STAFFORDSHIRE moorlands DISTRICT COUNCIL
ACHIEVING • EXCELLENCE

Staffordshire Moorlands District Council
Moorlands House, Stockwell Street, Leek
Staffordshire Moorlands, ST13 6HQ
Telephone: 0845 605 3013
www.staffsmoorlands.gov.uk

Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building.
Town and Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) 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.

1. Applicant Name, Address and Contact Details

Title:	Mr	First Name:	Peter	Surname:	Kent-Baguley
Company name:	Foxlowe Arts Centre				
Street address:	Foxlowe Art Centre, Market Place				
			Telephone number:		
	Leek		Mobile number:		
Town/City:	Staffordshire		Fax number:		
Country:	United Kingdom		Email address:		
Postcode:	ST13 6AD				

Are you an agent acting on behalf of the applicant? (•) Yes ( ) No

2. Agent Name, Address and Contact Details

Title:	Mr	First Name:	Patrick	Surname:	Redmond
Company name:	ctd architects				
Street address:	Clerk Bank House, Clerk Bank				
			Telephone number:		01538373477
	LEEK		Mobile number:		07752777018
Town/City:	Staffordshire		Fax number:		
Country:			Email address:		
Postcode:	ST13 5HE				patrick.redmond@ctdarchitects.co.uk

3. Description of Proposed Works

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s):

Change of use of second floor accommodation within the Foxlowe Arts Centre from B8 storage to B1 office accommodation.

Has the development or work(s) already started? ( ) Yes (•) No

4. Site Address Details

Full postal address of the site (including full postcode where available)

House:	
Suffix:	
House name:	The Foxlowe
Street address:	Market Place
	Staffordshire
Town/City:	Leek
Postcode:	ST13 6AD

Description of location or a grid reference
(must be completed if postcode is not known):

Easting:	398407
Northing:	356622

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ○ Yes ◉ No

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ○ Yes ◉ No

Is a new or altered 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

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ○ Yes ◉ No

Have arrangements been made for the separate storage and collection of recyclable waste? ○ Yes ◉ No

8. Authority Employee/Member

With respect to the Authority, I am:
(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

9. Demolition

Does the proposal include total or partial demolition of a listed building? ○ Yes ◉ No

10. Listed building alterations

Do the proposed works include alterations to a listed building?	(•) Yes ( ) No
If Yes, will there be works to the interior of the building?	(•) Yes ( ) No
Will there be works to the exterior of the building?	( ) Yes (•) No
Will there be works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?	(•) Yes ( ) No
Will there be stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?	(•) Yes ( ) No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/ drawing(s).

State references for these plan(s)/drawing(s):

It is proposed to re-position the door to the existing toilets and providing an additional door within the meeting room hallway, on the boundary to the 19th Century extension. It is also proposed to introduce a small internal window, which will sit above the tiles, to provide additional natural light and allow people to identify if the room is occupied. See drawings AL 06 and design statement for photographs. All architectural features within Dr. Faith Cleverdon Foxlowe Report will be retained. Where existing doors need to be altered to provide locking mechanisms to doors, existing holes (as can be seen in Figure 5 &6) will be used where possible, retaining the character and aesthetics of the 18th century doors.

11. Listed Building Grading

If known, what is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?	( ) Don't know	( ) Grade I	( ) Grade II*	(•) Grade II
Is it an ecclesiastical building?	( ) Don't know	( ) Yes	(•) No	

12. Immunity from Listing

Has a Certificate of Immunity from listing been sought in respect of this building? ( ) Yes (•) No

13. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
Cars	24	24	0

14. Materials

Please provide a description of existing and proposed materials and finishes to be used in the build (demolition excluded):

Internal Doors - description:

Description of *existing* materials and finishes:

Existing doors consist of wooden framed and panel doors in a white painted finish.

Description of *proposed* materials and finishes:

It is proposed to retain existing doors where possible. Where new doors are introduced they will match the appearance of the existing doors.

Internal Walls - description:

Description of *existing* materials and finishes:

The majority of the existing walls consist of load bearing brick and there are a small number of stud walls.

Description of *proposed* materials and finishes:

It is proposed to use new timber or metal stud work for new and re-positioned doors. These will be finished with a plaster and painted finish to match existing.

Lighting - description:

14. Materials

Description of *existing* materials and finishes:

Existing lighting scheme consists of wall mounted and pendent lights.

Description of *proposed* materials and finishes:

Where possible existing lights will be retained. Should lighting levels be insufficient for common areas and rooms, surface mounted luminaires will be fitted to ceiling as per drawing AL 06.

Windows - description:

Description of *existing* materials and finishes:

Existing single glazed sash and wooden windows are to be retained.

Description of *proposed* materials and finishes:

As existing, including the additional painted wood internal window to the meeting room, in finish to match existing.

OTHER - description:

Type of other material: Bathroom(s)/Toilets

Description of *existing* materials and finishes:

Existing bathroom, c/w roll top bath, 'classic' whb and tiles.
Within larger WC existing modern wc, whb and shower cubicle

Description of *proposed* materials and finishes:

Existing tiles to be retained and made good where appropriate. Roll top bath and whb to be removed.
Existing wc's may be removed and replaced on a like for like basis. Shower cubicle and associated plumbing to be removed and made good.
Outside existing wc's a new kitchen sink will be installed.

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? (•) Yes ( ) No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Please refer to drawing AL 06 for new window and door positions and proposed lighting layout.

15. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer	☑	Package treatment plant	☐	Unknown	☐
Septic tank	☐	Cess pit	☐	Other	☑

Other

No changes to drainage

Are you proposing to connect to the existing drainage system? ( ) Yes (•) No ( ) Unknown

16. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.) ( ) Yes (•) No

If Yes, you will need to submit an appropriate flood risk assessment to consider the risk to the proposed site.

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

How will surface water be disposed of?

☐ Sustainable drainage system	☑ Main sewer	☐ Pond/lake
☐ Soakaway	☐ Existing watercourse	

17. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for 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 guidance notes, 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

18. Existing Use

Please describe the current use of the site:

The second floor has permission to be used as ancillary storage to the main business under use class B8.

Is the site currently vacant? ○ Yes ◉ No

Does the proposal involve any of the following?
If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated? ○ Yes ◉ No

Land where contamination is suspected for all or part of the site? ○ Yes ◉ No

A proposed use that would be particularly vulnerable to the presence of contamination? ○ Yes ◉ No

19. 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 may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. 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'.

20. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? ○ Yes ◉ No

21. Residential Units

Does your proposal include the gain or loss of residential units? ○ Yes ◉ No

Market Housing - Proposed					
	Number of bedrooms				
	1	2	3	4+	Unknown
Bedsits/Studios					
Cluster Flats					
Flats/Maisonettes					

Market Housing - Existing					
	Number of bedrooms				
	1	2	3	4+	Unknown
Bedsits/Studios					
Cluster Flats					
Flats/Maisonettes					

21. Residential Units

Market Housing - Proposed					
	Number of bedrooms				
	1	2	3	4+	Unknown
Houses					
Live-Work Units					
Sheltered Housing					
Unknown					

Proposed Market Housing Total

Market Housing - Existing					
	Number of bedrooms				
	1	2	3	4+	Unknown
Houses					
Live-Work Units					
Sheltered Housing					
Unknown					

Existing Market Housing Total

Social Rented Housing - Proposed					
	Number of bedrooms				
	1	2	3	4+	Unknown
Bedsits/Studios					
Cluster Flats					
Flats/Maisonettes					
Houses					
Live-Work Units					
Sheltered Housing					
Unknown					

Proposed Social Housing Total

Social Rented Housing - Existing					
	Number of bedrooms				
	1	2	3	4+	Unknown
Bedsits/Studios					
Cluster Flats					
Flats/Maisonettes					
Houses					
Live-Work Units					
Sheltered Housing					
Unknown					

Existing Social Housing Total

Intermediate Housing - Proposed					
	Number of bedrooms				
	1	2	3	4+	Unknown
Bedsits/Studios					
Cluster Flats					
Flats/Maisonettes					
Houses					
Live-Work Units					
Sheltered Housing					
Unknown					

Proposed Intermediate Housing Total

Intermediate Housing - Existing					
	Number of bedrooms				
	1	2	3	4+	Unknown
Bedsits/Studios					
Cluster Flats					
Flats/Maisonettes					
Houses					
Live-Work Units					
Sheltered Housing					
Unknown					

Existing Intermediate Housing Total

Key Worker Housing - Proposed					
	Number of bedrooms				
	1	2	3	4+	Unknown
Bedsits/Studios					
Cluster Flats					
Flats/Maisonettes					
Houses					
Live-Work Units					
Sheltered Housing					
Unknown					

Proposed Key Worker Housing Total

Key Worker Housing - Existing					
	Number of bedrooms				
	1	2	3	4+	Unknown
Bedsits/Studios					
Cluster Flats					
Flats/Maisonettes					
Houses					
Live-Work Units					
Sheltered Housing					
Unknown					

Existing Key Worker Housing Total

22. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? (•) Yes ( ) No

22. All Types of Development: Non-residential Floorspace

Use Class/type of use	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
B1 (a) - Office (other than A2)	0	0	171	171
B8 - Storage or distribution	171	171	0	-171
Total	171	171	171	0

For hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms:

Use Class/types of use	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms

23. Employment

No Employment details were submitted for this application

24. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday		Saturday		Sunday and Bank Holidays		Not Known
	Start Time	End Time	Start Time	End Time	Start Time	End Time	
B1A							☑

25. Site Area

What is the site area? 171.00 sq.metres

26. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

n/a

Is the proposal for a waste management development? ○ Yes ◉ No

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

27. Hazardous Substances

Is any hazardous waste involved in the proposal? ○ Yes ◉ No

A. Toxic substances Amount held on site Tonne(s)

B. Highly reactive/explosive substances Amount held on site Tonne(s)

27. Hazardous Substances

C. Flammable substances (unless specifically named in parts A and B) | Amount held on site

		Tonne(s)

28. 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

29. Certificates (Certificate A)

Certificate of Ownership - Certificate A
Certificate under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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 7 years left to run)* of any part of the land to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding *("agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act)*.

Title: Mr | First name: Patrick | Surname: Redmond

Person role: AGENT | Declaration date: 18/04/2016 | ☑ Declaration made

30. Declaration

I/we hereby apply for planning permission/consent as described in this form 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. ☑ Date 18/04/2016