



Wiltshire Council
Monkton Park Offices
Monkton Hill
Chippenham
SN15 1ER

10th August 2026

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EMAIL ONLY

Dear Sir/Madam

Town and Country Planning Act 1990
General Permitted Development Order 2015 (As Amended)

Green Square Accord (Block A), Methuen Park, Chippenham, SN14 0GU

Rackham Planning are instructed by Chipping Sodbury Developments (*"the applicant"*) to submit a Prior approval application in respect of a proposed change of use from offices (Use Class E) to residential dwellinghouses (Use Class C3) under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (As Amended) [the GDPO] on 'Block A' at Green Square Accord, Methuen Park, Chippenham, SN14 0GU (*"the application site"*).

The following documents, plans and drawings have been submitted online via the Planning Portal (Ref: PP-14998498) to support the application:

- The completed application form;
- Supporting justification (contained within this letter);
- The following drawings prepared by David Cahill Design Consultants:
 - o Site Location Plan (drg no. 3942 204);
 - o Existing Site Plan (drg no. 3942 201);
 - o Existing Floor Plans (drg no. 3942 200);
 - o Proposed Site Plan (drg no. 3942 203b);
 - o Proposed Floor Plans (drg no. 3942 202)
- Transport Technical Note prepared by Highgate Transportation Ltd
- A payment to cover the application fee of £7,800 (no VAT) (plus £91 service charge inc. VAT) has been paid directly to the Planning Portal.

Description of Site and Surrounding Area

The application site comprises 'Block A' of the existing Green Square office premises at Methuen Park, Chippenham. The site is located within the established built-up area of Chippenham, between Methuen Park and Easton Lane. It contains the existing office accommodation together with associated parking, access, circulation and external servicing areas.

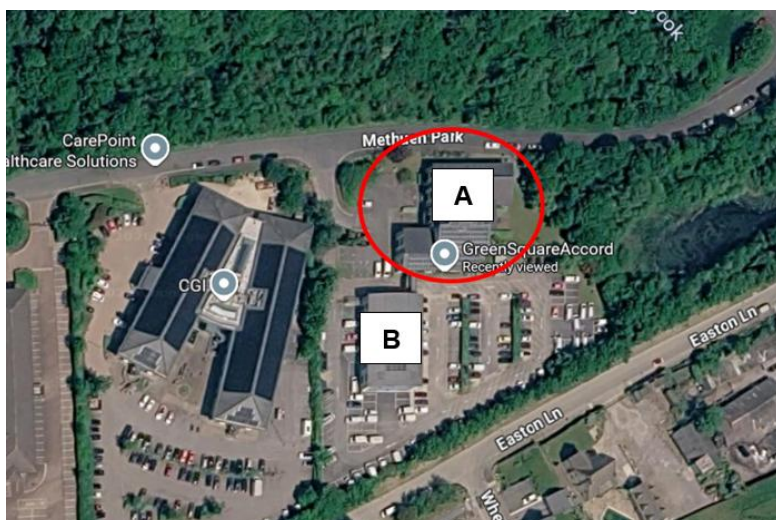


Image 1 – the application site indicatively shown (source: Google Maps)



Image 2 – the application site building – Block A

The surrounding area is mixed in character. Commercial and employment premises are located around the wider Methuen Park area, while established residential development lies to the south, beyond

Easton Lane and beyond a small woodland to the north. The site therefore occupies a transitional position between existing employment uses and the surrounding residential neighbourhood.

According to the Council's interactive policies map (**image 3**), the site (circled in red) is within the 'Methuen Park' Principal Employment Area (purple hatching) and entirely within the Chippenham Settlement Boundary (black line). There are no Article 4 Directions covering the site.

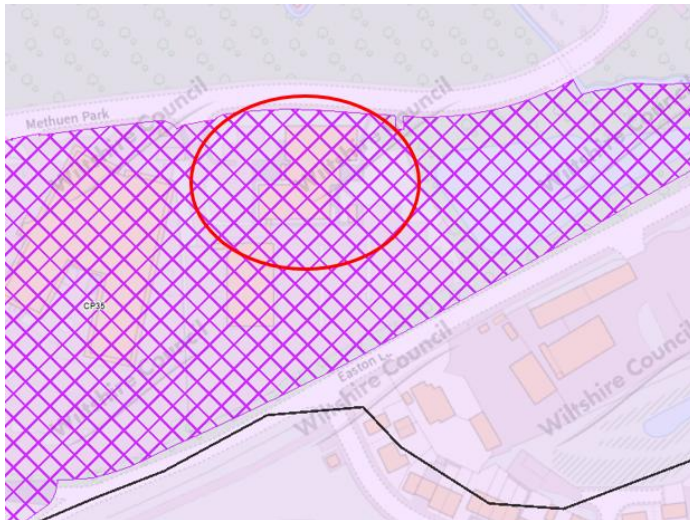


Image 3 – Extract from the Wiltshire Core Strategy Interactive Policies Map (source: Wiltshire Council)

According to the Environment Agency's online flood map (**image 4**), the site is located in Flood Zone 1 and therefore has a low probability of flooding from rivers and the sea. The site also has a very low risk of flooding as a result of surface water.

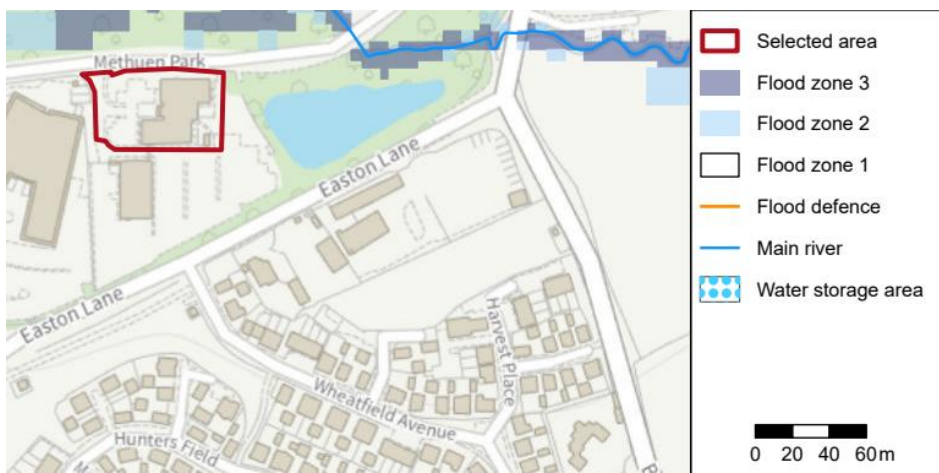


Image 4 – Flood Map for Planning (Source: Environment Agency)

The site does not contain any statutorily listed buildings nor are there any in the nearby vicinity. The nearest being the Grade II Listed 'The Pheasant Public House' approximately 280m to the north east (**image 5**). The site is not located within a Conservation area.

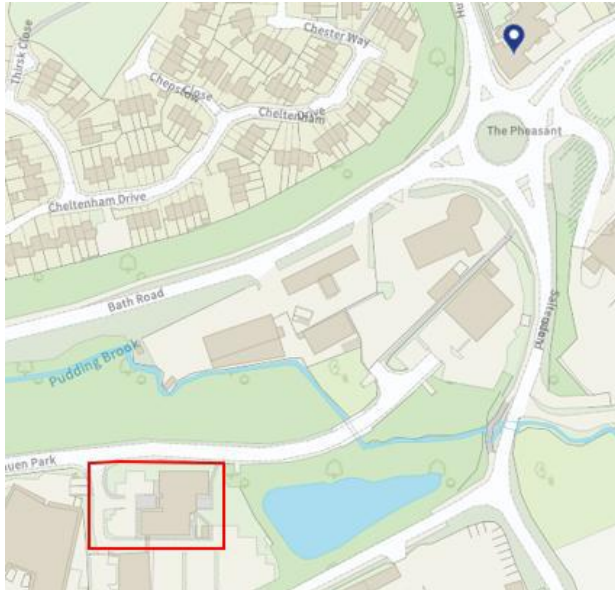


Image 5 – Map showing nearby heritage assets (Source: Historic England)

Planning History

The application site has been the subject of a number of planning and advertisement consent applications, primarily relating to signage, minor alterations and other operational development associated with the commercial use of the site.

The most relevant planning history relates to the application for the conversion of the depot building (Block B, marked on **image 1** above) to office accommodation which was granted in January 2018 (ref. 17/11352/FUL). Whilst this permission relates to 'unit B', it confirms within the officer report that the lawful use of unit A is within B1 office use (now Class E).

Furthermore, an application for additional bin and bike storage (PP-14993532) has been submitted by the applicant which will serve the existing building either as a commercial unit or, subject to this prior approval, the residential dwellings.

The Proposal

The proposed development seeks prior approval for the change of use of 'block A' from Class E (commercial, business and service) to Class C3 (dwellinghouses). The scheme will provide a total of 30no. self-contained residential flats, while 'block B' will be retained in a Class E use. No external alterations are proposed as part of this application, which relates solely to the change of use.

The proposed layout for each floor is shown on **image 7** below. All proposed units will benefit from existing windows, ensuring adequate levels of natural light and ventilation throughout. Furthermore, each dwelling will be designed in full accordance with the nationally described space standards (NDSS), ensuring a high-quality internal living environment (**table 1** below).

Unit number	No. of bedrooms and bedspaces	Area (sqm)	NDSS requirements
Flat 1	2B 3P	63 m ²	61 m ²
Flat 2	1B 1P	42 m ²	37 m ²
Flat 3	2B 3P	64 m ²	61 m ²
Flat 4	1B 1P	45 m ²	37 m ²
Flat 5	2B 3P	61 m ²	61 m ²
Flat 6	1B 1P	46 m ²	37 m ²
Flat 7	2B 3P	62 m ²	61 m ²
Flat 8	1B 1P	43 m ²	37 m ²
Flat 9	2B 3P	61 m ²	61 m ²
Flat 10	1B 2P	52 m ²	50 m ²
Flat 11	1B 2P	72 m ²	50 m ²
Flat 12	1B 2P	73 m ²	50 m ²
Flat 13	1B 1P	42 m ²	37 m ²
Flat 14	2B 3P	64 m ²	61 m ²
Flat 15	1B 2P	50 m ²	50 m ²
Flat 16	2B 3P	64 m ²	61 m ²
Flat 17	1B 2P	52 m ²	50 m ²
Flat 18	2B 3P	62 m ²	61 m ²
Flat 19	1B 1P	43 m ²	37 m ²
Flat 20	2B 3P	61 m ²	61 m ²
Flat 21	1B 2P	52 m ²	50 m ²

Flat 22	1B 2P	78 m ²	50 m ²
Flat 23	1B 2P	72 m ²	50 m ²
Flat 24	2B 3P	63 m ²	61 m ²
Flat 25	1B 1P	39 m ²	37 m ²
Flat 26	2B 3P	64 m ²	61 m ²
Flat 27	1B 1P	48 m ²	37 m ²
Flat 28	1B 1P	42 m ²	37 m ²
Flat 29	2B 4P	108 m ²	70 m ²
Flat 30	1B 2P	50 m ²	50 m ²

The Council's parking standards are set out in Wiltshire Local Transport Plan 2011 – 2026 Car Parking Strategy¹. The parking standards will require a minimum of 48 spaces to be provided. A total of 49 parking spaces are proposed and therefore the development will provided an over provision (**image 8**). Further details of access and parking can be found within the Transport Technical Note prepared by Highgate and submitted as part of this application.



¹www.wiltshire.gov.uk/media/10128/Wiltshire-Parking-Strategy/pdf/Wiltshire_Parking_Strategy.pdf?m=638028877864100000

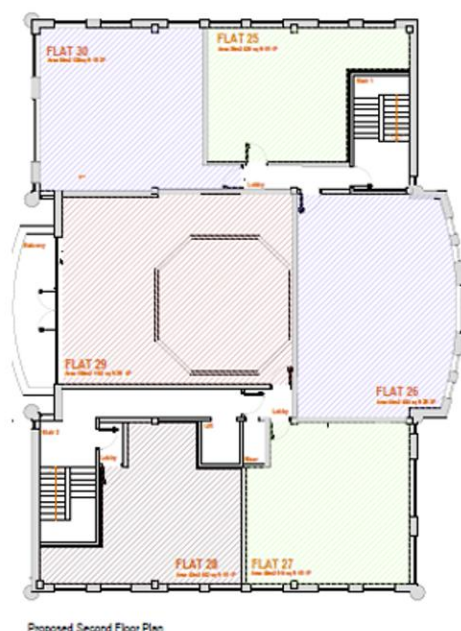


Image 7 – Proposed Floor Plans (drg no. 3942/202)

The site will benefit from 2no. dedicated bin stores within the curtilage of the building (**image 7**) - the applicant has submitted a separate planning application (PP-14993532) for these works. The area will provide sufficient space for storage of both general waste and recycling, in accordance with the local authority requirements within the Waste storage and collection: guidance for developers Supplementary Planning Document².

Additionally, 3no. secure cycle stores will be used to provide a dedicated cycle parking suitable for the storage of up to 44no. cycles (**image 8**) – the applicant has submitted a separate planning application (PP-14993532) for these works. This is above the required 43no cycle parking spaces required within Wiltshire’s Cycle Parking Strategy SPD.

² www.wiltshire.gov.uk/media/3515/Waste-storage-and-collection-guidance-for-developers/pdf/Waste-collection-guidance-for-new-developments-final.pdf?m=1580813347013

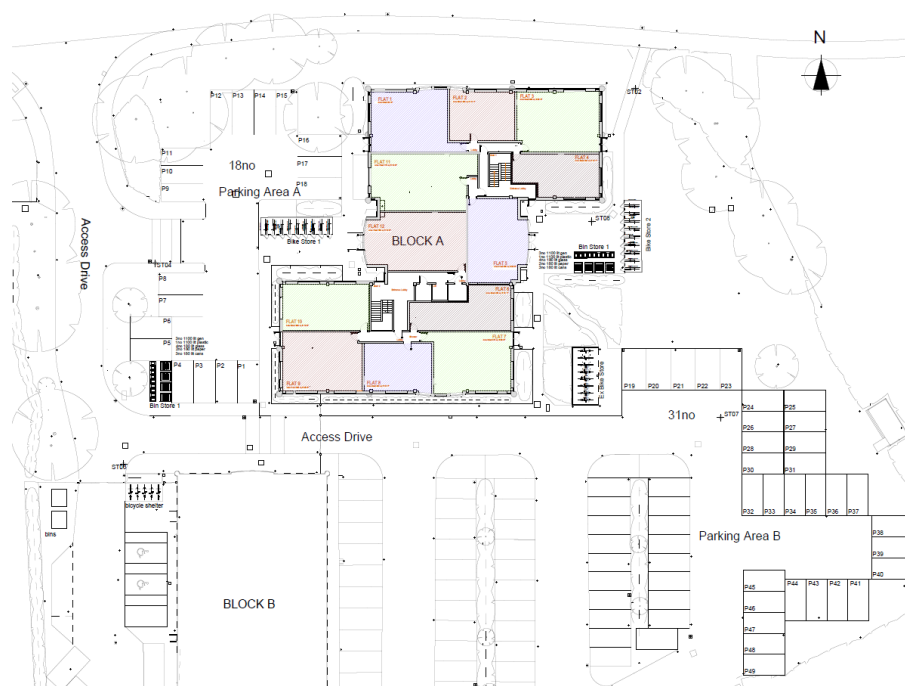


Image 8 – Proposed site plan showing bin stores, bike stores and parking spaces (drg no. 3942/203)

Additionally, there are two bus stops located along the A4 (Esso Garage and B&Q eastbound bus stops) approximately 500 metres to the north east of the site which provide regular services to the immediate area of Chippenham and out to the wider region of Corsham, Bath and Trowbridge.

Class MA Requirements

The proposal must comply with the relevant conditions, limitations and restrictions set out in Class MA of the GPDO for the development to be classed as “permitted development” and consequently for Prior Approval to not be required. The proposal is assessed against Class MA of the GPDO as follows:

MA. Development consisting of a change of use of a building and any land within its curtilage from a use falling within Class E (commercial, business and service) of Schedule 2 to the Use Classes Order to a use falling within Class C3 (dwellinghouses) of Schedule 1 to that Order.

The proposed development consists of a change of use from offices that fall within Class E of the Use Classes Order to 30no. residential Dwellinghouse (Use Class C3). The lawful use of the existing building is confirmed by virtue of details within the 2018 planning permission on site (17/11352/FUL). Whilst this

application predominately related to Block B, the officer report confirms that block A is in '*an established office use*'.

MA.1.—(1) Development is not permitted by Class MA—

(b) unless the use of the building fell within one or more of the classes specified in subparagraph (2) for a continuous period of at least 2 years prior to the date of the application for prior approval;

The building was used for a continuous use of at least 2 years prior to the date of this application for Use Class E (commercial, business and service) of the Use Classes Order.

(d) if land covered by, or within the curtilage of, the building—

- (i) is or forms part of a site of special scientific interest;**
- (ii) is or forms part of a listed building or land within its curtilage;**
- (iii) is or forms part of a scheduled monument or land within its curtilage;**
- (iv) is or forms part of a safety hazard area; or**
- (v) is or forms part of a military explosives storage area;**

No land covered by, or within the curtilage of the building forms any of criteria (i) – (v).

(e) if the building is within—

- (i) an area of outstanding natural beauty;**
- (ii) an area specified by the Secretary of State for the purposes of section 41(3) of the Wildlife and Countryside Act 1981;**
- (iii) the Broads;**
- (iv) a National Park; or**
- (v) a World Heritage Site;**

The building is not within any of the criteria listed (i) – (v) above.

(f) if the site is occupied under an agricultural tenancy, unless the express consent of both the landlord and the tenant has been obtained; or

The site is not covered by an agricultural tenancy.

(g) before 1 August 2022, if—

- (i) the proposed development is of a description falling within Class O of this Part as that Class had effect immediately before 1st August 2021; and**

(ii) the development would not have been permitted under Class O immediately before 1st August 2021 by virtue of the operation of a direction under article 4(1) of this Order which has not since been cancelled in accordance with the provisions of Schedule 3.

The proposed development is not submitted before 1st August 2022 and therefore criteria (g) is not applicable.

(2) The classes mentioned in sub-paragraph (1)(b) are the following classes of the Use Classes Order—

(a) the following classes of the Schedule as it had effect before 1st September 2020—

- (i) Class A1 (shops);**
- (ii) Class A2 (financial and professional services);**
- (iii) Class A3 (food and drink);**
- (iv) Class B1 (business);**
- (v) Class D1(a) (non-residential institutions – medical or health services);**
- (vi) Class D1(b) (non-residential institutions – crèche, day nursery or day centre);**
- (vii) Class D2(e) (assembly and leisure – indoor and outdoor sports), other than use as an indoor swimming pool or skating rink;**

(b) on or after 1st September 2020, Class E (commercial, business and service) of Schedule 2.

The unit was used for a continuous period of at least 2 years under Class E (Commercial, Business and Service Use) of Schedule 2 of the Use Classes Order. The planning and history and explanation above confirm that the lawful use of the site, including Block A as offices.

MA.2.— Conditions

(1) Development under Class MA is permitted subject to the following conditions.

(2) Before beginning development under Class MA, the developer must apply to the local planning authority for a determination as to whether the prior approval of the authority will be required as to—

(a) transport impacts of the development, particularly to ensure safe site access

A Transport Technical Note has been prepared by Highgate Transportation Ltd and is submitted in support of the application. The assessment confirms that the site is located in a sustainable and

accessible part of Chippenham, with a range of local services and facilities available within walking and cycling distance. The site also benefits from access to existing bus services and is within walking/cycling distance of Chippenham Railway Station.

The development would retain the existing vehicular access from Methuen Park. The access is served by existing footways and has been assessed as suitable to accommodate the proposed residential use. A review of personal injury collision data has also identified no underlying pattern of collisions or existing road safety issue that would be exacerbated by the development.

The proposed parking arrangements have been assessed against the Council's adopted parking standards and are considered appropriate. Secure and covered cycle parking would be provided through the associated external works application, while swept-path analysis confirms that refuse vehicles can enter, maneuver within and leave the site in forward gear. The proposed refuse and recycling servicing arrangements are therefore also considered acceptable.

The trip-generation assessment demonstrates that the proposed residential use would result in a substantial reduction in vehicle movements compared with the existing office use, including an overall reduction of approximately 107 vehicle movements across a typical weekday. The development would therefore not result in an unacceptable impact on highway safety or capacity, and the transport impacts of the proposal are considered acceptable.

(b) contamination risks in relation to the building

There are no contamination issues associated with the site given that the proposal relates to the conversion of an existing building last in use as an offices (Class E).

(c) flooding risks in relation to the building

As **image 4** confirms, the whole of the site is located within Flood Zone 1 (land with a low probability of flooding from rivers or the sea). There will be no expected increase in surface water discharge due to the development comprising the re-use of the building only. Connection to the foul and surface water

drainage will remain as existing. Therefore, there are considered to be no adverse flood risks associated with the residential conversion of the building.

(d) impacts of noise from commercial premises on the intended occupiers of the development

The application site is located within a mixed urban area, with offices making up the immediate surroundings and residential properties located beyond the site boundaries to the north and south. The existing building sits within a relatively generous plot, with areas of parking and landscaping providing separation from neighbouring premises.



Image 9 – nearby residential development (Source: Google Maps)

There are no immediately adjoining commercial uses which would be expected to generate noise at a level likely to result in unacceptable living conditions for future occupiers. Having regard to the nature of the surrounding uses, the degree of separation provided and the established mixed-use character of the area, the relationship between the proposed residential accommodation and neighbouring premises is considered acceptable.

(e) where—

(i) the building is located in a conservation area, and

(ii) the development involves a change of use of the whole or part of the ground floor, the impact of that change of use on the character or sustainability of the conservation area;

The site is not located within a conservation area.

(f) the provision of adequate natural light in all habitable rooms of the dwellinghouses

The existing and proposed floorplans accompanying the application show that all of the proposed dwellings are served by windows, providing adequate natural light to all habitable rooms.

(g) the impact on intended occupiers of the development of the introduction of residential use in an area the authority considers to be important for general or heavy industry, waste management, storage and distribution, or a mix of such uses

The building is not located within an area currently in use for general or heavy industry, waste management, storage and distribution, or a mix of such uses and therefore this criteria is not relevant.

(h) where the development involves the loss of services provided by—

(i) a registered nursery, or

(ii) a health centre maintained under section 2 or 3 of the National Health Service Act 2006, the impact on the local provision of the type of services lost.

The proposal does not involve the loss of services provided by a registered nursery, or a health centre.

(i) where the development meets the fire risk condition, the fire safety impacts on the intended occupants of the building.

The building is below 18 metres in height and is less than 7 storeys. Therefore, the fire risk condition is not met.

(3) An application for prior approval for development under Class MA may not be made before 1 August 2021.

The application for prior approval has been made after 1st August 2021.

(4) The provisions of paragraph W (prior approval) of this Part apply in relation to an application under this paragraph as if –

(a) for paragraph (e) of sub-paragraph (2) there were substituted—

(e) where— (i) sub-paragraph (6) requires the Environment Agency to be consulted, a site-specific flood risk assessment;

The site is in Flood Zone 1. A site-specific flood risk assessment is not therefore required.

(ii) sub-paragraph (6A) requires the Health and Safety Executive to be consulted, a statement about the fire safety design principles, concepts and standards that have been applied to the development;

The building is not 18 metres or more in height and does not contain 7 or more storeys. A fire statement is not therefore required.

(5) Development must be completed within a period of 3 years starting with the prior approval date.

The development will be completed within a period of 3 years starting with the prior approval date.

(6) Any building permitted to be used as a dwellinghouse by virtue of Class MA is to remain in use as a dwellinghouse within the meaning of Class C3 of Schedule 1 to the Use Classes Order and for no other purpose, except to the extent that the other purpose is ancillary to the use as a dwellinghouse.

Following the change of use, the site subject to this application will remain in use within Use Class C3, and for no other purpose.

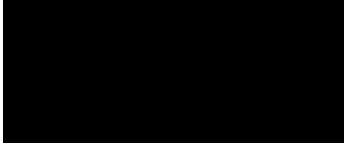
Summary

In summary, the proposal complies with the relevant conditions, limitations and restrictions set out in Class MA of the GPDO and as such the proposed development can be classed as “permitted development” and consequently Prior Approval is not required.

In the event of any queries or correspondence relating to registration of the application and to discuss during its determination, please do not hesitate to contact me by either email (address below) or telephone (07841 674794).

Supporting Letter on behalf of Chipping Sodbury Developments

Yours faithfully



Stuart Rackham

Rackham Planning Ltd

Stuart@rackhamplanning.co.uk

Enc: As Above

Cc: (email only) Chipping Sodbury Developments, David Cahill Design Consultants, Highgate Transportation Ltd