

**To:** Building Control / Planning Department  
**Newport City Council**  
**Subject:** Application to Discharge Condition – Provision of Roof Garden (Condition 11)  
**Site:** The Crown Building, 11 Chepstow Road, Newport Np19 8BQ  
**Planning Reference:** 18/0802

Dear Sir/Madam,

In accordance with Condition 11 of planning permission 18/0802, please find enclosed details of the Roof Garden (outside area) provided on site for the approved flats at The Crown Building.

The submission includes:

- Summary of proposed solution
- Appendix 1 – Drawing showing proposed Roof Garden/Outside Area
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We trust that this provides sufficient information to discharge the condition. Should you require any further details or clarification, please do not hesitate to contact me.



# Provision of Roof Garden

**Site:** The Crown Building, 11 Chepstow Road, Newport, NP19 8BQ  
**Planning Ref:** 18/0802  
**Condition:** Provision Roof Garden ( Condition 11)  
**Applicant:** M. Rashid, GN & RB Ltd  
**Date:** 09/06/2026

## 1. Introduction

This statement is submitted to discharge the planning condition relating to the provision of a roof garden at fifth floor level.

It provides details of how the roof garden will be **set out, enclosed, maintained, and managed** in accordance with the approved development and the requirements of the condition.

## 2. Layout and Design (Set-Out)

The roof garden will be provided at fifth floor level as a communal amenity space for residents.

- The roof garden will be implemented **strictly in accordance with the approved drawings**, and the extent and layout of the amenity space will match the approved scheme with **no reduction in area**.
- The existing roof structure is suitable for pedestrian use and will be finished with a **continuous artificial grass surface**, which replaces the previously indicated paving finish shown on earlier drawings, to provide a safe, visually appropriate, and usable amenity area.
- Fixed seating will be provided in the form of **benches**, which will:
  - be securely fixed to the existing structural steel framework;
  - be positioned away from the perimeter edge (min of 2.3m from any parapet wall);
  - allow for safe circulation across the space; and
  - avoid overcrowding or obstruction of movement.
- A total of **3 fixed benches** will be provided (as shown on the accompanying layout plan).
- No loose furniture will be installed within the roof garden area.
- Clear and unobstructed circulation routes are maintained throughout the roof garden
- The layout shown in Appendix 1 illustrates the arrangement of the roof garden, including seating positions and circulation routes

## 3. Enclosure and Safety

- The roof perimeter is enclosed by an **existing parapet wall of 1200 mm height above finished floor level**, which provides compliant fall protection in accordance with Approved Document K (Protection from Falling).
- The parapet provides a **continuous perimeter enclosure**, and no additional guarding is required.
- The previously referenced **1.5 m handrail shown on earlier plans does not form part of the proposed design**. The existing parapet wall provides compliant enclosure, and no additional guarding is required. This submission therefore **supersedes any earlier references to additional handrails**.
- To ensure safe use:
  - fixed seating will be located a min of 2.3meters **away from the perimeter edge**;
  - the parapet is **not intended for standing or access and will not be used as a platform**; and
  - no design features are introduced that would facilitate climbing or access to the parapet edge.

## 4. Seating and Use of Space

- Seating will consist of **fixed benches only**, designed to be durable and suitable for residential outdoor use.
- Benches will be:
  - securely fixed (non-movable);
  - positioned to maintain clear circulation routes; and
  - located away from the edge to avoid misuse.

The space is designed as a **safe, passive amenity area** for residents.

## 5. Maintenance

The roof garden will be maintained as part of the building’s ongoing management regime.

Maintenance will include:

- regular inspection of:
  - artificial grass surface;
  - seating and fixings;
  - parapet wall condition;
- cleaning and upkeep of the area to ensure it remains safe and usable;
- prompt repair or replacement of any damaged elements; and
- ongoing monitoring to ensure the space remains fit for purpose.

## 6. Management

- The roof garden will be a **communal amenity space for residents only**.
- It will be managed by the building’s **management company**.
- Management responsibilities will include:
  - monitoring usage;
  - maintaining access routes;
  - ensuring safe behaviour; and
  - preventing misuse of the parapet edge or fixtures.

## 7. Implementation

- The roof garden will be **fully provided prior to the occupation of any fifth-floor residential unit**, in accordance with the condition.
- Once completed, the roof garden will be **retained permanently for use by residents thereafter**.
- The layout, enclosure, and management will be implemented as set out in this statement following written agreement by the Council.

## 8. Means of Enclosure

- The existing parapet wall provides a **suitable and continuous means of enclosure**.
- **No additional enclosure is proposed or required**, as the existing parapet provides full perimeter protection.
- The enclosure will be retained as part of the permanent design of the building.

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## 9. Smoke Shaft and Roof-Level Features

The roof includes a smoke shaft structure forming part of the building's fire safety system.

- The smoke shaft is constructed as a **fully enclosed vertical structure with solid walls and no open void at roof garden level**.
- The shaft projects approximately **1.7 metres above the finished roof level** and forms a permanent and contained element of the building.
- As the shaft is fully enclosed and does not present an accessible opening, it **does not give rise to any fall hazard**.
- Accordingly, no additional guarding or protective measures are required in relation to the smoke shaft.

The presence of the smoke shaft does not affect the safe use of the roof garden, which remains fully enclosed and suitable for resident use.

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## 10. Summary

- The roof garden is designed to provide **safe and usable outdoor amenity space** for residents.
- All relevant aspects of:
  - layout
  - enclosure
  - safety
  - maintenance
  - management

have been addressed in this submission.

The proposals meet the requirements of the planning condition and will deliver a functional and safe communal roof garden.

**Name:** Mo Rashid  
**Position:** Director, GN & RB Ltd  
**Date:** 27/11/2025

Appendix 1 – Crown Building – Roof Garden/Outside Area

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Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information should be taken from figured dimensions only.

0mm 50mm

A2 Original Sheet Size

- NOTE:**  
**READ IN CONJUNCTION WITH BUILDING REGULATION SPECIFICATION DOCUMENT**
- CONSTRUCTION LEGEND**
1. - FOUNDATIONS & GROUND FLOOR CONSTRUCTION
  2. - EXTERNAL WALL CONSTRUCTION
  3. - INTERNAL PARTITION CONSTRUCTION
  4. - EXTERNAL WINDOW / DOOR & GLAZING SPECIFICATION
  5. - INTERNAL DOOR SPECIFICATION
  6. - STAIRCASE & RAMP SPECIFICATION
  7. - INTERMEDIATE FLOOR CONSTRUCTION
  8. - FLAT ROOF ROOF CONSTRUCTION
  9. - METALWORK, LEADWORK AND FLASHING SPECIFICATION
  10. - SURFACE WATER DRAINAGE SPECIFICATION
  11. - FOUL DRAINAGE SPECIFICATION
  12. - VENTILATION SPECIFICATION
  13. - HEATING / PLUMBING SPECIFICATION
  14. - FACILITIES FOR THE DISABLED
  15. - ELECTRICAL SPECIFICATION
  16. - FIRE PROTECTION SPECIFICATION
  17. - FALL PREVENTION SPECIFICATION
  18. - INTERNAL FINISHES SPECIFICATION
  19. - EXTERNAL FINISHES SPECIFICATION

- FIRE PROTECTION:**  
Provide fire detection, fire alarm & emergency lighting system to BS 5839-1:2002+A2:2008
- Sprinklers to be provided to all habitable rooms and bathrooms over 5m2 designed and installed to BS 9251:2014 by and approved and accredited installer.**
- Cavity Fire Barrier - All separating floors / wall junctions to have a horizontal fire barriers. Dwgs: 563\_D-01, D-02 & D-03 (Ref: 3.1 & 7.4)
  - 30min Fire protected elements
  - 60min Fire protected elements
  - 90min Fire protected elements
  - 120min Fire protected elements
  - Ⓢ F/A Smoke detector
  - Ⓢ F/A Heat detector
  - AOV Openable vent at high level
- FIRE STRATEGY HAS TO BE APPROVED BY THE BUILDING CONTROL OFFICER PRIOR TO STARTING ON SITE**

For Information

|          |     |      |     |                                    |
|----------|-----|------|-----|------------------------------------|
| 08/06/26 | I   | PL   | IK  | Layout amended                     |
| 26/11/24 | H   | PL   | IK  | Layout amended                     |
| 27/06/24 | G   | PL   | IK  | Protected lift lobby added         |
| 07/03/24 | F   | PL   | IK  | Disabled refuge removed            |
| 30/01/24 | E   | PL   | IK  | Flat layouts & smoke vents amended |
| 27/10/21 | D   | PL   | IK  | Annotation amended                 |
| 08/09/21 | C   | PL   | IK  | New dry riser position revised     |
| 29/06/21 | B   | PL   | IK  | Layout & annotation amended        |
| 22/06/21 | A   | PL   | IK  | Layout & annotation amended        |
| date     | rev | name | chk | note                               |



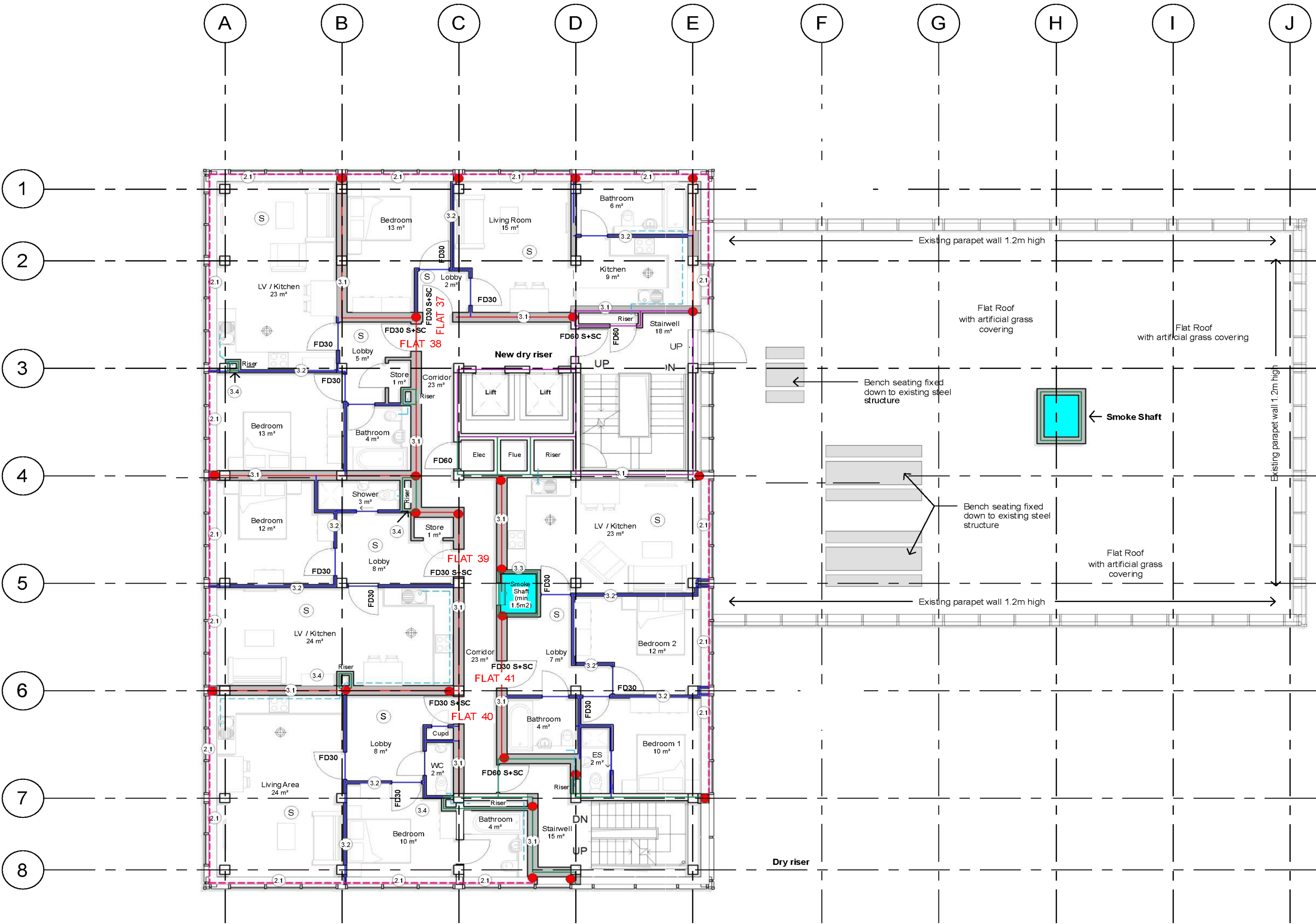
Architectural Design - Feasibility - Planning - Building Control - Construction Details - Sustainable Design  
Systems House, 89 Heddon Cardiff CF14 2AT  
T 02920316857 M 07785562007 info@dlparchitecture.co.uk

**PROJECT**  
Change of use of floors 1 to 8 from office (B1 use) to residential (C3 use) to form 56 flats and use of ground floor as residents only gym and storage area

Crown Buildings, 11, Chepstow Rd, Newport, Gwent, NP19 8WA

**DRAWING TITLE**  
GA Fifth Floor Plan as Proposed

|                |          |          |            |
|----------------|----------|----------|------------|
| SCALE          | DATE     | DRAWN BY | CHECKED BY |
| 1 : 100        | 09/10/20 | PL       | IK         |
| DRAWING NUMBER | REVISION |          |            |
| P563           | L_305    | I        |            |



GA Fifth Floor Plan as Proposed Roof Garden  
1 : 100



