

14th November 2025

Wiltshire Council
Monkton Park Offices,
Monkton Hill ,
Chippenham,
SN15 1ER

FULL PLANNING & LISTED BUILDING APPLICATION

Project Description: Change of use of first floor level from office space to residential and conversion to 2no residential apartments.

Site Location: 38b, Market Place, Warminster, Wiltshire, BA12 9AN

Planning Portal Ref: PP-13890574

Dear Sir / Madam,

Please find included with this application all drawings submitted to apply for the above planning Permission & Listed Building consent. The application consists of the completed forms and the following drawings:

004_100 LOCATION PLAN

004_101 EXISTING AND PROPOSED SITE PLAN

004_102 EXISTING FLOOR PLANS AND ELEVATIONS

004_103 PROPOSED FLOOR PLANS AND ELEVATIONS

004_38b Market Pl_Warminster_Design Access Statement_14-11-25

004_38b Warminster_CIL form

The existing building is located in the centre of the market town of Warminster. The building is 3 stories and comprises a mixture of commercial shops on the ground level, empty office space on the first floor and residential on the second floor.

The applicant is seeking a change of use of most of the first floor from office space to residential and the conversion into 2no dwellings.

The first floor is served by two staircases. The entrance and stairwell on the end of the building will be kept as is with the entrance to the first floor closed off. This space is used by the client to aid in the facilities management of the building and contains security systems protecting the building. The second stairwell is accessed at the rear of the building and is a much safer and convenient access which does not open directly onto a vehicle access. This access currently serves both the first and second floor levels.



DESIGN BY CONNECTION

The first floor level of the building has been empty since 2022 with no need for office space. Its previous use was as a taxi office and it has remained empty since. The client does not wish to leave this space un-occupied and to bring this floor level back in line with its original use class as residential would seem appropriate.

We have consulted with the Wiltshire Highways team regarding parking and they have confirmed that due to this project being a conversion of part of an existing building with no existing parking and its location central in the town they would be happy to accept a car free development. We have this in email correspondence.

The planning fee will be paid directly by the client on submission of the application.

We hope that the information submitted is satisfactory and don't hesitate to contact us if anything further is needed.

Kind Regards,

Nick Witts-Woodward
KOBØ DESIGN