

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000

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

Kent

Surname

Atkinson

Company Name

Glebe Kids Ltd.

Address

Address line 1

5 Penfold Close

Address line 2

Address line 3

Town/City

Baldock

County

Hertfordshire

Country

Postcode

SG7 6UT

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Site Area

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

Unit

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

This application seeks Full Planning Permission for Change of Use from residential designation (C3) to business use as a nursery (E(f)) for 30 Glebe Road, where Glebe Kids Nursery has operated continuously for nearly 20 years. I am also submitting a Lawful Development Certificate (Existing Use) application (Ref: PP-13533910) to confirm the long-standing use of the property for nursery purposes. This Change of Use application aims to align the property's designation with its current function as a nursery only.

Timeline and Residential Context

2004: Purchased by Glebe Kids Ltd with a commercial mortgage. I resided in the main house with my family and operated the nursery within the garden outbuildings. Due to our residency, I was able to secure a residential mortgage in my name in 2005.

2006: Expansion of the nursery, with council approval to convert the coach house into a room for two-year-olds, increasing capacity to 60 children

2017: My family and I moved out of the property due to space constraints.

2017–2022: The nursery manager rented the main house while the nursery continued its operations in the outbuildings.

September 2022: Following the manager's departure, the main house became vacant. Nursery operations were adjusted to make use of the main house, including moving the office and using the kitchen and family room for specific nursery activities (e.g., baking and small group and SEND sessions). This was done to provide more space, not to increase capacity. With the property now fully used by the nursery and no longer a residence, a commercial mortgage is required, necessitating this Change of Use application.

Evidence of Continuous Use and Community Impact

This application includes evidence of uninterrupted nursery use since 2004:

Title Deeds: Purchase under Glebe Kids Ltd in 2004, transfer to my name in 2005.

Planning Permissions: Approvals from 1989 and 2005 supporting nursery use on the premises.

Ofsted Reports (2005–2023): Confirmation of compliant and high-quality childcare provision.

LGCHF Business Licences and Correspondence: Verification of lawful business operations over the years.

VOA Documentation (2009): Recognition of business rates classification for the nursery.

Site Plan: Demonstrates the layout, including main house and outbuildings, and preservation of residential appearance.

Traffic Management Policy: Established in 2016 in collaboration with LGCHF to manage parking and minimise disruption.

Commitment to Maintaining Residential Character

Throughout its operation, Glebe Kids has preserved the residential character of the property. The main house has remained structurally unchanged, even as some nursery operations were moved inside in 2022. This ensures that the property maintains the visual consistency of a residential home on Glebe Road. Signage is limited and discreet, visible only during term time, and a parking policy is in place to reduce any impact on the neighbourhood.

Has the work or change of use already started?

☒ Yes

☐ No

If yes, please state the date when the work or change of use started (date must be pre-application submission)

01/11/2004

Has the work or change of use been completed?

☒ Yes

☐ No

If Yes, please state the date when the work or change of use was completed (date must be pre-application submission)

04/09/2022

Existing Use

Please describe the current use of the site

Glebe Kids Ltd operates a nursery at 30 Glebe Road, registered with Ofsted as an 'Outstanding' provider, with a maximum capacity of 60 children divided between two age-specific rooms. The nursery is multi-award winning and operates as a term-time-only facility, open from 8am to 3pm, Monday to Friday. We offer a variety of sessions, including breakfast club, morning nursery sessions, lunch club, and afternoon sessions for children aged 2-5 years old.

Three and Four-Year-Old Room: Located in an outbuilding, this room accommodates up to 30 children, supported by a minimum of four staff members.

Two-Year-Old Room: Located in a separate outbuilding at the rear of the property, this room also accommodates up to 30 children, requiring five staff members.

The main house, which retains its residential structure and appearance, hosts additional nursery functions following its vacancy in 2022:

Nursery Office: Used for administrative tasks, supporting efficient nursery management.

Staff Room: Provides a dedicated space for staff breaks and meetings.

Kitchen: Shared by staff and children for specific activities, such as baking projects that enhance learning experiences, for the children.

Family Room and Lounge: These spaces are designated for quiet sessions and small group activities, especially benefiting children with special educational needs who require one-on-one attention.

Capacity and Staffing: Despite the use of additional space within the main house, the nursery's operational capacity remains unchanged at 60 children, with 30 children allocated to each of the age-specific rooms. There are no plans to increase this capacity, expand existing rooms, or make structural alterations to the property. We employ 16 part-time staff, with a maximum of nine on-site simultaneously, due to staggered shifts, which helps to manage occupancy and maintain the building's capacity.

The adjustment to use areas within the main house since 2022 has allowed for a more flexible and spacious environment without any structural modifications or capacity increase. This arrangement ensures continuity of high-quality service while preserving the residential character of the property, blending harmoniously with the surrounding homes on Glebe Road

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

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:

6

Total proposed (including spaces retained):

6

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

Based on your site details, you are likely eligible to [use our partner's online tool to create the metric sheet and all information and supporting documents and plans you need to comply with biodiversity net gain, including the metric sheet.](#) Estimated time to complete is 45 minutes.

Please provide the pre-development biodiversity value of onsite habitats on the date of calculation

0.93

Please provide the date the onsite pre-development biodiversity value was calculated

12/11/2024

Note: This should be either the date of the application, or an earlier proposed date

If an earlier date, to the date of the planning application, has been used, please provide details why this date has been used

When was the version of the biodiversity metric used published?

01/07/2024

Please provide the reference or supporting document/plan names for the:

- i. Biodiversity metric calculation
- ii. Onsite irreplaceable habitats (if applicable)
- iii. Onsite habitats existing on the date of the application for planning permission (if applicable)

Document/Plan:
Biodiversity metric calculation

Document name/reference:
Glebe Kids _SSM_8ed1_metric.xlsx

Note: You must supply a complete biodiversity metric calculation with your application. Plans must be drawn to an identified scale, and show the direction of North.

Has there been any loss (or degradation) of any onsite habitat(s), resulting from activities carried out before the date the onsite pre-development biodiversity value was calculated. Either:

- on or after 30 January 2020 which were not in accordance with a planning permission; or
- on or after 25 August 2023 which were in accordance with a planning permission?

☐ Yes

☒ No

Does the development site have irreplaceable habitats (corresponding to the descriptions in [Column 1 of the Schedule in the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations \(2023\)](#)) which are:

- i. on land to which the application relates; and
- ii. exist on the date of the application for planning permission, (or an earlier agreed date)

☐ 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

Waste Storage and Collection

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

☐ Yes

☒ No

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

☒ Yes

☐ No

If Yes, please provide details:

Contract with Veolia who provide us with four 240l litre wheelie bins (2 for general waste and 2 or recycling) collected weekly

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

Existing Employees

Please complete the following information regarding existing employees:

Full-time

0

Part-time

16

Total full-time equivalent

9.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

0

Part-time

16

Total full-time equivalent

9.00

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☒ Yes
☐ No

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

Use Class: E(f) - Creche, day nursery or day centre - Except where including a residential use Unknown: No Monday to Friday: Start Time: 08:00 End Time: 15:00 Saturday: Start Time: End Time: Sunday / Bank Holiday: Start Time: End Time:

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

Does the proposal involve the use or storage of Hazardous Substances?

- ☐ Yes
- ☒ No

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

Carl Kent

Surname

Atkinson

Declaration Date

04/11/2024

☒ 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

Carl Kent Atkinson

Date

20/11/2024

Amendments Summary

Location Plan updated to include two road names