

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



Application for Planning Permission

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	
Suffix	
Property Name	Porton Baptist Chapel
Address Line 1	High Street
Address Line 2	
Address Line 3	Wiltshire
Town/city	Porton
Postcode	SP4 0LH

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

Easting (x)	Northing (y)
418700	136329
Description	

Applicant Details

Name/Company

Title

mr

First name

Casey

Surname

Flay

Company Name

Address

Address line 1

18 saunders meadow

Address line 2

Address line 3

Town/City

Collingbourn Ducis

County

Wiltshire

Country

United Kingdom

Postcode

SN83FA

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Site Area

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

330.00

Unit

Sq. metres

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

Change of use of the former Baptist chapel from Use Class F1 (non-residential institution) to a single residential dwelling (Use Class C3).

The proposed development includes internal alterations to facilitate residential use, comprising the insertion of a mezzanine level and the installation of a chimney with associated flue.

External works include the installation of solar panels to the south-facing roof slope, the replacement of existing doors, and the conversion of an upper-level window to form double doors with a Juliet balcony. The proposal also includes the installation of an air source heat pump on the north elevation and provision of an electric vehicle charging point.

Has the work or change of use already started?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

The site comprises a former Baptist chapel (Use Class F1) which is no longer in active use as a place of worship.

Is the site currently vacant?

- ☒ Yes
☐ No

If Yes, please describe the last use of the site

The site was last used as a baptist chapel (Use Class F2(f) for religious worship. The building was used for regular church services until the final service on 16th November 2024, after which it ceased operation.

When did this use end (if known)?

16/11/2024

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

Type:

Walls

Existing materials and finishes:

External walls are constructed of rendered lime masonry, painted white with a brick and flint plinth at lower level.

Proposed materials and finishes:

External walls to remain as existing. Repairs to lime render will be carried out where necessary, with any replacement materials matched to the existing finish. The existing brick and flint plinth will be retained and repaired only where required.

Type:

Roof

Existing materials and finishes:

The roof is of traditional pitched construction and is finished with natural slate tiles laid in regular courses. The slates appear to be of a dark grey tone with a natural variation in colour and texture, typical of slate roofing. Ridge tiles are formed in matching material, with lead flashing present at abutments and junctions. Rainwater goods appear to be of a dark finish, likely uPVC consistent with the overall appearance of the roof. The roof covering is generally consistent in material and finish, contributing to the character of the building.

Proposed materials and finishes:

The existing pitched roof will be retained and finished in natural slate tiles. A total of 18 solar photovoltaic (PV) panels are proposed on the south-facing roof slope. The panels will be monocrystalline, black in colour, with a non-reflective, anti-glare glass finish to minimise visual impact. Each panel will be approximately 1.7m x 1.1m, with an individual output of circa 400–420W per panel, providing a total system capacity of approximately 7.2kW–7.5kW. The panels will be mounted flush with the existing roof covering using a low-profile aluminium mounting system, fixed to the roof structure beneath the slate tiles. Mounting rails, brackets, and fixings will be finished in black or dark anodised aluminium to reduce visibility. The panels will be aligned with the existing roof slope and set out in a regular arrangement to maintain a consistent and orderly appearance. Any associated works, including flashings and fixings, will be carried out using materials that match or complement the existing roof in terms of colour and appearance.

Type:

Doors

Existing materials and finishes:

The existing rear west-facing ground floor doors comprise a uPVC-framed double door set in a brown finish, incorporating glazed panels within the door leaves. The doors are of substandard height and appear to be non-original, with proportions and detailing that are not in keeping with the character of the building. At upper level on the rear (west-facing) elevation, the existing window is of timber construction, painted white, with a horizontal and vertical glazing bar arrangement (cross-bar style). The window appears visually inconsistent with the building's overall character and lacks cohesion with other openings. The front (east-facing) elevation currently features a pair of uPVC-framed double doors in a brown finish, incorporating integral glazed panels within the frames. The design, materials, and detailing are considered unsympathetic to the building, with a modern appearance that does not reflect or complement the character or age of the structure.

Proposed materials and finishes:

1. Rear West-Facing Ground Floor – Bi-Fold Doors The rear ground floor opening will incorporate a timber bi-fold door system, comprising multiple folding leaves within a solid oak outer frame. * Material: Engineered laminated oak sections for structural stability * Finish: Dark oak stain, factory-applied, matt protective coating * Configuration: Top-hung bi-fold system with outward opening leaves * Frame: Rebated solid oak frame with integrated drainage channels Glazing: * Double-glazed sealed units (28mm typical build-up) * Argon-filled cavity with low-emissivity coating * Toughened safety glass (both panes) * Black warm-edge spacer bars 2. Rear West-Facing Upper Level – Double Doors (from window conversion) The existing window opening will be enlarged to form a pair of outward-opening glazed French doors. * Material: Engineered oak, matching ground floor system * Finish: Dark oak, factory-applied * Configuration: Two equal opening leaves Glazing: * Double-glazed, low-E, argon-filled units * Toughened safety glass * Slim timber glazing bars (if included) 3. Front East-Facing Elevation – Timber Double Doors with Sidelights The front entrance will comprise a timber double door set with glazed sidelights (one on each side of the door). Door Construction: * Engineered oak double leaf doors * Solid timber panels with glazed upper sections * Dark oak factory finish (matching rear doors) Sidelights: * Slim-profile vertical glazed panels either side of doors * Fixed timber frames, matching door material and finish Glazing: * Double-glazed, low-E, argon-filled * Toughened safety glass * Slimline black spacer bars

Type:

Windows

Existing materials and finishes:

The existing windows are timber framed with a vertical and horizontal bar arrangement, painted white with black surrounds and black wooden sills. The windows are of traditional design, including arched openings, and are in a weathered condition with areas of peeling paint.

Proposed materials and finishes:

The existing timber windows will be retained and refurbished. Works will include preparation, repair and repainting as necessary to improve appearance and longevity. The existing design, proportions and arched openings will be preserved to maintain the character of the building. Finishes will be in a colour to match the existing colour. On the rear elevation, an existing window opening (of a later and non-original style) will be converted to form a full-height glazed natural oak coloured door with a steel railed Juliet balcony. This alteration will outlook to the west-facing. (The installation of the upper level door will be of a simple design as outlined within the "doors" section of this application)

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

The site frontage (east-facing) is partially defined by a simple timber picket-style fence, with sections missing, resulting in an incomplete and visually inconsistent boundary treatment. The remainder of the site is enclosed by timber fencing of varying heights and conditions. The rear (north-facing) boundary comprises approximately 1.8m (6ft) high solid timber fence panels in good condition. The south-facing boundary consists of approximately 1.5m (5ft) high solid timber fence panels. The rear west-facing boundary is enclosed with similar solid timber fencing, consistent in appearance with the adjacent boundaries. Overall, the boundary treatment is mixed in height, condition, and continuity, and lacks a clearly defined and cohesive enclosure.

Proposed materials and finishes:

The frontage (east-facing) boundary will be defined by a timber picket fence (palisade style) constructed from pressure-treated timber. Vertical pickets will be evenly spaced and fixed to horizontal rails, supported by square-section timber posts set into the ground. All timber will be planed and finished in a natural timber tone or dark oak stain, with a breathable, microporous protective coating for durability and weather resistance. A new full-width timber vehicular gate will be installed within the frontage boundary. The gate will be of a traditional field gate design, constructed from treated timber using mortice and tenon joints. The gate will be hung between timber posts using galvanised steel adjustable hinges, with all ironmongery (hinges, latches, drop bolts, and fixings) finished in black powder-coated or galvanised steel to provide a durable and visually subdued appearance. The gate will be automated, with associated equipment (motors, control units, and conduits) positioned discreetly and finished in dark neutral colours (black or dark grey) to minimise visual impact. The side and rear boundaries (south, and west-facing) will be enclosed with solid timber fence panels of consistent height and construction to match that of the North facing construction. The existing variation in fence heights will be regularised, with all boundaries formed to approximately 1.8m (6ft) high solid timber panels to create a unified and coherent enclosure. Fence panels will be of close-boarded or similar solid timber construction, supported by timber posts. All timber will be pressure-treated and finished in a natural timber or dark-stained finish, ensuring consistency across all boundary treatments. Overall, the proposed materials and finishes will provide a consistent, durable, and visually coherent boundary treatment, appropriate to the rural character of the area and complementary to the existing building.

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

Existing and Proposed Floor Plans
Existing and Proposed Elevations
Site Location Plan
Block Plan
Design and Access Statement

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

Vehicle Parking

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

- ☒ Yes
☐ No

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

Vehicle Type:

Cars

Existing number of spaces:

3

Total proposed (including spaces retained):

3

Difference in spaces:

0

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

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.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- ☐ Yes
☒ No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Over 25 square metres

Please justify the reason why biodiversity net gain does not apply:

The proposal is a change of use of an existing building with minor external alterations. The development will not result in the loss of habitat or significant ground disturbance, and the site is already developed. As such, the proposal is considered to fall within the de minimis exemption and biodiversity net gain does not apply.

Note: Please read the help text for further information why developments may be exempt or not in scope.

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

If Yes, please provide details:

The wheelie bins will be stored at the front of the building hidden inside a bin cover.

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

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- ☒ Market Housing
- ☐ Social, Affordable or Intermediate Rent
- ☐ Affordable Home Ownership
- ☐ Starter Homes
- ☐ Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type: Houses
1 Bedroom: 0
2 Bedroom: 1
3 Bedroom: 0
4+ Bedroom: 0
Unknown Bedroom: 0
Total: 1

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown Bedroom Total	Total
	0	1	0	0	0	1

Existing

Please select the housing categories for any existing units on the site

- ☐ Market Housing
- ☐ Social, Affordable or Intermediate Rent
- ☐ Affordable Home Ownership
- ☐ Starter Homes
- ☐ Self-build and Custom Build

Totals

Total proposed residential units	1
Total existing residential units	0
Total net gain or loss of residential units	1

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

Please add details of the Use Classes and floorspace.

Use Class:
F1 - Learning and non-residential institutions

Existing gross internal floorspace (square metres) (a):
92

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):
0

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):
155

Net additional gross internal floorspace following development (square metres) (d = c - a):
63

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	92	0	155	63

Employment

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

- ☐ Yes
- ☒ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☐ Yes
☒ No

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

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- ☒ Yes
- ☐ No

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* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- ☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

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

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Baptist House

Number:**Suffix:****Address line 1:**

PO BOX 44

Address Line 2:

129 Broadway

Town/City:

Didcot

Postcode:

OX11 8RT

Date notice served (DD/MM/YYYY):

01/04/2026

Person Family Name:

Person Role

- ☐ The Applicant
☒ The Agent

Title

Mr

First Name

Casey

Surname

Flay

Declaration Date

26/04/2026

☒ Declaration made**Declaration**

I/We hereby apply for Full planning permission 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.

☒ I / We agree to the outlined declaration

Signed

Casey Flay

Date

27/04/2026