Development Management, Economic Development and Planning,
County Hall, Bythesea Road, Trowbridge, BA14 8JN
Tel: 0300 456 0114 Email: developmentmanagement@wiltshire.gov.uk

Wiltshire Council

Application for Listed Building Consent for alterations, extension or demolition of a listed building

Planning (Listed Buildings and Conservation Areas 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: 33

Suffix:

Property Name:

Address Line 1: High Street

Address Line 2:

Address Line 3: Wiltshire

Town/city: Royal Wootton Bassett

Postcode: SN4 7AF

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

Easting (x): 406710

Northing (y): 182584

Description:

Applicant Details

Name/Company

Title

First name

Surname

-

Company Name

Cash Access UK Limited

Address

Address line 1

33 High Street

Address line 2

Address line 3

Town/City

Royal Wootton Bassett

County

Wiltshire

Country

United Kingdom

Postcode

SN4 7AF

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

First name

Tom

Surname

Bell

Company Name

Ridge & Partners LLP

Address

Address line 1

Tower Wharf, Cheese Lane

Address line 2

Address line 3

Town/City

Bristol

County

Country

United Kingdom

Postcode

BS2 0JJ

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

The building was previously a Post Office branch but is proposed to be divided in two into a Banking hubs branch and a smaller Post office branch to the rear. Externally, this would involve the removal of existing Post Office signage and advertisement such as a projecting signs and window manifestation on the South East Façade. What is left is proposed to be replaced with Banking Hubs branding in the same heritage style and in the same location as what was previously there. This includes one Banking Hubs branded illuminated fascia sign, one projecting sign, one suspended illuminated Directory of Services, two illuminated marketing posters and subtle manifestation to ground floor windows. One A4 opening hours and one CCTV sign will be displayed in the glazed entrance door and one A2 swinger board will be displayed on the street during operating hours. Some internal fittings, such as an existing counter and ramp are to be removed to allow for design.

Has the development or work already been started without consent?

- ◯ Yes
- ⊘ No

Listed Building Grading

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

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- ◯ Yes
- ⊘ No

Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

◯ Yes
⊘ No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

◯ Yes
⊘ No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

⊘ Yes
◯ No

If Yes, do the proposed works include

a) works to the interior of the building?

⊘ Yes
◯ No

b) works to the exterior of the building?

⊘ Yes
◯ No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

⊘ Yes
◯ No

d) 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. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

a) works to the interior of the building? The interior of the building is proposed to be converted from a Post Office to a Banking Hub. This will include re-organisation of the internal layout to meet Cash Access UK standards. This will include demolition of some internal fittings, such as an existing counter and ramp, and installation of new proposed walls. Further information of these works can be found of drawings 3510 - Proposed Demolition and 3520 - Proposed GA Layout. b) works to the exterior of the building? Removal of existing Post Office signage on the South East façade, along with any other signage associated with the Post Office located in the windows. In place will be installed new heritage illuminated brand fascia and heritage projecting sign along the South East façade. Further information of these works can be found on drawings 3560 - Existing Elevations, 3562 Proposed Demolition, and 3561- Proposed Elevations & Advertisement. c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? Externally: 1. Removal of existing Post Office signage on the South East façade, along with any other signage associated with the Post Office located in the windows. Further information of these works can be found of drawings 3560 - Existing Elevations, 3562 Proposed Demolition, and 3561- Proposed Elevations & Advertisement. Internally: 1. Removal of some existing internal fittings, such as an existing counter and ramp. Further information of these works can be found on drawings 3510 - Proposed demolition, and 3520 Proposed GA Layout. d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? The internal finishes will be stripped out, and new proposed floor finishes, ceiling finishes and partition walls will be installed in place to ensure building regulations and company branding and standards are met. Works proposed to internal walls, ceiling and floor finishes can be found on drawings 3510, 3520, 3570, 3571, 3572, 3573. Further photos and descriptions will be included in the design and access statement submitted with the application.

Materials

Does the proposed development require any materials to be used?

- [x] Yes
- [ ] No

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

Type:
Internal walls

Existing materials and finishes:
Existing walls finishes are unable to be verified due to the extent of display racking.

Proposed materials and finishes:
Interior wall finishes are to align with Post Office brand standards. This consists of the following types: 1. Glazed partition wall to meeting room. 2. Wall paint - Dulux Polished Pebbble Matt 3. Wall paint - Black-Grey RAL 7021 4. Egger Natural Pacific Walnut - H3700 ST10 (1 meter section behind counter) 5. White tiles with dark grey grouting to WC

Type:
Floors

Existing materials and finishes:
The existing floor finishes consist of vinyl timber effect flooring throughout the front of house retail space.

Proposed materials and finishes:
The proposed floor finishes will align with Post Office design standards. These consist of the following types: 1. Amtico Royal Oak - Front of house 2. Carpet - (Heuga 727 Coal 672704 - Back of house areas) & (IVC Commercial Balanced Hues 949 - Front of house meeting room) 3. Altro Contrax Non-slip Vinyl Silver Grey (staff room) 4. Dark Grey Floor Tiles with Dark Grey Grouting (WC)

Type:
Ceilings

Existing materials and finishes:
The existing ceiling finishes is a lay in grid mineral fibre suspended tiles.

Proposed materials and finishes:
The proposed ceiling finish is proposed to be the following: 1. Suspended ceiling tiles - Armstrong Zentia Dune eVo - White 2. (Security Ceiling) 12mm WBP Plywood with suspended 600 x 600 Dune eVo Board.

Type:
External walls

Existing materials and finishes:
Timber door / window panelling and frames painted black.

Proposed materials and finishes:
All existing painted timber elements of the exterior façade are to painted RAL 7021 Black grey (Zinsser AllCoat, Exterior Satin, Water Base Paint in RAL 7021)

Type:
Other

Other (please specify):
External Signage and Manifestaiton

Existing materials and finishes:
Existing external signage consists of the following: 1. Projecting hanging signage featuring the 'Post Office' Logo on the active facades. 2. Internal post office branding in windows

Proposed materials and finishes:
Proposed External Signage Materials are to consist of: 1. Illuminated heritage brand fascia 2. Illuminated heritage sign • Heritage bracket with trough light • Flat panel in RAL 7021 with vinyl lettering 3. Double-sided A2 swinger board with Banking Hub message and double-sided tactical header ‘Open’.

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

- [x] Yes
- [ ] No

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

Design & Access Statement Drawings: 3500 - Existing GA Layout 3510 - Proposed Demolition 3520 - Proposed GA Layout 3525 - Proposed Partition and Lining Types 3530 - Proposed Floor Finishes 3540 - Reflected Ceiling Plan 3561 - Existing Elevations 3560 - Proposed Elevations & Advertisement 3570 - Room Elevations - Key Plan 3571 - Room Elevations - Front of House 3572 - Room Elevations - Meeting Room 3573 - Room Elevations - Staff Room 3574 - Room Elevations - Office

Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

◯ 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

Certificates under Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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?

- [x] 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 (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 the application relates.

Person Role

- [ ] The Applicant
- [x] The Agent

Title

First Name

Tom

Surname

Bell

Declaration Date

07/09/2023

- [x] Declaration made

Declaration

I/We hereby apply for Listed building consent as described in the questions answered, details provided, 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.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published 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.

- [x] I / We agree to the outlined declaration

Signed

Tom Bell

Date

07/09/2023