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PLANNING  
DEPARTMENT

16 SEP 2013

Our Ref: JBB8129/C1752

13 September 2013

Planning Department  
Welwyn Hatfield Borough Council  
The Campus  
Welwyn Garden City  
Herts  
AL8 6AE

Dear Sir or Madam

**PLANNING & COMPULSORY PURCHASE ACT 2004 (AS AMENDED)  
EXTENSIONS TO PROVIDE ADDITIONAL OFFICE SPACE AND RELOCATED COUNCIL  
CHAMBER: WELWYN COUNCIL OFFICES, THE CAMPUS, WELWYN GARDEN CITY**

Please find enclosed a full planning application submitted on behalf of Welwyn Hatfield Borough Council for extensions to the existing Council Offices building. The infill extension proposed are intended to provide additional office space to accommodate relocated employees whilst also providing a new Council Chamber and offices for elected members.

Following our initial discussions relating to the design of the proposals and clarification of the application's scope, the application documents are provided as listed below:

- Application Forms and Certificates;
- Design & Access Statement – including Conservation Area Impact Assessment;
- Planning & Economic Statement;
- Sustainability Checklist;
- Summary Document;
- Transport Statement;
- Energy Statement;
- Existing Site Location Plan P1-001;
- Proposed Site Location Plan P1-002;
- Existing Ground Floor Plan P1-003 1:200;
- Existing Ground Floor Plan P1-004 1:100 Sheet 1 of 2;
- Existing Ground Floor Plan P1-005 1:100 Sheet 2 of 2;
- Proposed Ground Floor Plan P1-006 1:200;
- Proposed Ground Floor Plan P1-007 1:100 Sheet 1 of 2;
- Proposed Ground Floor Plan P1-008 1:100 Sheet 2 of 2;
- Existing First Floor Plan P1-009 1:200;
- Existing First Floor Plan P1-0010 1:100 Sheet 1 of 2;
- Existing First Floor Plan P1-0011 1:100 Sheet 2 of 2;

- Proposed First Floor Plan P1-012 1:200;
- Proposed First Floor / Roof Plan P1-013 -1:100 Sheet 1 / 2;
- Proposed First Floor Plan P1-014 1:100 Sheet 2 / 2;
- Existing Second Floor Plan P1-015 1:200;
- Existing Second Floor Plan P1-016 1:100;
- Proposed Second Floor Plan P1-017 1:200;
- Existing Roof Plan P1-019 1:200;
- Existing Roof Plan P1-020 1:100;
- Proposed Roof Plan P1-021 1:200;
- Proposed Roof Plan P1-022 1:100;
- Existing / Proposed Elevations P1-023 Sheet 1 of 3;
- Existing / Proposed Elevations P1-024 Sheet 2 of 3;
- Existing / Proposed Elevations P1-025 Sheet 3 of 3;
- Existing Sections Plan P1-026;
- Proposed Sections Plan P1-027;
- Proposed Perspective Illustrations P1-028 1 of 2;
- Proposed Perspective Illustrations P1-029 2 of 2;
- Proposed Materials P1-030;
- Proposed Section Details P1-031;
- Proposed Temporary Stair Detail P1-032; and
- Hard Landscaping Proposals Plan P1-LS-01.

The planning application fee of £6,160.00 has been paid to the Planning Department via an internal journal into cost centre 6103 account code 82038.

### ***Application Proposal***


The context of the Council Office Application site has been taken into account through the design development of the extensions proposed. Particularly the relationship and interaction with the existing building as well as the requirements to cause no detriment to the setting of the Welwyn City Conservation Area, particularly the appearance of the civic buildings within the crescent of The Campus.

This full application follows pre-application discussions with various departments at the Council. Taking into account the nature of the proposal and its scale it is considered that the proposal would not fall within Schedule 1 of the Environmental Impact Assessment (EIA) Regulations, but as it exceeds 0.5ha and amount to an "urban development project", could be considered to a project falling under Schedule 2. An assessment of the proposed development in respect of EIA considerations is provided in the Planning Statement, demonstrating that the proposal does not constitute EIA development.

However, I fully appreciate the decision of whether or not this development represents EIA development rests with the Local Planning Authority. I would therefore be grateful if you would consider this letter and application reports as representing an EIA Screening Opinion request to the LPA.

I trust the above details are sufficient to validate the application and look forward to receiving your confirmation in due course. RPS will be pleased to address any matters raised through the consultation process. Please do not hesitate to contact me if any further information is required.

Yours sincerely



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