



PLANNING BY DESIGN

FROM CONCEPT TO COMPLETION

Planning, Design and Access Statement

**Proposed change of use from storeroom/
outbuilding to residential (one bedroom flat) +
added dormer at: Store Buildings at, Longfield
House, Mortimer Street, Trowbridge, BA14 8BG**

Written and prepared by Planning By Design on Behalf of Albert Dzapasi

Version	Date	Prepared by
1	05/12/2025	KE

1. Introduction

Planning By Design (the agent) has been instructed to act on behalf of Albert Dzapasi (the applicant) to submit a planning and listed building consent application to Wiltshire Council (the Local Planning Authority) for the proposed change of use from storeroom / outbuilding to residential (one bedroom flat) + added dormer at: Store Buildings at, Longfield House, Mortimer Street, Trowbridge, BA14 8BG (the site).

In support of this application, the following Planning, Design and Access Statement has been constructed to demonstrate the suitability of this site for this proposal and evaluate its accordance with national and local planning policy, along with supplementary design guidance.

2. Site Context

The site itself consists of a main house, with multiple outbuildings, within a sustainable location in the designated settlement area of Trowbridge town.

Longfield House and its gate and Gatepiers on Mortimer Street in the Trowbridge settlement area are Grade II listed buildings, meaning they are of special interest and warrant preservation due to their architectural or historical significance. The storeroom in question (whilst within the curtilage of the listed building) is none listed and from the postwar period, and is part of terrace of units, which were the former garage for the house, located to the south of Longfield dwellinghouse itself, with a newer colonnade in front, and attached to the west end of the block of units is a newer garden room. The neighbouring units to the application site (5 and 6) were converted without permission to flats circa 1980s, regularised by application: 20/04948/FUL and 20/05713/LBC. As a result, they now appear to be of a fitting design, complementing the character and style of the main house.

Whilst parts of the wider Longfield site are within Flood Zone 2, indicating a moderate risk of flooding from rivers or the sea, the storeroom structure itself is in fact located within Flood Zone 1, indicating a lesser risk of flooding. The site is uniquely situated in the middle of a roundabout on a major A-road, part of the Freight Route Network known as County Way, which serves as a primary route for heavy goods vehicles.

3. Planning History

- **PL/2021/11034** - Approval of details reserved by a condition. [Approved 10/02/2022]
- **20/04948/FUL** - Retrospective conversion of the east wing into three flats and partial conversion and enlargement of the former store/garage buildings into two residential units. Demolition of unauthorised conservatory and other associated alterations and works. [Approved 23/09/2020]
- **20/05713/LBC** - Retrospective conversion of the east wing into three flats and partial conversion and enlargement of the former store/garage buildings into two residential units. Demolition of unauthorised conservatory and other associated alterations and works. [Approved 23/09/2020]
- **W/79/00082/HIS** - Outline 3 detached dwellings and garages. [Refused 02/05/1979]

- **18/04458/FUL** - Demolition of rear extensions and replacement with a single rear extension to add 2 bedrooms and extend living accommodation. [Approved 28/06/2018]

The above planning history, including the part conversion of Longfield House to flats, sets a precedent for restorative residential development to and within the curtilage of the Grade II listed building, particularly to the outbuilding units attached to this application storeroom. The proposed works are not dissimilar in nature to the previously approved applications at Longfield House, setting a precedent for the conversion of the former garage outbuilding units for residential properties.

4. Proposed Development

Planning permission and listed building consent are sought for the restoration and conversion of the storeroom into a one-bedroom dwelling for one person to reside. This will involve the creation of a first floor at the site, and the addition of a dormer/ roof extension to the frontal elevation to create adequate head height. The new windows on this level will be of a heritage sash style to match the existing at the building, and wider site, roof form, materials and wall finishings will also match the existing. The development also includes the addition of Velux windows to the rear. The dwelling is expected to meet nationally described space standards. The proposed works will essentially replicate and mimic the frontal external works to the neighbouring units (nos. 5 & 6) and bring the application unit's roof in line with the neighbouring units, via the dormer extension.

The layout plan will be as follows:

Ground floor GIA Proposed: (24.5 m2)

- Open planned kitchen and living room
- Shower room
- Store room

New first floor (16.7 m2)

- Bedroom (for one person)

The site is also adequately sized to provide ample off-street parking for the dwelling, with abundant external amenity space also existing at the site.

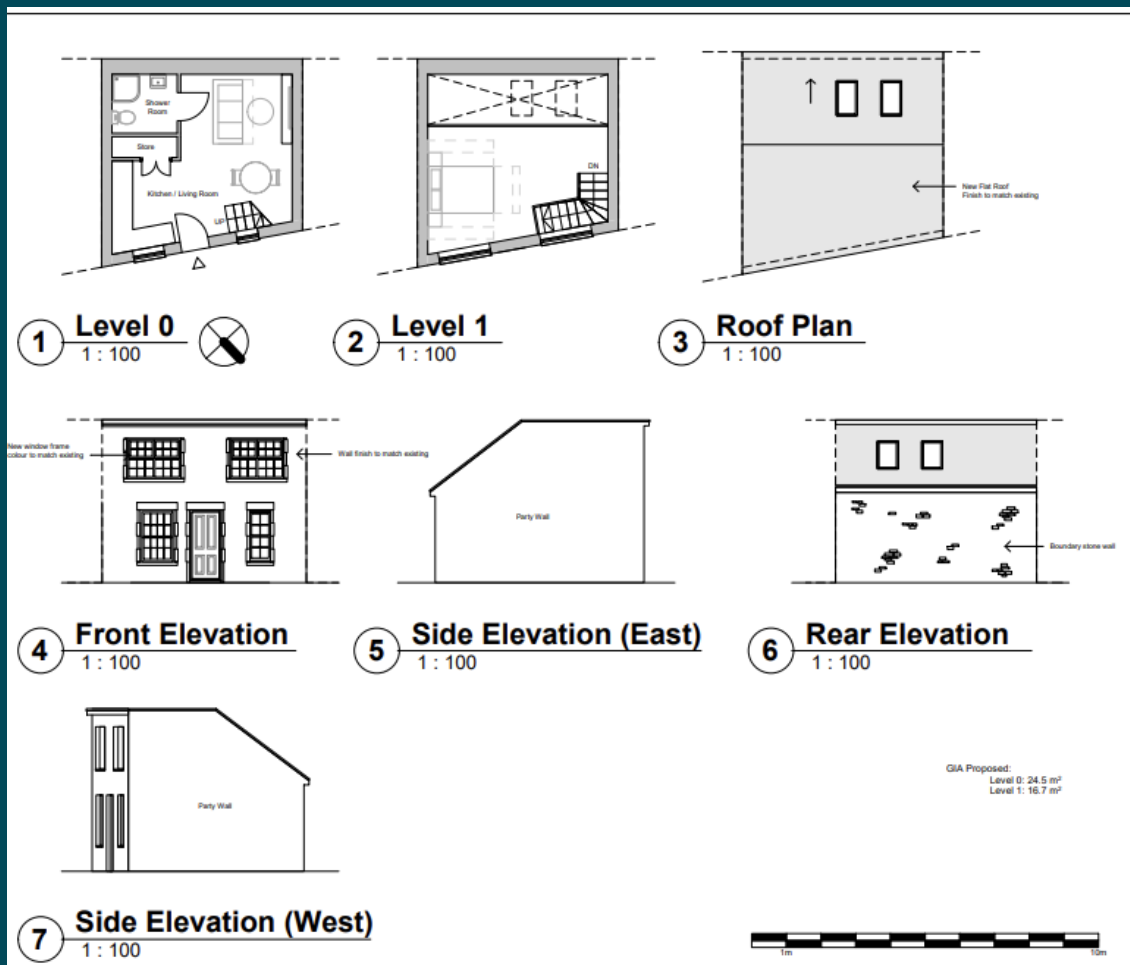


Fig.2 – Proposed plans and elevations

5. Planning Policy

The following planning policy and guidance documents are recognised as material considerations for the assessment of this application.

- National Planning Policy Framework (2024)
- National Planning Practice Guidance
- Wiltshire Core Strategy (Adopted 2015)

Specific Sections and Policies:

National Planning Policy Framework 2024 (NPPF)

- Section 2: Achieving sustainable development,
- Section 5: Delivering a sufficient supply of homes,
- Section 11: Making effective use of land,
- Section 12: Achieving well-designed and beautiful places,
- Section 16: Conserving and enhancing the historic environment.

Wiltshire Core Strategy 2015

- CP1: Settlement Strategy
- CP2: Delivery Strategy
- CP7: Spatial Strategy
- CP28: Trowbridge Masterplan: Gateway Enhancement Area (8)
- CP28: Trowbridge Masterplan: Outline (28)
- CP29: Spatial Strategy for the Trowbridge Community Area
- CP41: Sustainable Construction and Low-Carbon Energy
- CP45: Meeting Wiltshire's Housing Needs
- CP57: Ensuring High-Quality Design and Place Shaping
- CP58: Ensuring the Conservation of the Historic Environment
- CP60: Sustainable Transport
- CP61: Transport and Development
- CP62: Development Impacts on the Transport Network
- CP64: Demand Management
- CP67: Flood Risk
- CP43: Affordable Housing Zones: (30%)

Supplementary Planning Guidance

- Wiltshire Local Transport Plan 2011 – 2026: Car Parking Strategy (March 2015), West Wiltshire District Plan 1st Alteration 2004, saved policy C3 - Special Landscape Area
- DCLG, Technical housing standards – nationally described space standard, published March 2015 and revised in May 2016

6. Assessment

The following section will evaluate the proposals in accordance with the relevant policies and supplementary design guidance of the NPPF and Council to demonstrate why the proposal should be considered acceptable in principle and in strict accordance with the Council's development criteria.

The main considerations of this application are the potential impact of the scheme on the

- Principle of development
- Design and Visual Impact
- Impact on the Listed Building
- Neighbouring Amenity
- Highways Impact

Principle of Development

This application seeks planning permission for the conversion of an existing storeroom unit into a one-bedroom dwelling within the curtilage of Longfield House, Trowbridge. The site lies

within the defined settlement boundary of Trowbridge, which is designated under Core Policy 29 (CP29) of the Wiltshire Core Strategy (WCS) as a 'Principal Settlement' where residential development is supported in principle. The proposal is therefore consistent with the strategic growth objectives set out in CP1 (Settlement Strategy), CP2 (Delivery Strategy), and CP7 (Spatial Strategy), which collectively promote sustainable development within Wiltshire's urban centres.

The proposed conversion reflects the precedent established by neighbouring units (Nos. 5 and 6), which have undergone similar external works. The replication of these design elements ensures contextual continuity and supports the principle of outbuilding conversion within the Longfield House site. The scheme also aligns with the Trowbridge Masterplan objectives under CP28, which encourage the regeneration and enhancement of under-utilised urban land.

In accordance with Section 2 of the National Planning Policy Framework (NPPF) 2024, proposals that contribute to sustainable development should be approved without delay. Wiltshire Council's most recent Housing Land Supply Position Statement (June 2025) confirms a shortfall of deliverable housing land (2.42 years), thereby engaging the presumption in favour of sustainable development under paragraph 11(d) of the NPPF. The proposed dwelling represents a modest but meaningful contribution to local housing supply and is consistent with Section 5 of the NPPF (Delivering a sufficient supply of homes) and CP45 (Meeting Wiltshire's Housing Needs).

The conversion of the existing storeroom constitutes an efficient reuse of previously developed land, in accordance with Section 11 of the NPPF (Making effective use of land). The proposal will deliver a new residential unit without requiring additional land take, thereby supporting compact urban growth and contributing to housing mix diversification. The scheme also aligns with CP41 (Sustainable Construction and Low-Carbon Energy), with opportunities to incorporate energy-efficient measures as part of the conversion.

Design considerations have been addressed through a historically sensitive approach that respects the architectural character of the host building and surrounding context, with the design mimicking that of the approved 20/04948/FUL and 20/05713/LBC. The proposal is expected to enhance the visual quality of the site and is consistent with Section 12 of the NPPF (Achieving well-designed and beautiful places) and CP57 (Ensuring High-Quality Design and Place Shaping). The development will not adversely affect the setting of nearby listed buildings and complies with CP58 (Conservation of the Historic Environment) and Section 16 of the NPPF (Conserving and enhancing the historic environment).

The site is sustainably located with access to public transport and active travel routes, supporting the sustainable transport objectives of CP60–CP64 and Section 9 of the NPPF. The scale of development is such that no material impact on the local highway network is anticipated, and on-site parking provision can be accommodated.

The proposal is therefore sustainable development and can be considered acceptable in principle.

Design

Policy CP57 of the Wiltshire Core Strategy (WCS) requires all new development to demonstrate high-quality design and effective place-shaping, with an expectation that proposals will make a positive contribution to the character and distinctiveness of Wiltshire. In parallel, CP41 sets out requirements for sustainable construction and low-carbon energy use, encouraging developments to incorporate energy-efficient materials and methods. Given that the subject building lies within the curtilage of a Grade II listed asset, the proposal must also be assessed against the statutory duties of the Planning (Listed Buildings and Conservation Areas) Act 1990, as well as Section 16 of the 2024 NPPF, and Core Policies 57 and 58 of the WCS.

The proposed conversion of the store room into a dwelling, including the addition of a dormer roof extension, has been carefully designed to ensure appropriate scale, massing, and architectural detailing. The dormer will align the roofline with adjacent converted units, enhancing visual continuity across the block. Materials and finishes will match those used in neighbouring units, and local heritage specialists will oversee the restoration of degraded windows to ensure a sensitive and informed approach. As such, the proposal will not detract from the character or appearance of the site or its wider setting; rather, it has been carefully designed to be sensitive to its historic context, complementary to the architectural language of the surrounding built form, and proportionate in scale and massing. The use of high-quality materials, heritage-style detailing, and a coherent roofline will ensure the development integrates seamlessly with the existing conversions and enhances the overall visual harmony of the site. The scheme reflects a thoughtful and respectful approach to design, reinforcing the positive contribution of the block to the setting of Longfield House.

Further heritage implications of the proposed works are addressed in detail within the accompanying Heritage Impact Assessment, which concludes that the development would result in no harm, or at most less than substantial harm to the significance of the heritage asset. It is relevant to note that the Officer Report and Heritage Statement associated with the earlier listed building consent application (ref. W/80/00562/LBC), which sought the demolition of Longfield House, recorded the building's poor condition in the 1980s. Concerns were raised about extensive vandalism and structural deterioration, including damage to windows, frames, and internal features. The significance of Longfield House is now understood to reside primarily in its intact northern elevation, which continues to contribute to its architectural and historic value.

Previous applications to convert parts of the main house and associated outbuildings were accepted by the Council, including those regularised under the 2020 application. The store room subject to this proposal is currently in a state of disrepair, and its conversion will mirror the approach taken with neighbouring units, contributing positively to the overall coherence and stewardship of the site.

Overall, the proposed development is compliant with both national and local planning policy. It will not result in any material harm to the listed building, its setting, or the surrounding area.

Residential Amenity and Living Conditions

Core Policy 57 of The WCS states that applications for new development must be accompanied by appropriate information to demonstrate how the proposal will make a positive contribution to the character of Wiltshire through having regard to the compatibility of adjoining buildings and uses, the impact on the amenities of existing occupants, and ensuring that appropriate levels of amenity are achievable within the development itself, including the consideration of privacy, overshadowing, vibration, and pollution (e.g. light intrusion, noise, smoke, fumes, effluent, waste or litter.) This is also supported by paragraph 135 of the NPPF, which expects residential amenity to be protected.

Neighbouring residential amenity is unlikely to be impacted significantly as the proposed dwelling is small-scale and will thus not cause a significant increase in the density of occupants within the wider Longfield House site area, and the proposed use of the site for a dwelling complies with local and national planning policies related to amenity. The nature of the proposal will not infringe upon surrounding uses by way of overshadowing, overlooking or overbearing, and given that the proposal will utilise the existing footprint of the storeroom, the site will not be overdeveloped. Also, given the existing residential use of the adjacent sites and the position of the application site in the town, the character of the area will not be altered by the proposed usage. It is therefore unlikely the neighbouring amenity or the area character will be disrupted by way of noise disturbances, overlooking or overbearing.

The proposed conversion is expected to deliver a high standard of residential accommodation. The internal layout will be designed to maximise natural light and outlook, with well-proportioned rooms and appropriately sized windows to support ventilation and overall amenity. The dwelling will benefit from generous head height throughout, including the upper floor, where the dormer extension ensures sufficient clearance and usable space. The design will be functional, attractive, and responsive to the needs of future occupants, ensuring a comfortable and high-quality living environment. The proposed unit is expected to meet or exceed the minimum requirements set out in the nationally described space standards (NDSS), ensuring sufficient internal floor area and practical usability. Longfield House also benefits from adequate outdoor amenity space, with reasonably sized gardens where occupants can park and enjoy outdoor relaxation and recreation. The proposal would therefore be in accordance with the policies of the local and national planning documents for amenity and living conditions.

Highway Matters

It is not expected that the proposal will cause a significant impact upon local highways or local traffic flow due to the small scale of the proposed dwelling. The site is within a sustainable location within the town, and can be accessed via active travel and public transport. The previous application: 20/04948/FUL proposed an extension to an existing footway, located to the north-west of the existing vehicular access to Longfield House, to facilitate safer pedestrian access to and from the site, which could also serve the proposed dwelling. The 20/04948/FUL Officer Report notes:

“This footpath will provide better linkage from the site to the existing pelican crossing, which leads to the Cradle Bridge Retail Park and town centre. The proposal would involve the construction of a c.30m footway on an existing grass verge. Wiltshire Council’s highways department has raised no objections to the proposal but has requested additional details and a timetable for implementing the proposed footway, which is considered necessary and reasonable. The client confirmed that the condition under 2020 (20/04948/FUL) is in place and is being used by the other residence on the estate.

The Transport Statement has been prepared by Planning By Design on behalf of Mr Albert Dzapasi in support of a Full Planning Application submitted to Wiltshire Council. The proposal seeks permission for the change of use of an existing storeroom/outbuilding to a one-bedroom residential flat, including the addition of a dormer. The site is located between Flats 5 and 6 at Longfield House, Mortimer Street, and is uniquely positioned within a roundabout on County Way, a designated freight route.

A Transport Statement has been drafted to accompany this application. The purpose of the statement is to assess the transport implications of the proposed development, including site accessibility, anticipated trip generation, parking provision, and alignment with national and local transport policy. The report references the National Planning Policy Framework (NPPF), particularly paragraphs 115 and 116, which emphasise the importance of sustainable transport modes, safe access, and mitigation of highway impacts. It also considers Wiltshire Core Strategy Policies 60 and 61, which advocate for development in accessible locations and prioritise sustainable travel.

The site benefits from strong transport connectivity. Trowbridge Railway Station is located approximately 800 metres west of the site, offering frequent services to regional destinations including Bath, Bristol, Salisbury, and Southampton. Bus stops are situated within a two-minute walk, providing regular services to surrounding towns and villages. The site is also within walking and cycling distance of a wide range of essential amenities, including a health centre, pharmacy, supermarket, post office, public house, library, and open space. These facilities fall within the desirable and acceptable walking distances defined by the Institution of Highways and Transportation (IHT), supporting the potential for a car-free lifestyle.

The proposed development comprises a modest residential unit with a total gross internal area of 41.2 square metres. Given its scale and likely single occupancy, the associated trip generation is expected to be minimal. One dedicated parking space is provided, ensuring that any private car use would not result in overspill or adverse impact on the local highway network.

In conclusion, the Transport Statement demonstrates that the proposed development is sustainably located, well-served by public transport, and supported by appropriate parking provision. The anticipated transport impacts are negligible, and the proposal aligns with both national and local planning policy. It is therefore considered acceptable in transport and highway terms.

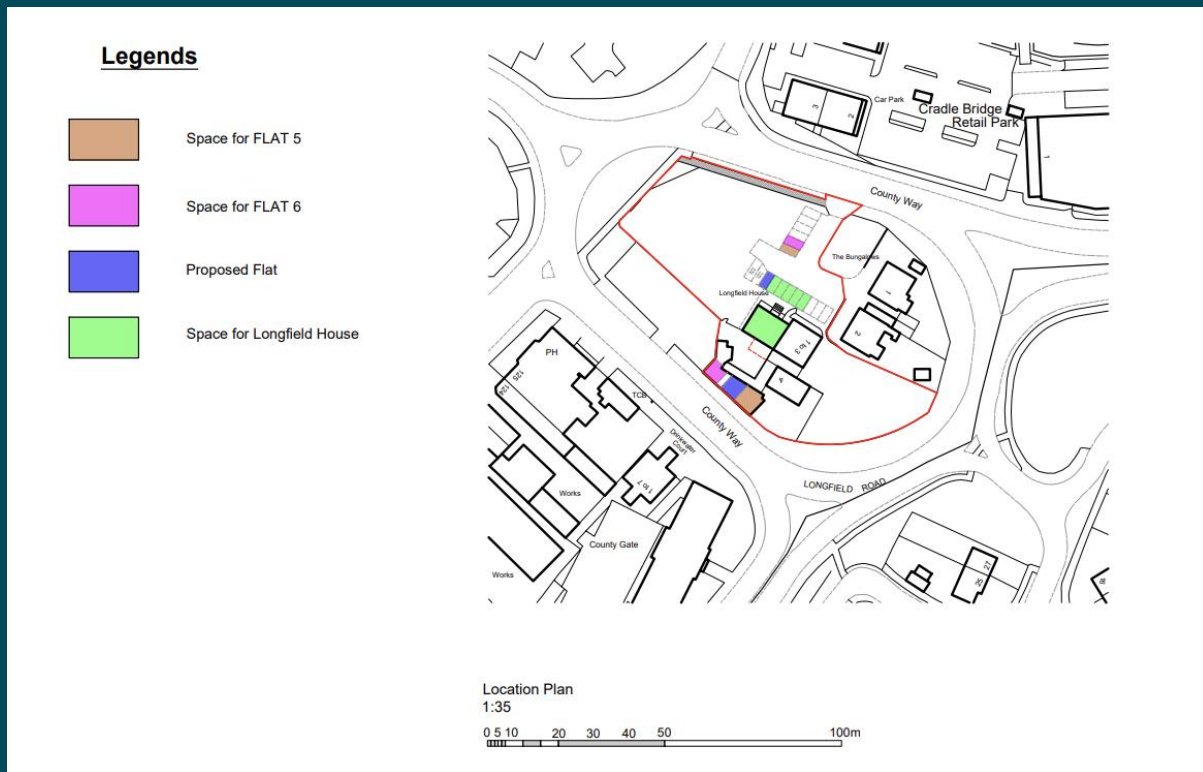


Fig. 3 – Proposed parking plan

If required, bicycle parking provision can be secured by condition.

As such, the proposal can be considered compliant with the policies of the Local Development Plan and NPPF concerning access, highways and parking.

7. Other Matters

Drainage/ Flood Risk

Policy CP67 of the Wiltshire Core Strategy requires all new development to incorporate sustainable drainage measures that reduce surface water runoff and improve infiltration into the ground. This is essential for managing flood risk and protecting local water systems. The policy aligns with Section 14 of the 2024 NPPF, which states that development should not increase flood risk elsewhere and should include sustainable drainage systems unless there is clear evidence that this would be inappropriate. The proposed development will be expected to integrate appropriate SuDS features, helping to mitigate flood risk and support long-term climate resilience.

Unda Consulting Limited were commissioned by the applicant to prepare a Flood Risk Assessment in support of the proposed development at Longfield House, Mortimer Street, Trowbridge. The application site at Longfield House, Mortimer Street, Trowbridge, lies within Flood Zone 1 as defined by the Environment Agency Flood Map for Planning. This zone is categorised as land having a less than 1 in 1,000 annual probability of river or sea flooding. The principal source of potential flood risk is fluvial, associated with the River Biss located approximately 115 metres to the northeast of the site boundary. Modelled flood data provided by the Environment Agency indicates that the site is situated entirely outside the

1:20 year, 1:100 year, 1:100 year plus climate change, and 1:1000 year flood extents. When applying the appropriate climate change allowance of a 26% increase in flows, the modelled flood level is calculated at 36.02mAOD. Site levels derived from LiDAR data range between 36.25mAOD and 36.40mAOD, demonstrating that the site sits between 0.23m and 0.38m above the predicted flood level. The Environment Agency's mapping further confirms that the site is at "Very Low" risk of surface water flooding, with negligible risk from groundwater or sewer surcharge. Although the site lies within the maximum reservoir inundation extent, this risk is only relevant in the highly unlikely event of a reservoir failure coinciding with river flooding. Historic records show flooding events in 1960 and 1980 attributed to channel exceedance, but no raised defences are present in this location.

The proposed development involves the conversion of an existing storeroom/outbuilding to a one-bedroom residential unit with a dormer addition. All sleeping accommodation will be located on the first floor level, thereby reducing vulnerability. The development is classified as "More Vulnerable" under planning policy; however, the location within Flood Zone 1 and the site's elevation above modelled flood levels confirm that the risk is acceptable. Flood resilience measures will be incorporated into the design as appropriate. A formal Flood Warning and Evacuation Plan will be prepared in consultation with the Council's Emergency Planners, and the applicant will register with both the Environment Agency's Floodline Alert Direct service and the National Severe Weather Warning Service. The proposal will not result in any unacceptable loss of floodplain storage, nor will it increase flood risk elsewhere.

Based on the evidence presented, and subject to the identified mitigation measures, the proposed development is considered suitable in flood risk terms and compliant with the requirements of the National Planning Policy Framework and associated guidance.

Biodiversity Net Gain Exemption

Under the Environment Act 2021 and the Biodiversity Net Gain Regulations 2024, certain small-scale developments are exempt from the requirement to deliver a 10% net gain. The proposed conversion is wholly contained within the existing built envelope of the storeroom, with no land take, habitat loss or measurable impact on biodiversity. As the works fall below the de minimis threshold (less than 25m² habitat or 5m linear habitat affected), the scheme is exempt from mandatory BNG.

8. Planning Balance

Overall, the proposed development is expected to contribute positively to the three pillars of sustainable development as defined in Section 2 of the National Planning Policy Framework (2024).

Economically, the scheme supports a mix of housing locally and will economically benefit the local area, economy and housing market. Accommodation development not only provides an economic benefit to the applicant, but the entire local economy benefits from money spent on accommodation, the jobs this provides, and money spent on local high streets and within local businesses by the occupants. Local builders and fitters will be sought following the receipt of planning permission.

Environmentally, the suitable proposal will be sensitively designed to ensure it will not affect the character of the Listed Building, its setting, or the surrounding area, and will also not impact neighbouring amenity detrimentally. The proposal will also appropriately preserve, restore and enhance the application building.

Socially, the scheme will provide a socially sustainable small-scale new dwelling to the locality and provide a new modern housing unit at the site for the applicant. Likewise, this proposal will contribute to the continuation of the diversification of uses and housing mix within the area and the wider area it is situated within.

The proposed development can be considered as sustainable development and assist in delivering the housing objectives set out by Section 5 of the NPPF, and the proposal accords with Section 11 of the NPPF as it will maximise the effective use of the existing property/land by creating a new housing unit. Taken together, the proposal aligns with the presumption in favour of sustainable development set out in Paragraph 11 of the NPPF, and the adverse impacts are not expected to significantly and demonstrably outweigh the benefits.

On balance and based on current policy, the harm caused would not be significant enough to warrant a refusal in this instance.

9. Conclusion

The proposal presents an appropriate use and sustainable scheme that will not lead to any adverse impact on the nearby environment. The proposal is in line with local and national planning policy and guidance. The proposal will deliver significant social and economic benefits to the applicants and the local community, while not resulting in any detrimental harm to the surrounding area, neighbouring occupiers or local existing uses.

We kindly request that the Council support this application. Should the Council have any further questions in relation to this proposal, do not hesitate to contact Planning by Design.