

Application for Approval of Details Reserved by Condition

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas) 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

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

07866479770

Fax number

Email address

amelie@michaelcollinsarchitects.com

Agent Details

Name/Company

Title

Mr

First name

Michael

Surname

Collins

Company Name

Michael Collins Architects Ltd.

Address

Address line 1

Second Floor, 99 Bancroft

Address line 2

99 Bancroft

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

United Kingdom

Postcode

SG41NQ

Contact Details

Primary number

07866479770

Secondary number

07866479770

Fax number

Email address

amelie@michaelcollinsarchitects.com

Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Change of use of existing barn from storage and distribution (Use Class B8) to use as a community events and learning centre for agriculture, cookery and related rural-based activities (Use Class F1). Single storey extension to barn following demolition of existing lean-to. Installation of solar panels to roof of converted barn and plant to the roof of the proposed extension including six cycle spaces.

Reference number

25/01141/FP

Date of decision (date must be pre-application submission)

11/12/2025

Please state the condition number(s) to which this application relates

Condition number(s)

Condition 5: No development shall commence until a Car Parking and servicing Management Plan relating to measures to manage the car parking shall be submitted to and approved in writing by the local planning authority, in consultation with the Highway Authority. It shall include (but not limited to) the following:

- o Car Parking Management: Outline measures to ensure efficient use of the parking spaces, including monitoring and enforcement strategies.
- o Refuse Collection: Detail the procedures for refuse collection (including swept path track drawings), ensuring it does not interfere with vehicle movement or cause congestion.
- o Congestion/Overspill Prevention: Propose strategies to prevent congestion and parking overspill onto the public highway, such as designated loading/unloading zones and clear signage.

The Car Parking Management Plan shall be fully implemented before the development is brought into use agreed by the Local Planning Authority and thereafter retained for this purpose.

Condition 6: Before the commencement of development, unless otherwise agreed in writing by the Local Planning Authority, details of the car parking layout in accordance with local and national guidance, such as the Manual for Streets (MfS) shall be submitted to and approved in writing by the Local Planning Authority. Prior to the first occupation/use of the development hereby permitted the car parking layout shall be installed in accordance with the approved detailed plans and thereafter retained and maintained at all times at the position shown.

Condition 9: (A) No demolition/development shall take place/commence until an Archaeological Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of archaeological significance and research questions; and:

1. The programme and methodology of site investigation and recording;
2. The programme for post investigation assessment;
3. Provision to be made for analysis of the site investigation and recording;
4. Provision to be made for publication and dissemination of the analysis and records of the site investigation;
5. Provision to be made for archive deposition of the analysis and records of the site investigation;
6. Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.

condition 10: The demolition/development shall take place/commence in accordance with the programme of archaeological works set out in the Written Scheme of Investigation approved under condition (A)

Has the development already started?

- ☐ Yes
☒ No

Part Discharge of Conditions

Are you seeking to discharge only part of a condition?

- ☐ Yes
☒ No

Discharge of Conditions

Please provide a full description and/or list of the materials/details that are being submitted for approval

Condition 5 & 6: Car Parking and Service Management Letter (255-DOC CPSM), Car Parking Site Plan (255 - DOC 080 CPMP)
Condition 9: Proposed Written Scheme of Investigation (WSI)

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

Declaration

I/We hereby apply for Approval of details reserved by a condition (discharge) 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

Michael Collins

Date

16/05/2026