



Mr Danny Butchers And Mrs Samantha Potter
8 Geffery Close
Landrake
Saltash
PL12 5HA

Your ref:

My ref:

Date:

PA25/01075/PREAPP

3 December 2025

Dear Mrs Samantha Potter

**Pre-application
enquiry reference
Proposal**

PA25/01075/PREAPP

Pre application advice for change of use of existing stand alone building to an office for UK Wages

**Location
Applicant**

Tavy View Carkeel Saltash Cornwall

Mr Danny Butchers And Mrs Samantha Potter

I refer to your enquiry received on 17 October 2025 concerning the above and would inform you that this letter is written on the basis of the information supplied with your enquiry and the submitted drawings.

Site context

The site comprises a residential dwelling, Tavy View, large annexe and residential curtilage. The dwelling is a detached bungalow with an attached two-storey annexe. To the front of the dwelling is a large tarmacked parking area.

The site is located within Carkeel, a short distance from Carkeel industrial estate where there are numerous services and facilities. The public highway (single track, C-class) lies to the west of the site, with neighbouring residential dwellings to the north, south and across the road. A field/area of scrubland lies to the east. Google Streetview appears to show that the surrounding buildings are solely residential dwellings with no other uses in the surrounding area.

Proposal

This pre-application enquiry has been submitted with the view to the purchase of the dwelling by the applicants who wish to utilise the ground floor of the existing annexe for their business UK Wages. This would result in the change of use of the site to a mixed use of residential and commercial. Part of the annexe would function as an office space for the business, which currently employs 6 members of staff (one part time). It is proposed that the hours of operation will be Monday - Friday, 0900-1700 with no weekend operations. The business is administrative and as such the office will not be open to members of the public. Any visits that do occur will be by appointment only. Deliveries to the site will be minimal. No external alteration will be made to the building, minor internal alterations will be carried out to adapt one room for office use. No signage will be installed.

Development Management Service
Cornwall Council

Correspondence Address: Cornwall Council Planning Dept, New County Hall, Treyew Rd, Truro, TR1 3AY
planning@cornwall.gov.uk

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Relevant constraints

- Parish - Saltash
- Neighbourhood Development Plan - Saltash (made)
- Community Infrastructure Levy - Band 4
- Zones of Influence Natura 2000 Sites - Plymouth Sound and Estuaries SAC

Site planning history

E2/03/01391/FUL - Construction of garage (approved with conditions)

PA17/06211 - Garage redevelopment to form additional living accommodation (approved with conditions)

PA18/09332 - Non material amendment for changing the round window on the west gable to a square one and two additional rectangle windows on this gable (approved unconditional)

Relevant planning policies and guidance

Saltash Neighbourhood Development Plan 2021 - 2030

- Policy EM 4 - Home based enterprise

Cornwall Local Plan Strategic Policies 2010 - 2030

- Policy 1 Presumption in favour of sustainable development
- Policy 2 Spatial strategy
- Policy 5 Business and tourism
- Policy 12 Design
- Policy 13 Development standards
- Policy 16 Health and wellbeing
- Policy 27 Transport and accessibility

National Planning Policy Framework 2024

- Section 2. Achieving sustainable development
- Section 6. Building a strong competitive economy
- Section 8. Promoting healthy and safe communities
- Section 9. Promoting sustainable transport
- Section 12. Achieving well-designed places

Principle of development

There are two local planning policies that relate to proposals such as these and are considered key for the assessment of this proposal.

Policy EM 4 of the Saltash Neighbourhood Development Plan (NDP) 2021 - 2030 states: "Home based enterprise proposals requiring planning permission will be supported where it can be shown that there will be no unreasonable adverse impact affecting nearby residents and countryside, the character and appearance of the locality, or local road and footpath/cycle routes by reason of visual impact, vehicle movements and parking, noise vibration, special lighting, advertising and activity outside of normal business hours".

Policy 5 of the Cornwall Local Plan relates to business and tourism. It states "Proposals for new employment land and uses should be:

- a) Well integrated with our city, towns and villages; or

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- b) Within areas that are well served by public transport and communications infrastructure; or
- c) In the countryside and smaller rural settlements be of a scale appropriate to its location or demonstrate an overriding business need to be in that location such as farm diversification; or
- d) An extension to an existing business where re-location would be impractical or not viable."

The site is located within the settlement of Carkeel and is accessible by foot and public transport. Equally, services and facilities are accessible from the site by a range of transport modes including walking and public transport. As such, it is likely that the proposal would accord with the policy 5 of the Cornwall Local Plan.

Policy EM4 of the NDP identifies that applications for home-based enterprise must not cause an adverse impact on nearby residents. As identified earlier in this report, the site is located within a residential area of Carkeel where there are neighbouring residential dwellings on three sides. The impact on neighbours will be considered in further detail below, but from this policy it is clear that for the principle of the development to be acceptable there cannot be a significant adverse impact on neighbours in terms of visual impact, vehicle movements, parking and noise. If it can be demonstrated that the use of the annexe for business use would be acceptable in terms of neighbour impacts, then the principle will be considered acceptable.

Impact on neighbour amenity

Policy 12 of the Cornwall Local Plan advises that development proposals should protect individuals and property from:

- a) overlooking and unreasonable loss of privacy;
- b) overshadowing and overbearing impacts; and
- c) unreasonable noise and disturbance.

Ultimately, an assessment as to the impacts upon the amenities of neighbours can only be undertaken through the study of details plans and any third-party comments received in response to a formal planning application.

As identified in the above section, the impact on neighbour amenity is a crucial consideration when determining if this proposal is acceptable. For ease, I will consider each potential impact separately.

Overlooking and overbearing

You have confirmed within your submission that there would be no external alterations involved in the proposal. As such, I do not anticipate that there would be any issues relating to overlooking and overbearing. The officer's report for application PA17/06211 (the creation of the annexe) identifies that there would likely be additional overlooking of neighbouring properties created by the first floor of the annexe, though quite limited due to the restrictive angle. Your proposal confirms that you wish to only utilise the ground floor of the annexe for office space. If you decided to utilise the first floor as well then overlooking issues would need to be taken into account.

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Visual Impact

Similarly to above, you have confirmed that there will not be any external alterations required. As such, the visual impact of the change of use would be negligible. It could be argued that the parking of potentially up to 8 cars could have a visual impact on the surrounding area. However, the property appears to benefit from 5 double bedrooms across the bungalow and annexe, so theoretically there could be 10 cars associated with the dwelling. As such, visual impact is not of significant concern.

Vehicle movements and parking

Within your submission it is identified that your members of staff utilise various methods of transport including car sharing and walking and as such usually arrive in a total of 4 cars. This would be in addition to your own vehicles. As above, it could be argued that the parking of this many cars could have a visual impact on the surrounding area. However, the property appears to benefit from 5 double bedrooms across the bungalow and annexe, so theoretically there could be 10 cars associated with the dwelling if it were to be fully occupied as a home. As such, it is unlikely that the parking of this many cars would create a significant issue.

The proposed office use will result in vehicular movements to and from the site. However, it is likely that these would be concentrated at the beginning and end of the working day when staff arrive to and depart from work, with additional deliveries throughout the day. Despite this, the capacity of the dwelling to house 10 people would also result in significant vehicle movements. Therefore, the vehicle movements that would be created through the addition of the business use are unlikely to be a significant issue.

Noise

All development proposals within Cornwall must ensure that they do not result in significant noise levels to neighbouring properties. It is considered that noise impacts are going to be the most important aspect to consider in terms of neighbour impacts. At this point in time, it is not possible to assess what the impact will be with regards to noise. Any forthcoming application would need to demonstrate that the proposed business use would not create adverse levels of noise that would be significant enough to cause an impact. The best way to demonstrate this would be through a noise assessment produced by a suitably qualified individual. Such an assessment would then be reviewed as part of an application.

Activity outside of normal business hours

You have confirmed within your submission that the operational hours of the business are 9-5 Monday - Friday. As such, it is unlikely that there would be any business activity outside of normal business hours. If an application was made and was successful, it would likely be subject to a condition limiting the operational hours of the business to those you have identified.

Access and highway impacts

Policy 27 of the Cornwall Local Plan relates to transport and accessibility. It states that all developments should provide safe and suitable access to the site for all people and not cause a significantly adverse impact on the local or strategic road network that cannot be managed or mitigated.

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It has been confirmed that the existing access arrangements will be retained. This is considered acceptable. As has been mentioned earlier in this report, the dwelling could potentially have 10 vehicles associated with it. It is not considered that the business use would create significant additional vehicle movements beyond this.

Climate Emergency Development Plan Document

The Climate Emergency Development Plan Document will need to be fully considered in the preparation of any application. Below are the relevant policies:

Policy C1 - Climate change principles

Policy T1 - Sustainable transport

Policy T2 - Parking

Policy G1 relates to the provision of bat boxes, bird boxes and/or bee bricks in new development. I would encourage you to incorporate one of these, even though no external alterations are proposed.

Biodiversity Net Gain

Biodiversity Net Gain requirements will apply to any future development.

Biodiversity is calculated using the Statutory Biodiversity Metric. The metric is a spreadsheet-based tool and calculates the value of habitats as 'biodiversity units'. There are three types of unit that are measured in the metric:

- o Area habitat units
- o Hedgerow units including lines of trees, and
- o Watercourse units

The Biodiversity Metric should be used in line with the relevant rules, guidance and user guide. A small sites metric has also been produced for use on smaller development sites. This metric should only be used for developments that are defined as small sites within the relevant user guide. Both metrics should be completed by a competent person, and using a suitably qualified ecologist is strongly encouraged. You must be a qualified assessor to undertake a river condition assessment.

There are national minimum information requirements and local information requirements which are required to support an application submitted on or after 2 April 2024. These are set out in the validation guide.

Exemptions may apply, details of which can be found at:

<https://www.cornwall.gov.uk/planning-and-building-control/planning-advice-and-guidance/biodiversity-net-gain-bng/#Exemptions>

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) Charging Schedule came into effect in Cornwall on 1 January 2019. This means that any development granted permission after this date may be liable to pay the levy. CIL allows local authorities to raise funds from new building projects undertaken in their area. It is governed by the CIL Regulations 2010 (as amended). CIL is charged as a fixed rate per square metre of

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new floor space created. The money raised can be used to help fund a wide range of infrastructure that is needed to support development. The CIL Charging Schedule sets out the rates charged on new development in Cornwall. It also details the types of development that will not be charged and those that can apply for exemption/relief from paying CIL. Since 1 January 2020, indexation has applied to the adopted rates. These are set out in the Annual CIL Rate Summary 2023. This shows the rates that will be applied to permissions granted during the calendar year 2023.

All full planning applications, including householder applications and reserved matters following an outline planning permission, and applications for lawful development certificates, are required to submit a CIL Form 1: Additional Information form. You are encouraged to submit this form with your planning application as it may delay registration and validation of your application without it. Completion of this form will enable the Council to determine whether the development might be required to pay a CIL, or whether it is eligible to apply for relief.

For more information on CIL and how it may affect your development, please visit the Council's website at www.cornwall.gov.uk/cil. Please send any queries to cil@cornwall.gov.uk

Community engagement

The majority of local councils (parish, town and city councils) welcome pre-application planning discussions. If you intend to progress with an application, I strongly advise you to undertake early engagement with the Parish Council and local ward member before further developing your proposals. I would also strongly advise you to consult with nearby residential occupiers, residents associations and local amenity groups in advance of submission should you pursue a planning application.

You can contact Saltash Town Council at enquiries@saltash.gov.uk, and the local member for the area, Councillor Paul Cadour at cllr.paul.cador@cornwall.gov.uk.

Conclusion

To conclude, there is potential for the principle of this development to be acceptable, but at this stage officers cannot confirm whether an application would be supported. The site is located within the settlement of Carkeel and is well served by public transport within walking distance, along with numerous services and facilities. The surrounding area is residential and as such there is potential for neighbouring properties to be adversely impacted by the proposal. Matters of parking and vehicular movements are not of significant concern due to the size of the dwelling at present, similarly matters of overlooking and overbearing are not of significant concern as there are no external alterations proposed. There is some doubt over how much noise would result from the business use in terms of normal operations, visitors, vehicle movements etc. We would want to see a noise assessment submitted with a planning application that successfully demonstrates that there will be no significant impact on the neighbouring properties in terms of noise, identifying any mitigation that may be required. Without such information we cannot confirm whether such a proposal would be supported. Before pursuing a full planning application, I would strongly suggest that you discuss your intentions with the occupants of the surrounding dwellings, and due to the nature of the site and surroundings it would be worth consulting with the town council also.

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Consultation on the Cornwall and Isles of Scilly Nature Recovery Strategy

The Cornwall and Isles of Scilly Nature Recovery Strategy is now out for consultation until 6th January 2025: [Cornwall and Isles of Scilly Nature Recovery Strategy | Let's Talk Cornwall](#). Policy G4 of the Climate Emergency Development Plan Document (DPD) will be applied to all applications (unless excluded) validated after the date the strategy is adopted. The strategy is likely to be adopted in Spring 2025. The strategy will also support a strategic approach to off-site BNG delivery.

The Environment Act 2021 creates a statutory obligation for Cornwall Council to produce a Local Nature Recovery strategy every 5 years. Local Nature Recovery Strategies are based on the Lawton Principles that nature recovery should be “bigger, better and more connected”. The LNRS will steer coordinated local action to support the delivery of the national 25 Year Environment Plan – which aims to create a Nature Recovery Network of 500,000 hectares of additional habitat in England. Our strategy describes opportunities and priorities for Cornwall to help nature recover. It is the Strategy that informs the detail of the map-based Local Nature Recovery Network.

The Network is a map-based representation of the Strategy. Zones 1 and 2 comprise the Nature Recovery Network:

- Zone 1: Existing Nature Recovery Network (15% of Cornwall’s land area): Zone 1 includes areas currently benefiting from existing environmental protection: Sites of Special Scientific Interest, Special Protection Areas, Special Areas of Conservation, National Nature Reserves, and Marine Conservation Zones. When combined with our Local Nature Reserves, County Wildlife Sites (which has lesser levels of protection) and irreplaceable habitat, these sites collectively make up the best-known existing areas for nature. The Existing Nature Network and environmental designations featured within it, are all subject to existing national and local policies and legislation, which must be adhered to when considering any activity within Zone 1.
- Zone 2: Nature Recovery Opportunity Areas: This is made up of non-statutory designations and irreplaceable habitats within the Existing Nature Network, priority habitats that are not currently designated (and should be retained and restored as part of any project or development), areas of existing habitat (that can be restored and enhanced to provide greater benefits to wildlife) and areas that could be suitable for habitat creation.
- Zone 3: Recovery beyond the network: Nature recovery can take place anywhere.

The Local Nature Recovery Strategy (LNRS) provides more information on these zones. Policy 4 of the Climate Emergency DPD requires that ‘where development is sited within or adjacent to an adopted Local Nature Recovery Network it should demonstrate how the proposal will maintain and enhance the integrity and connectivity of the network and support the principles of the Local Nature Recovery Strategy.’ There is no adopted Local Nature Recovery Network at this time and this policy will not be applied until one is in place.

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You can view the draft nature recovery network maps here: [Map | CIOS LNRS](#). You can find further guidance on how to use the mapping tool here: [CIOS LNRS](#)

Interaction of the LNRN with BNG

The Defra Biodiversity Metric measures and scores the extent, type and quality of habitats to determine whether the net gain achieved is sufficient and appropriate. Through our extensive mapping work, the Strategy seeks to direct development away from higher nature-value land and incentivise delivery of offsets in the most beneficial locations for nature recovery. The Strategy can support a strategic approach to off-site BNG delivery, agreeing locations to expand and connect existing habitats and provide nature-based solutions. By helping to determine the 'strategic significance' aspect of the biodiversity metric, the Strategy aims to incentivise the delivery of off-site BNG in the LNRN.

Cornwall Design Review Panel

Cornwall Council expects all new development to be of the highest quality, and we are committed to raising the standard of design. The Cornwall Design Guide (CDG) 2021 provides a guide to delivering high quality places in Cornwall. This recognises the important role that the Design Review Panel plays in embedding great design practice.

The new Cornwall Design Review Panel (CDRP) is an independent body comprising architects, urban designers, landscape architects, engineers, transport planners, heritage experts and other design-related professionals. Panel members have a local interest and recognised expertise in their field to provide design support in the assessment of development proposals.

Its purpose is to encourage design excellence and draws on a pool of external design expertise. It should be seen as a forum within which developers and their teams are able to test and refine ideas and is therefore best consulted within the pre-application period. CDRP does not have any statutory planning function but its advice reports are a material consideration in our decision-making.

The nature of the review is proportionate to the scheme and can be used for both large, small-scale and sensitive development. Please see Cornwall Design Review Panel - Cornwall Council for further information on the panel and how to submit a scheme for review.

Access and facilities for Fire Service

Cornwall Council Building Control, Planning and the Fire & Rescue Service have produced guidance on water supplies for firefighting and access for fire appliances. The Guidance can be found on the Council's 'Additional Development Guidance' webpage via the link as follows: <https://www.cornwall.gov.uk/planning-and-building-control/planning-advice-and-guidance/planning-technical-guidance/>

You should note that this letter does not constitute a formal decision by the Council (as local planning authority). It is only an officer's opinion given in good faith, and without prejudice to the formal consideration of any planning application. However, the advice note issues will be considered by the Council as a material consideration in the determination of future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position. It should be noted that the weight given to pre-application advice notes will decline over time and that the Local Planning Authority dispose of pre-application records after three years. Therefore, pre-application

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records that are more than three years old will not hold any weight in the subsequent determination of related planning applications.

Yours sincerely

Ellen Lawrence

**Development Officer
Development Management Service
Tel: 01872 322222
Email: planning@cornwall.gov.uk**