

**Subject:**RE: Lower Wythall 132197/CE

**Date:**Wed, 3 Feb 2016 18:18:45 +0000

**From:**Close, Roland <rclose@herefordshire.gov.uk>

**To:**'Guy Pulfer' [REDACTED]

In which you case you would only need full planning permission for the “change of use of the building from a single dwellinghouse to a mixed use as a dwellinghouse and bed & breakfast accommodation for tourists / visitors.”

You would NOT need listed building consent.

You would not need plans of elevations.

In terms of plans you would need:-

- appropriately metric scaled existing floor plans showing existing / former use of each room
- appropriately metric scaled proposed floor plans showing proposed / intended use of each room

Normally do floor plans at 1:50 or 1:100

- Application site plan (Scale 1:1250 or 1:2500) with site outlined in red.
- Block Plan (Scale 1: 200 or 1:500) – this should also show access & parking arrangements.

Fee - £385

You should be able to find all required guidance , forms etc at:-

<https://www.herefordshire.gov.uk/planning-and-building-control/development-control/make-a-planning-application/>

Regards

Roland Close

**From:** Guy Pulfer [REDACTED]  
**Sent:** 03 February 2016 18:04  
**To:** Close, Roland  
**Subject:** Re: Lower Wythall 132197/CE

Hi Roland

a) Would there be any external alterations?

No, there are no further external alterations.

b) Would there be any internal alterations to the structure including its fabric (moving walls, doors etc) or just it merely be decoration and fitting?

There will be no internal alterations, only decoration and fitting.

Regards  
Guy & Sheila

On 28/01/2016 16:09, Close, Roland wrote:

Sorry can you just confirm:-

a) Would there be any external alterations?

- b) Would there be any internal alterations to the structure including its fabric (moving walls, doors etc) or just it merely be decoration and fitting?

Regards

Roland

**From:** Guy Pulfer [REDACTED]  
**Sent:** 28 January 2016 15:59  
**To:** Close, Roland  
**Subject:** Re: Lower Wythall 132197/CE

Good afternoon Roland

Back in 2013 you visited our house to advise on our pre-planning application for Lower Wythall. Your advice then was very useful, and we are now about to apply for planning permission and listed building consent for change of use of Lower Wythall to a B&B.

Over the last year we have obtained appropriate listed building consent and completed the minor works required to ready the building, so our application will now only include planning permission and listed building consent for change of use. We have completed a plan of the building to illustrate the required use of each room. We believe it is normal to provide elevations of the property, but considering there are no works, would you give us a dispensation from providing these? To illustrate the look of the building we could incorporate elevation pictures within our design and access statement, similar to the one attached to this email.

We would be very grateful if you could email with your thoughts or call to discuss.

Kind regards  
Guy & Sheila Pulfer  
[REDACTED]

On 29/08/2013 12:26, Close, Roland wrote:

I refer to your pre-application advice request and our on-site meeting earlier today. I shall summarise my views in note form:-

**Main House**

You would need:-

Planning permission and listed building consent for a “Change of use from a single family dwellinghouse to a mixed use as a single family dwellinghouse and bed and breakfast guest accommodation (X number bedrooms for guests) with enabling alterations”

You would need to use Form 8 at:-

<https://www.herefordshire.gov.uk/planning-and-building-control/development-control/planning-applications-make-an-application/types-of-planning-application/>

It is essential that one reads the requirements also. An Impact assessment would be required.

From a planning perspective I could not foresee any problems with your proposals.

The planning fee would be £385.

I think you are well advised to engage a professional consultant. Mr Hill certainly has the requisite qualifications and experience.

If you make the decision to proceed with the property, I suggest you submit this application as soon as possible.

Building Regulations approval would also be required. In this regard I suggest that you speak to Anthony Smith of our Building Control Section. His number is 01432-383094 and his e-mail is [asmith@herefordshire.gov.uk](mailto:asmith@herefordshire.gov.uk)

Ideally you and / or Mr Hill should meet Tony and show him around the building to primarily discuss means of escape as soon as possible. It may be possible that Mr Hill could satisfactorily deal with the matter by way of a telephone conversation with Mr Smith.

## **Other Buildings**

I suggested that the threshing barn be repaired (not rebuilt) and the concrete blockwork be removed. I think this should be kept as a ruin.

I expressed the view that the other two stone buildings are potentially suitable to be converted to self-contained holiday accommodation.

Full planning permission and listed building consent would be required. The aforementioned Form 8 should be used. The planning fee would be £770.

Structural surveys would be required demonstrating that they are capable of conversion without substantial or complete rebuilding.

The building closest to the house should have the “lean-to” structure currently used as a car port removed and the blockwork should be clad with appropriate timber.

You would need an ecological assessment. This could be done now. This assesses the likelihood of protected species being present.

Then if it is established that protected species are likely to be present specific survey work would need to be done.

The obvious protected species likely to be present are bats. Bat surveys need to be done between 1<sup>st</sup> May to 1<sup>st</sup> Sept. Normally require 2 bat surveys (entry & emergence dawn & dusk surveys) with a month between surveys. So probably too late now.

Personally I do not think this will be a “game changer” and suggest you wait until after you have purchased the property and deal with this next year.

Attached is a list of ecologists.

(Note:- Not a recommendation, but I find Just Mammals the best).

Regards

Roland Close

Principal Planning Officer

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Guy Pulfer



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