drawing ref: SD1045 05) and Site Location and Block Plan (Drawing ref: SD1045 02C) shall be retained, unless express prior written consent is obtained from the Local Planning Authority.
REASON: To preserve the appearance of the conservation area in accordance with the Historic Environment (Wales) Act 2023 and Policy CE7 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).
10. Prior to the installation of any replacement fenestration (windows and doors) elevation and section details shall be provided and approved in writing by the Local Planning Authority. Development shall commence in accordance with the approved details and retained for the duration of the use.
REASON: To preserve the appearance of the conservation area in accordance with the Historic Environment (Wales) Act 2023 and Policy CE7 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).
11. No alterations or additions to the roof, removal or works to chimneys shall be carried out without the express written consent of the Local Planning Authority.
REASON: To preserve the appearance of the conservation area in accordance with the Historic Environment (Wales) Act 2023 and Policy CE7 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).
12. Before the development, other than demolition, is commenced, written approval of the Local Planning Authority is required to a scheme of landscaping and tree planting for the site (indicating the number, species, heights on planting and positions of all trees and shrubs). The approved scheme shall be carried out in its entirety by a date not later than the end of the full planting season immediately following the completion of that development. Thereafter, the trees and shrubs shall be maintained for a period of 5 years from the date of planting in accordance with an agreed management schedule. Any trees or shrubs which die or are damaged shall be replaced and maintained until satisfactorily established. For the purposes of this condition, a full planting season shall mean the period from October to April.
Reason: To safeguard the rights of control of the Local Planning Authority in these respects and to ensure that the site is landscaped in a satisfactory manner in accordance with Policies GP2, GP6 and CE7 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015).

NOTE TO APPLICANT

The development shall be carried out fully in accordance with the proposals shown in the application and in the plans and particulars accompanying such application as varied and amended by this permission.

This decision notice is issued in respect of Planning Permission only and does not convey any approval which may be required under any other legislation or provisions, such as, but not limited to, Highways and Building Regulations. For advice on the requirements of the Building Regulations and allied legislation, and/or whether there is a need for a Building Regulations submission, please contact the Council's Building Control Section on 01633 656656 or email building.control@newport.gov.uk. For advice on obtaining relevant permissions from the Highway Authority, please contact highway.planning@newport.gov.uk

Where there are conditions which require details to be approved prior to the commencement of development, failure to submit these details prior to commencement of development may result in the permission being invalidated.

The Local Planning Authority has a target to determine Discharge of Condition applications within 8 weeks of receipt of the details, and so you are advised to programme any work accordingly.

The plans have been assessed on the basis of the scale or dimensions stipulated and any statement of 'do not scale' (or similar) has been disregarded.

1. The development plan for Newport is the Newport Local Development Plan 2011 - 2026 (Adopted January 2015). Policies SP1, SP9, SP13, SP18, GP2, GP4, GP5, GP6, CE7, H8, EM3, T4, CF12 and W3 were relevant to the determination of this application.
2. Due to the minor nature of the proposed development (including any demolition) and the location of the proposed development, it is considered that the proposals did not need to be screened under the Environmental Impact Assessment Regulations.
3. Bats often roost in houses and other buildings and trees, and work on these buildings/trees may disturb a bat roost. All bats and their roosts are protected against disturbance under UK and European legislation. If works are planned on a building/trees in which bats are roosting, Natural Resources Wales (NRW) must be contacted for advice.
 - a) If work has already commenced and bats are found, or if any evidence that bats are using the site as a roost is found, work should cease and NRW should be contacted immediately.
 - b) Where there is a likelihood that bats are present, or where bats are found to be present, a suitably qualified and experienced ecological consultant should be contracted to provide an assessment of the impact of the proposed works, and undertake bat surveys if necessary.
 - c) Where bats or their roosts are present, no works of site clearance, demolition or construction should take place unless a licence to disturb these species and/or their roosts has been granted in accordance with the relevant legislation. Otherwise, a prosecution may result.
 - d) NRW can be contacted at: Natural Resources Wales, Rivers House, St Mellons Business Park, St Mellons, Cardiff CF3 0EY, 0300 065 3000
 - e) Bat Conservation Trust can be contacted at: Bat Conservation Trust, Studio 15 Cloisters House, Cloisters Business Centre, 8 Battersea Park Road, London, SW8 4BG, 0845 1300 228

Signed on behalf of the Council



Newport City Council
Regeneration and Economic Development
Civic Centre
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NP20 4UR

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IMPORTANT! PLEASE READ THE NOTES ON THE REVERSE OF THIS FORM

Notes for Applicants

TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Appeals to the Welsh Government

- If you are aggrieved by the decision of your Local Planning Authority to refuse permission or grant it subject to conditions, then you can appeal to the Welsh Government under Section 78 of the Town and Country Planning Act (as amended).
- Appeals must be made within a prescribed time period that is dependent on the application type. These time periods along with further information on the appeals process are available here and should be checked immediately: [Planning appeals | Sub-topic | GOV.WALES](#)
- Appeals in respect of:
 - Householder and 'minor commercial' development must be received within 12 weeks from the date of the decision notice;
 - Advertisement consent applications must be received within 8 weeks from the date of the decision notice; and,
 - Other types of planning application must be received within 6 months from the date of the decision notice.

Appeal forms can be downloaded at Planning Casework (gov.wales) or are obtainable from Planning and Environment Decisions Wales, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ, email PEDW.Casework@gov.wales

- The Welsh Ministers can allow a longer period for giving notice of an appeal, but are not normally prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.
- The Secretary of State need not consider an appeal if it seems to the Secretary of State that the Local Planning Authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- In practice, the Welsh Ministers do not refuse to consider appeals solely because the Local Planning Authority based their decision on a direction given by them.

Purchase Notices

- If either the Local Planning Authority or the Welsh Government refuses permission to develop land or grants it subject to conditions, the owner may claim that he/she can neither put the land to a reasonable beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.
- In these circumstances, the owner may serve a Purchase Notice on the Council. This notice will require the Council to purchase his/her interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990 (as amended).