



**Copeland Borough Council**  
The Copeland Centre,  
Catherine Street, Whitehaven,  
Cumbria CA28 7SJ

**tel:** 0845 054 8600  
**fax:** 01946 59 83 03  
**email:** [info@copeland.gov.uk](mailto:info@copeland.gov.uk)  
**web:** [www.copeland.gov.uk](http://www.copeland.gov.uk)

## Application for Planning Permission, and for relevant demolition of an unlisted building in a conservation area

### Town and Country Planning Act 1990 (as amended)

#### 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.

### Site Location

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	<input type="text" value="148"/>
Suffix	<input type="text"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text" value="Queen Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="Cumbria"/>
Town/city	<input type="text" value="Whitehaven"/>
Postcode	<input type="text" value="CA28 7AW"/>

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
<input type="text" value="297330"/>	<input type="text" value="517987"/>
Description	<input type="text"/>

## Applicant Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

### Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

### Contact Details

Primary number

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Site Area

What is the measurement of the site area? (numeric characters only).

Unit

## Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

### Description

Please describe details of the proposed development or works including any change of use

Refurbishment and small rear extension to 148 Queen Street, Whitehaven, Cumbria, CA28 7AW (former Whitehaven News Offices), including landscaped courtyard to provide new level access entry to the building / new reception.  
Includes new signage as direct replacement of existing, 'Whitehaven Town Council' in place of existing 'Whitehaven News'.  
Renewal/refurbishment of external finishes including roofing, render, sash windows (refurbished where possible).

Has the work or change of use already started?

- ☐ Yes  
☒ No

## Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and/or structure(s)?

Old dilapidated prior extension, not built to current standards and prone to water ingress issues. Required demolition to allow formation and reconfiguration of new draft lobby entrance and main entrance to building offering level threshold access, suitable for wheelchair users.

## Existing Use

Please describe the current use of the site

Whitehaven Town Council Offices (previously Whitehaven News)

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

## Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes  
☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

**Type:**

Walls

**Existing materials and finishes:**

Existing render Masonry pillars / plinths - existing painted finish

**Proposed materials and finishes:**

New through coloured render to match existing style, colour and texture, (through coloured installed to minimise maintenance requirements + to prolong high standard of finish). Masonry pillars / plinths - new finish to be painted with masonry paint, colour to be Dulux Heritage Deep Ultramarine.

**Type:**

Roof

**Existing materials and finishes:**

Natural Slate

**Proposed materials and finishes:**

Natural Slate to match existing

**Type:**

Windows

**Existing materials and finishes:**

Sash windows to First + second floor, painted white Ground floor timber windows, varnished / stained finish

**Proposed materials and finishes:**

Sash windows to First + second floor, painted white Ground floor timber windows, primed and painted white to finish.

**Type:**

Doors

**Existing materials and finishes:**

Timber doors, varnished (existing entrance door) Timber door - paint grade (rear/side fire exit doors)

**Proposed materials and finishes:**

New entrance door to be double glazed aluminium powder coated framed doors (dark grey to finish), installed within Curtain Walling. Fire doors to side elevation (Roper Street) to be paint grade fire escape doors to match existing. Colour to match new feature colour of building. Frames white.

**Type:**

Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**

Masonry + stone party walls

**Proposed materials and finishes:**

Masonry + stone party walls to remain unaltered. Install masonry rendered planters / seating, low level up to DPC (mm high) to be reclaimed red brick. Render to be through coloured, white finish, smooth texture.

**Type:**

Vehicle access and hard standing

**Existing materials and finishes:**

Concrete to rear courtyard

**Proposed materials and finishes:**

Marshalls Heritage Riven Old Yorkstone Paving Slab or similar approved (subject to costs and final client selections - to be conditioned if possible).

**Type:**

Lighting

**Existing materials and finishes:**

N/A

**Proposed materials and finishes:**

Recessed spot lights to undercroft soffit + soffits to eaves in new extension to offer amenity lighting to courtyard. Provide brick lights to rendered planters within courtyard.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☒ Yes  
☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

6840\_00\_00 - Existing GA - Ground Floor  
6840\_00\_03 - Existing GA - Basement  
6840\_00\_01 - Existing GA - First Floor  
6840\_00\_02 - Existing GA - Second Floor  
6840\_00\_04 - Existing GA - Site Plan  
6840\_00\_05 - Existing Elevations - North, West  
6840\_00\_06 - Existing Elevation - East  
6840\_00\_OS - OS Extract  
6840\_10\_00 - Proposed GA - Ground Floor  
6840\_10\_01 - Proposed GA - First Floor  
6840\_10\_02 - Proposed GA - Second Floor  
6840\_10\_03 - Proposed GA - Basement  
6840\_10\_04 - Proposed GA - Site  
6840\_10\_05 - Proposed Elevations - North, West  
6840\_10\_06 - Proposed Elevation - East  
Design and Access Statement - 146 Queen Street

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

6840\_10\_00 - Proposed GA - Ground Floor

## Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☐ Yes  
☒ No

## 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 the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The 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'.**

## Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☐ Yes  
☒ No

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  
☐ Existing water course  
☐ Soakaway  
☒ Main sewer  
☐ Pond/lake



## Biodiversity and Geological Conservation

**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?**

**To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.**

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

### Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

## Foul Sewage

Please state how foul sewage is to be disposed of:

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

Are you proposing to connect to the existing drainage system?

- ☐ Yes
- ☒ No
- ☐ Unknown

## 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

## Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ☐ Yes  
☒ No

## Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☐ Yes  
☒ No

## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ☐ Yes  
☒ No

## Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- ☒ Yes  
☐ No

## Existing Employees

Please complete the following information regarding existing employees:

Full-time

2

Part-time

0

Total full-time equivalent

0.00

## Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

2

Part-time

0

0.00

## Hours of Opening

Are Hours of Opening relevant to this proposal?

☒ Yes

☐ No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

**Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes](#).**

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

**Use Class:**

B1(a) - Office (other than A2)

**Unknown:**

No

**Monday to Friday:****Start Time:**

08:00

**End Time:**

16:00

**Saturday:****Start Time:****End Time:****Sunday / Bank Holiday:****Start Time:****End Time:****Use Class:**

D1 - Non-residential institutions

**Unknown:**

No

**Monday to Friday:****Start Time:**

08:00

**End Time:**

16:00

**Saturday:****Start Time:****End Time:****Sunday / Bank Holiday:****Start Time:****End Time:**

## Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- ☐ Yes  
☒ No

Is the proposal for a waste management development?

- ☐ Yes  
☒ No

## Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- ☐ Yes  
☒ No

## 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?

- ☒ The agent  
☐ The applicant  
☐ Other person

## Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☐ Yes  
☒ No

## Authority Employee/Member

**With respect to the Authority, is the applicant and/or agent one of the following:**

- (a) a member of staff**  
**(b) an elected member**  
**(c) related to a member of staff**  
**(d) related to an elected member**

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes  
☒ No

## Ownership Certificates and Agricultural Land Declaration

### Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

☒ Yes

☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

☐ Yes

☒ No

### Certificate Of Ownership - Certificate A

**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\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\***

**\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.**

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.**

Person Role

☐ The Applicant

☒ The Agent

Title

First Name

Surname

Declaration Date

☒ Declaration made

### Declaration

I / We hereby apply for Full planning & demolition in a conservation area as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Paul Morton

Date

01/02/2022