

Development Management

Welwyn Hatfield Borough Council

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**WELWYN
HATFIELD**

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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

John

Surname

Robinson

Company Name

Digswell Village Church

Address

Address line 1

Digswell Village Church

Address line 2

Warren Way

Address line 3

Digswell

Town/City

Welwyn

County

Hertfordshire

Country

England

Postcode

AL6 0DH

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

**** REDACTED ****

Secondary number

Fax number

Email address

**** REDACTED ****

Site Area

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

1628.00

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

The proposal involves the refurbishment and partial internal reordering of Digswell Village Church, with no change of use. The building will continue to function as a place of worship and for community use. Internally, floor levels will be consolidated from four to two to improve accessibility, supported by the installation of a platform lift and upgraded accessible WCs.

Externally, the works include new entrance canopies, regraded paths and patios to provide level access, new accessible parking, new cycle storage, and a dedicated bin store. The church hall will be upgraded with external insulation and timber cladding to enhance the building's appearance and environmental performance.

Has the work or change of use already started?

Yes

No

Existing Use

Please describe the current use of the site

The site is currently used as a place of Christian worship and community engagement. The church serves as a Methodist church in partnership with the Anglican Parish of Digswell. Digswell Village Church serves the local community by hosting various church services and events throughout the year. The proposed refurbishment will enhance these functions by improving accessibility, but the building's use will remain unchanged as a place of worship and community hub.

Is the site currently vacant?

- Yes
 No

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

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

Type:

Walls

Existing materials and finishes:

The existing building features a combination of brick, render and painted timber cladding.

Proposed materials and finishes:

The main hall will be given a new external insulation system, finished with natural timber cladding. The brick worship hall will remain unchanged.

Type:

Windows

Existing materials and finishes:

The current windows are a mix of white UPVC plastic, painted timber, and aluminium.

Proposed materials and finishes:

The existing windows will be replaced with composite timber/powder-coated aluminium double-glazed units.

Type:

Roof

Existing materials and finishes:

The existing roof on the worship hall consists of concrete tiles. The remainder of the building features a flat felt roof .

Proposed materials and finishes:

Where the worship hall roof is being insulated, the existing tiles will be replaced on a like-for-like basis. A secondary insulated single ply roof covering will be applied to the flat roof of the main hall.

Type:

Vehicle access and hard standing

Existing materials and finishes:

The existing car park features a loose gravel covering

Proposed materials and finishes:

The car park will be resurfaced with a permeable bound gravel grid system to ensure no increase in surface water runoff.

Type:

Lighting

Existing materials and finishes:

The existing building has a combination of exterior bulkhead lights and floodlights in various finishes.

Proposed materials and finishes:

Bulkhead Lights: These lights will be weather-resistant with a stainless steel finish and feature clear, frosted glass to diffuse the light evenly.

Flood Lights: These floodlights will have a black metal housing with LED bulbs. Spotlights: Spotlights will be incorporated under the new main entrance canopy to improve visibility.

Type:

Doors

Existing materials and finishes:

The existing doors on the building feature a stained timber frame

Proposed materials and finishes:

The proposed door frames will be made of powder-coated aluminium for durability and weather resistance. The door frames will match the colour of the proposed windows. The vision panels will be double-glazed to improve thermal efficiency.

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

2420-MEB-XX-XX-DR-A-3-100-Site Block Plan
2420-MEB-XX-XX-DR-A-3-101-Existing Site Plan
2420-MEB-XX-XX-DR-A-3-110-Proposed Site Plan
2420-MEB-XX-XX-DR-A-3-200-Existing Ground Floor and Roof Plan
2420-MEB-XX-XX-DR-A-3-210-Proposed Ground Floor and Roof Plan
2420-MEB-XX-XX-DR-A-3-300-Existing Elevations
2420-MEB-XX-XX-DR-A-3-310-Proposed Elevations
2420-MEB-XX-XX-DR-A-3-400-Existing Sections
2420-MEB-XX-XX-DR-A-3-410-Proposed Sections
2420-MEB-XX-XX-DR-A-3-700-Proposed Perspectives
2420-MEB-XX-XX-RP-3-900-Design and Access Statement
GA00100 - Utility Survey

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

Vehicle Type:

Disability spaces

Existing number of spaces:

0

Total proposed (including spaces retained):

2

Difference in spaces:

2

Vehicle Type:

Cycle spaces

Existing number of spaces:

0

Total proposed (including spaces retained):

6

Difference in spaces:

6

Vehicle Type:

Cars

Existing number of spaces:

10

Total proposed (including spaces retained):

10

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

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

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.

[Find out more about biodiversity net gain, and access digital tools from our partners that can help determine if you are exempt, or produce the biodiversity metric information required.](#)

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).

[You can use our partner's free online tool to determine if you are exempt and to produce detailed reasons](#)

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?:

Under 25 square metres

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

Biodiversity Net Gain does not apply to this application as it is a refurbishment of an existing building, with no new development. The proposals do not involve the removal of any existing trees or natural habitats. The scheme includes new planting beds to enhance the site's landscaping and support local biodiversity. As such, the works fall under the exemption for biodiversity net gain.

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

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

GA00100 - Utility Survey

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes
 No

If Yes, please provide details:

A three-sided timber fence bin storage area is proposed. This designated area will provide a suitable space for waste and recycling bins, ensuring that waste is neatly stored and easily accessible for collection. The waste management system will follow the existing procedures for waste collection on the site.

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes
 No

If Yes, please provide details:

The plans include a designated bin storage area, which will accommodate waste and recycling bins. The storage area will be designed to allow for the segregation of waste and recycling, in line with standard waste management practices.

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

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

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

Is any of the land to which the application relates part of an Agricultural Holding?

- 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* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
 The Agent

Title

Mr

First Name

Oliver

Surname

Summersell

Declaration Date

15/04/2025

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

London Office MEB Design Ltd

Date

22/04/2025