## 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.

### 1. Applicant Name, Address and Contact Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>James</td>
</tr>
<tr>
<td>Surname</td>
<td>Ellis</td>
</tr>
<tr>
<td>Company name</td>
<td>Property Asset Management</td>
</tr>
<tr>
<td>Street address</td>
<td>Property Asset Management</td>
</tr>
<tr>
<td></td>
<td>County Hall</td>
</tr>
<tr>
<td></td>
<td>PO Box 128</td>
</tr>
<tr>
<td>Town/City</td>
<td>Northampton</td>
</tr>
<tr>
<td>County</td>
<td>Northamptonshire</td>
</tr>
<tr>
<td>Postcode</td>
<td>NN1 1AS</td>
</tr>
</tbody>
</table>

Are you an agent acting on behalf of the applicant?  
[ ] Yes  [ ] No

<table>
<thead>
<tr>
<th>Country Code</th>
<th>National Number</th>
<th>Extension Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### 2. Agent Name, Address and Contact Details

No Agent details were submitted for this application.

### 3. Description of the Proposal

Please describe the proposed development including any change of use:

NCC have agreed to purchase the Weston Favell Housing Office from NBC. NCC needs to change the use of the existing office (B1) use to a shared use of Education and Training (D1) on the ground floor and Office (B1) on the first floor.

Has the building, work or change of use already started?  
[ ] Yes  [ ] No

### 4. Site Address Details

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

<table>
<thead>
<tr>
<th>House:</th>
<th>Suffix:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>House name</th>
<th>Weston Favell Housing Office</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street address</th>
<th>Billing Brook Road</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Town/City</th>
<th>Northampton</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>County</th>
<th>Northamptonshire</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Postcode</th>
<th>NN3 8SE</th>
</tr>
</thead>
</table>

Description:

<table>
<thead>
<tr>
<th>Easting</th>
<th>479687</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Northing</th>
<th>262707</th>
</tr>
</thead>
</table>
5. Pre-application Advice
Has assistance or prior advice been sought from the local authority about this application?  Yes  No
If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):
Officer name:
Title: Mr  First name: Peter  Surname: Moor
Reference:
Date (DD/MM/YYYY): 30/06/2011 (Must be pre-application submission)
Details of the pre-application advice received:

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. Materials
Please state what materials (including type, colour and name) are to be used externally (if applicable):
Walls - description:
Description of existing materials and finishes:
Red Brick
Description of proposed materials and finishes:
No change
Roof - description:
Description of existing materials and finishes:
Tile
Description of proposed materials and finishes:
No change
Windows - description:
Description of existing materials and finishes:
Aluminium Frames
Description of proposed materials and finishes:
No Change
Doors - description:
Description of existing materials and finishes:
Aluminium Framed doors with automatic doors to the entrance
Description of proposed materials and finishes:
No change
Boundary treatments - description:
Description of existing materials and finishes:
None
Description of proposed materials and finishes:
None
9. (Materials continued)

Vehicle access and hard standing - description:
Description of existing materials and finishes:
Block paved car park

Description of proposed materials and finishes:
No change

Lighting - add description
Description of existing materials and finishes:
None

Description of proposed materials and finishes:
None

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☐ Yes ☐ No

10. Vehicle Parking

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

<table>
<thead>
<tr>
<th>Type of vehicle</th>
<th>Existing number of spaces</th>
<th>Total proposed (including spaces retained)</th>
<th>Difference in spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars</td>
<td>23</td>
<td>23</td>
<td>0</td>
</tr>
<tr>
<td>Light goods vehicles/public carrier vehicles</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motorcycles</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disability spaces</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cycle spaces</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other (e.g. Bus)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Short description of Other

11. Foul Sewage

Please state how foul sewage is to be disposed of:

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

Are you proposing to connect to the existing drainage system?

☐ Yes ☐ No ☐ Unknown

12. 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
13. 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

14. Existing Use

Please describe the current use of the site:

Offices (B1)

Is the site currently vacant? ☐ Yes ☐ No

If Yes, please describe the last use of the site:

Housing Office

When did this use end (if known) (DD/MM/YYYY)?

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

15. 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 construction - Recommendations’.

16. Trade Effluent

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

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste:

Office waste - paper etc. Biological waste from the customers will be collected by a nominated supplier.

17. Residential Units

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

18. All Types of Development: Non-residential Floorspace

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

<table>
<thead>
<tr>
<th>Use class/type of use</th>
<th>Existing gross internal floorspace (square metres)</th>
<th>Gross internal floorspace to be lost by change of use or demolition (square metres)</th>
<th>Total gross new internal floorspace proposed (including changes of use) (square metres)</th>
<th>Net additional gross internal floorspace following development (square metres)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Shops Net Tradable Area</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>A2 Financial and professional services</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>A3 Restaurants and cafes</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>A4 Drinking establishments</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>A5 Hot food takeaways</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>B1 (a) Office (other than A2)</td>
<td>608.0</td>
<td>304.0</td>
<td>0.0</td>
<td>-304.0</td>
</tr>
<tr>
<td>B1 (b) Research and development</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
### 18. All Types of Development: Non-residential Floorspace (continued)

<table>
<thead>
<tr>
<th>Use Class</th>
<th>Types of use</th>
<th>Existing rooms to be lost by change of use or demolition</th>
<th>Total rooms proposed (including changes of use)</th>
<th>Net additional rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 (c)</td>
<td>Light industrial</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>B2</td>
<td>General industrial</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>B8</td>
<td>Storage or distribution</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>C1</td>
<td>Hotels and halls of residence</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>C2</td>
<td>Residential institutions</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>D1</td>
<td>Non-residential institutions</td>
<td>0.0</td>
<td>0.0</td>
<td>304.0</td>
</tr>
<tr>
<td>D2</td>
<td>Assembly and leisure</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Other</td>
<td>Please Specify</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>608.0</td>
<td>304.0</td>
<td>304.0</td>
</tr>
</tbody>
</table>

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

### 19. Employment

If known, please complete the following information regarding employees:

<table>
<thead>
<tr>
<th>Use Class</th>
<th>Types of use</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Equivalent number of full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing employees</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Proposed employees</td>
<td></td>
<td>40</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 20. Hours of Opening

If known, please state the hours of opening for each non-residential use proposed:

<table>
<thead>
<tr>
<th>Use</th>
<th>Monday to Friday Start Time</th>
<th>End Time</th>
<th>Saturday Start Time</th>
<th>End Time</th>
<th>Sunday and Bank Holidays Start Time</th>
<th>End Time</th>
<th>Not Known</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1A</td>
<td>6.00am</td>
<td>11.30pm</td>
<td>6.00am</td>
<td>11.30pm</td>
<td>6.00am</td>
<td>11.30pm</td>
<td></td>
</tr>
<tr>
<td>D1</td>
<td>6.00am</td>
<td>11.30pm</td>
<td>6.00am</td>
<td>11.30pm</td>
<td>6.00am</td>
<td>11.30pm</td>
<td></td>
</tr>
</tbody>
</table>

### 21. Site Area

What is the site area? 1,160 sq.metres

### 22. 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:

The Ground Floor will be converted to provide a drop-in base with specialist facilities to support people with profound and multiple disabilities serving up to 40 customers. The First Floor Offices will be a base for Direct Services for Adults and Carers.

Is the proposal for a waste management development? ☐ Yes ☐ No

### 23. Hazardous Substances

Is any hazardous waste involved in the proposal? ☐ Yes ☐ No

### 24. 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

If Other has been selected, please provide:

Contact name:
Title: [ ] First name: [ ] Surname: [ ]
Telephone number: [ ] National number: [ ] Extension number: [ ]
Email Address: [ ]
25. Certificates (Certificate B)

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 7 years left to run) of any part of the land or building to which this application relates.

Notice recipient | Date notice served
--- | ---
Name: Northampton Borough Council | 01/07/2011
Number: | Suffix: |
Street: St Giles Square | 
Locality: | 
Town: Northampton | 
Postcode: NN1 1DE | 

Title: Mr | First name: James | Surname: Ellis
Person role: Applicant | Declaration date: 01/07/2011 | Declaration made

25. Certificates (Agricultural Land Declaration)

Agricultural Land Declaration


Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of an agricultural holding.

(B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

If any part of the land is an agricultural holding, of which the applicant is the sole tenant, the applicant should complete part (B) of the form by writing 'sole tenant - not applicable' in the first column of the table below.

Title: Mr | First name: James | Surname: Ellis
Person role: Applicant | Declaration date: 01/07/2011 | Declaration Made

26. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Date: 01/07/2011