



London Borough of Hillingdon, Residents Services, 3N Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW
Tel: 01895 250230 Web: www.hillingdon.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	213
Suffix	
Property Name	
Address Line 1	Church Road
Address Line 2	
Address Line 3	Hillingdon
Town/city	Hayes
Postcode	UB3 2LG

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

Easting (x)	Northing (y)
509768	180920
Description	

Applicant Details

Name/Company

Title

Mr

First name

Timothy

Surname

Coel

Company Name

Hulle Architecture & Design on behalf of GMB UNION London Region, John Cope House, 152 Brent St, London, NW4 2DP.

Address

Address line 1

49 Town Lane

Address line 2

Sheet

Address line 3

Town/City

Petersfield

County

Hants

Country

UK

Postcode

GU322AF

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

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).

296.00

Unit

Sq. metres

Site information

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#). [View more information on the collection of this additional data and assistance with providing an accurate response](#).

Title number(s)

Please add the title number(s) for the existing building(s) on the site. If the site has no title numbers, please enter "Unregistered".

Title Number:
NGL420484

Energy Performance Certificate Number

Do any of the buildings on the application site have an Energy Performance Certificate (EPC)?

- ☐ Yes
- ☒ No

Public/Private Ownership

What is the current ownership status of the site?

- ☐ Public
- ☒ Private
- ☐ Mixed

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

Refurbishment and alterations to inside and outside of Grade 2 Listed detached office building.

Has the work or change of use already started?

- ☐ Yes
☒ No

Further information about the Proposed Development

Please note: This question is specific to applications within the Greater London area.

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Are the proposals eligible for the 'Fast Track Route' based on the affordable housing threshold and other criteria?

- ☐ Yes
☒ No

Do the proposals cover the whole existing building(s)?

- ☒ Yes
☐ No

Current lead Registered Social Landlord (RSL)

If the proposal includes affordable housing, has a Registered Social Landlord been confirmed?

If the proposal does not include affordable housing, select 'No'.

- ☐ Yes
☒ No

Details of building(s)

Does the proposal include any new building and/or an increase in height to an existing building?

- ☐ Yes
☒ No

Loss of garden land

Will the proposal result in the loss of any residential garden land?

- ☐ Yes
☒ No

Projected cost of works

Please provide the estimated total cost of the proposal

Up to £2m

Vacant Building Credit

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[View more information on the collection of this additional data and assistance with providing an accurate response](#).

Does the proposed development qualify for the vacant building credit?

- ☐ Yes
☒ No

Superseded consents

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[View more information on the collection of this additional data and assistance with providing an accurate response](#).

Does this proposal supersede any existing consent(s)?

- ☐ Yes
☒ No

Development Dates

Please note: This question is specific to applications within the Greater London area.
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[View more information on the collection of this additional data and assistance with providing an accurate response](#).

Please add the expected commencement and completion dates for all phases of the proposed development. If the entire development is to be completed in a single phase, state in the 'Phase Detail' that it covers the 'Entire Development'.

Phase Detail: Entire Development When are the building works expected to commence?: 2023-11 When are the building works expected to be complete?: 2024-04

Scheme and Developer Information

Please note: This question is specific to applications within the Greater London area.
The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#).

[View more information on the collection of this additional data and assistance with providing an accurate response](#).

Scheme Name

Does the scheme have a name?

- ☐ Yes
☒ No

Developer Information

Has a lead developer been assigned?

- ☐ Yes
☒ No

Existing Use

Please describe the current use of the site

Office

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

Existing and Proposed Uses

Please note: This question contains additional requirements specific to applications within the Greater London area.

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[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

Please add details of the Gross Internal Area (GIA) for all current uses and how this will change based on the proposed development. Details of the floor area for any proposed new uses should also be added.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these, select 'Other' and specify the use where prompted. [View further information on Use Classes](#). Multiple 'Other' options can be added to cover each individual use.

Use Class:

E - Commercial, Business and Service

Existing gross internal floor area (square metres):

277

Gross internal floor area lost (including by change of use) (square metres):

0

Gross internal floor area gained (including change of use) (square metres):

0

Total	Existing gross internal floorspace (square metres)	Gross internal floor area lost (including by change of use) (square metres)	Gross internal floor area gained (including change of use) (square metres)
	277	0	0

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:

Windows

Existing materials and finishes:

Varnished timber finish to timber box sash windows

Proposed materials and finishes:

White painted timber finish to timber box sash windows

Type:

Doors

Existing materials and finishes:

Flat panel plywood timber door and side panel to rear entrance

Proposed materials and finishes:

Aluminium framed glazed door and side panel to rear entrance door.

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Low brick wall with piers to frontage.

Proposed materials and finishes:

Low brick wall with piers rebuilt in bricks to match building together with black wrought iron railings and gates to frontage. Close board fence to north side of building.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Gravel and concrete.

Proposed materials and finishes:

Slate chippings generally with tarmac hardstanding to DDA parking space at rear.

Type:

Lighting

Existing materials and finishes:

Wall lights either side of main entrance door.

Proposed materials and finishes:

Replacement black power coated wall lights either side of main entrance door and to rear DDA access. Floor upright to totem sign on frontage.

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

12080-HULLE-00-01-DR-A-0120_Design & Access & Heritage Statement
12080-HULLE-00-01-DR-A-0130_OS PLAN & BLOCK PLAN at 1:1000
12080-HULLE-00-01-DR-A-0131_EXISTING BASEMENT & GROUND FLOOR PLANS at 1:100
12080-HULLE-00-01-DR-A-0132_EXISTING FIRST FLOOR & ROOF PLANS at 1:100
12080-HULLE-00-01-DR-A-0133_EXISTING ELEVATIONS at 1:100
12080-HULLE-00-01-DR-A-0134_EXISTING LONGITUDINAL SECTION at 1:75
12080-HULLE-00-01-DR-A-0135_PROPOSED BASEMENT & GROUND FLOOR PLANS at 1:100
12080-HULLE-00-01-DR-A-0136_PROPOSED FIRST FLOOR & ROOF PLANS at 1:100
12080-HULLE-00-01-DR-A-0137_PROPOSED ELEVATIONS at 1:100
12080-HULLE-00-01-DR-A-0138_PROPOSED LONGITUDINAL SECTION at 1:75

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

Please note: This question contains additional requirements specific to applications within Greater London.

The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#).

[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

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

- ☒ Yes
☐ No

Please provide the number of existing and proposed parking spaces.

Vehicle Type: Cars
Existing number of spaces: 4
Total proposed (including spaces retained): 4
Difference in spaces: 0

Vehicle Type: Disabled persons parking
Existing number of spaces: 0
Total proposed (including spaces retained): 1
Difference in spaces: 1

Vehicle Type: Cycle spaces
Existing number of spaces: 0
Total proposed (including spaces retained): 6
Difference in spaces: 6

Please note that car parking spaces and disabled persons parking spaces should be recorded separately unless its residential off-street parking which should include both.

Electric vehicle charging points

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#).
[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

Do the proposals include electric vehicle charging points and/or hydrogen refuelling facilities?

- ☒ Yes
☐ No

Please add details of the charging points:

Charging point type: Slow charging points (under 7 kw)
Active charging points: 5
Passive charging points: 0

Total charging points

Active

Passive

5

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.

Open and Protected Space

Please note: This question is specific to applications within Greater London.

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[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

Open Space

Will the proposed development result in the loss, gain or change of use of any open space?

- ☐ Yes
- ☒ No

Protected Space

Will the proposed development result in the loss, gain or change of use of a site protected with a nature designation?

- ☐ Yes
- ☒ No

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

Foul and surface water systems thought to be combined. Drainage will be the subject of a CCTV to determine layout and general condition as part of the refurbishment works.

Refer to drawing: 12080-HULLE-00-01-DR-A-0131 for details of general position of SVP, manholes and connection into mains sewer.

Water management

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#).
[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

Please state the expected percentage reduction of surface water discharge (for a 1 in 100-year rainfall event) from the proposal

0	percent
---	---------

Are Green Sustainable Drainage Systems (SuDS) incorporated into the drainage design for the proposal?

- ☐ Yes
☒ No

Please state the expected internal residential water usage of the proposal

50.00	litres per person per day
-------	---------------------------

Does the proposal include the harvesting of rainfall?

- ☐ Yes
☒ No

Does the proposal include re-use of grey water?

- ☐ Yes
☒ No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ☐ Yes
☒ No

Residential Units

Please notes: This question contains additional requirements specific to applications within Greater London.

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[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

Residential Units to be lost

Does this proposal involve the loss or replacement of any self-contained residential units or student accommodation (including those being rebuilt)?

- ☐ Yes
☒ No

Residential Units to be added

Does this proposal involve the addition of any self-contained residential units or student accommodation (including those being rebuilt)?

- ☐ Yes
☒ No

Mixed use residential site area

Is this application for a mixed use proposal that includes residential uses?

- ☐ Yes
☒ No

How much site area will these residential uses take up?

0.00

Unit

Square metres

Non-Permanent Dwellings

Please note: This question is specific to applications within the Greater London area.

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Does this proposal involve the loss or gain of any non-permanent dwellings? Note that this covers any non-permanent dwellings if used as main residence (e.g. caravans, mobile homes, converted railway carriages), traveller pitches/plots or houseboat moorings.

- ☐ Yes
☒ No

Other Residential Accommodation

Please note: This question contains additional requirements specific to applications within the Greater London area.

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Does this proposal involve the loss or gain of any other residential accommodation? Note that this covers all other permanent residential accommodation that is outside of Use Classes C3 and C4 (apart from student accommodation), including rooms that are specifically provided for older persons.

- ☐ Yes
☒ No

Waste and recycling provision

Please note: This question contains additional requirements specific to applications within the Greater London area. The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#).

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Does every unit in this proposal (residential and non-residential) have dedicated internal and external storage space for dry recycling, food waste and residual waste?

- ☒ Yes
☐ No

Utilities

Please note: This question contains additional requirements specific to applications within the Greater London area.

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Water and gas connections

Number of new water connections required

Number of new gas connections required

Fire safety

Is a fire suppression system proposed?

☐ Yes

☒ No

Internet connections

Number of residential units to be served by full fibre internet connections

Number of non-residential units to be served by full fibre internet connections

Mobile networks

Has consultation with mobile network operators been carried out?

☐ Yes

☒ No

Environmental Impacts

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Community energy

Will the proposal provide any on-site community-owned energy generation?

☐ Yes

☒ No

Heat pumps

Will the proposal provide any heat pumps?

☐ Yes

☒ No

Solar energy

Does the proposal include solar energy of any kind?

☐ Yes

☒ No

Passive cooling units

Number of proposed residential units with passive cooling

0

Emissions

NOx total annual emissions (Kilograms)

0.00

Particulate matter (PM) total annual emissions (Kilograms)

0.00

Greenhouse gas emission reductions

Are the on-site Green House Gas emission reductions at least 35% above those set out in Part L of Building Regulations 2021?

☐ Yes

☒ No

Green Roof

Proposed area of 'Green Roof' to be added (Square metres)

0.00

Urban Greening Factor

Please enter the Urban Greening Factor score

0.00

Residential units with electrical heating

Number of proposed residential units with electrical heating

0

Reused/Recycled materials

Percentage of demolition/construction material to be reused/recycled

0

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

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Continuation of the existing use of the building as an office supporting the day-to-day administrative and training activities of the GMB Union in this region. The existing gas boiler and wet radiator heating system will be replaced with an AC system for heating and cooling.

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

Conversation to seek pre-application advice

Date (must be pre-application submission)

05/06/2023

Details of the pre-application advice received

Hülle Architecture & Design contacted Hillingdon's Heritage & Conservation team on the 25th May requesting initial pre-application guidance in regard to proposed alterations and to discuss primary planning and Listed Building considerations.

To provide an overview of the current building condition and originality, draft survey drawings and a selection of photographs were forwarded. Additionally, a schedule of proposed works was provided to facilitate an initial dialogue.

Hülle Architecture & Design spoke with Emma Lauze, an external consultant to Hillingdon's Heritage & Conservation team on the 5th June.

The following feedback and principle considerations were discussed;

- Listed Building & planning consent will be required.
- Unlikely to require a structural survey as part of the application since structural interventions are minimal.
- The enhancement of the principle facade and its contribution to the conservation area setting is the priority.
- Replacement and/or upgrading of the windows on the front facade to replicate original windows would be acceptable and encouraged.
- Painting and repair of the existing front door would be acceptable.
- Rebuilding and repair of the front wall and piers would be encouraged in principle, together with the addition of period railings and gates.
- Removal of contemporary studwork walls, doors and ceilings is acceptable in principle.
- Removal of the existing boiler and wet heating system, and replacement with a more sustainable AC or heat pump system is acceptable in principle provided external compressor units are mounted on the rear extension and not on the original building.
- External signage and associated lighting acceptable in principle depending on scale, detail and affect on Conservation Area setting.

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

Timothy

Surname

Coel

Declaration Date

26/07/2023

☒ Declaration made

Declaration

I / We hereby apply for Full planning permission as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available 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

Timothy Coel

Date

27/07/2023