

Civic Centre
Newport / Casnewydd
NP20 4UR

Planning Department
Newport City Council
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Newport
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26 August 2025

Re: Application to Vary Condition 3 of Planning Permission 09/1132 – The Mansion House, Newport

Dear Sir/Madam,

I am writing to support a Section 73 application to vary Condition 3 of planning permission reference 09/1132 relating to The Mansion House, which currently serves as Newport Register Office.

Condition 3 of the original permission restricts the hours during which ceremonies may take place to:

Monday to Friday: 9.30am to 4.00pm.

Saturday: 9.30am to 5.00pm.

No ceremonies on Sundays or Bank Holidays.

No mayoral civic functions to take place concurrently with ceremonies.

We are seeking to vary this condition to allow greater flexibility in ceremony scheduling, particularly to accommodate increased demand for ceremonies, and to support inclusive access for families with diverse needs and commitments.

The Mansion House has operated as a Register Office since 2011 and continues to maintain a respectful and positive relationship with its neighbours. Ceremonies are conducted indoors all year round or outdoors during spring and summer (weather permitting). Staff are trained to manage guests respectfully and discreetly. Outdoor ceremonies are small-scale, time-limited, and do not involve amplified sound.

We propose to extend the permitted hours to include:

Sundays or Bank Holidays: 12.00pm to 4.00pm

Monday – Friday: 9.30am to 5.00pm

Saturday: No change

This modest extension would allow us to better serve the community while maintaining the peaceful character of the area. In particular, we are seeking to vary the weekday ceremony window to reflect growing demand for late afternoon ceremonies, especially from couples on a budget who wish to proceed directly to an evening reception.

This change would allow us to offer more flexible scheduling while maintaining the dignity and quality of the ceremony experience. Extending the hours would also support inclusive access for families with varied work schedules, childcare responsibilities, and travel needs, ensuring that the service remains accessible to all members of the community.

While we anticipate low demand for ceremonies on Sundays and Bank Holidays, including these times would enable us to accommodate occasional requests and respond to growing demand for longer ceremony slots.

This is especially important for:

Accessibility needs: Individuals with disabilities or health conditions may require more flexible timing to attend comfortably.

Photographic opportunities: Additional time between ceremonies allows couples and families to enjoy photographs in the Mansion House and its gardens without feeling rushed or overlapping with the next booking.

We will continue to ensure that mayoral civic functions do not coincide with ceremonies, and we will implement any reasonable recommendations from Environmental Health to further mitigate any potential noise concerns.

We remain committed to protecting the amenity of neighbouring residents. Measures in place include:

- Controlled guest numbers and parking arrangements.
- No amplified sound during outdoor ceremonies.
- Staff supervision throughout ceremonies.
- Clear communication with guests regarding respectful behaviour.

We believe the proposed variation strikes a balance between community service delivery and residential amenity, and we welcome the opportunity to work with the Planning Department and Environmental Health to ensure this continues.

Thank you for considering this application.

Yours faithfully,

Mike Wallbank
Head of Law & Standards
Newport City Council