

Pre-Application Planning Support Statement

Proposal: Change of use of a stand-alone building Class C3 (Dwellinghouse) to a business office (Use Class E(g)(i) (Administrative Office)

Business Name: UKWages Limited

Applicant: Mr Danny Butchers & Mrs Samantha Potter

Applicant Contact Details: Tel: 07702091739 E-mail: sam.k.potter@outlook.com

Local Planning Authority: Cornwall Council

Address of Proposed Residence: Tavy View, Carkeel, Saltash, PL12 6NR

1. Background and Purpose of the Proposal

This pre-application submission seeks advice regarding the proposed change of use of an existing stand-alone building located within the residential curtilage of a home we wish to purchase, to serve as the office for UK Wages, a local payroll business employing six members of staff.

The proposed change of use from an existing residential property (Use Class C3) to an administrative office (Use Class E(g)(i)).

The business has strong roots in Saltash, having originally operated under the name Bookwise, founded in 1993 by Mr. Simon Bird. The business runs payroll for many local businesses in the area, such as the Local Parish Councils for Botus Fleming, Pillaton and Landrake. For over 16 years, Bookwise successfully operated from an office on Simon's residential property, providing payroll and account services to the local community and employing the same number of staff. Following a family change in circumstances, the business moved to a rented commercial unit at Carkeel Industrial Estate, Saltash (1 Bridge Court, Kingsmill Road Saltash PL12 6LS). Since taking over the family business, Mr. Danny Butchers has continued its legacy under the new name UK Wages. We now wish to bring the business back to its original home-based setting, combining family life with local employment while creating a sustainable and environmentally responsible workspace.

The current existing use of the site is a self contained form of additional living accommodation for the current owners daughter. The proposal involves no external alterations to the building. Internal reconfiguration includes installation of workstations.

2. Site and Surrounding Context

The property is a detached residential building consisting of a bungalow connected to a separate two-storey contained living space. The property is situated within a primarily residential area to the north and south with small and large commercial units to the east 0.5miles away at Carkeel Industrial estate (where the current office space is rented).

The two-storey building is a stand-alone structure, with a separate entrance to the main bungalow residence. However it is also connected via a utility room to the main dwelling with a locked door that can allow access directly from the main house to the office. See Fig.1 & 2. We would be proposing a change of use for the lower ground floor of the two-storey building from a residential contained annex class C(3) to an administrative office E(g)(i).

The proposed office use is low-impact, involving standard office hours (Mon-Fri 9am-5pm), minimal noise, and no industrial activity. No significant increase in noise, waste generation, or light pollution anticipated.

The site benefits from ample, secure gated parking, accommodating all staff vehicles and our own vehicle, with parking for up to 8 Cars. The property benefits from being a 3min walk to public transport via pavements on a main road.

There are no restrictive covenants on the land preventing commercial use.

3. Proposed Use and Operation

Proposed Use Class: E(g)(i) – Offices to carry out any operational or administrative functions.

Intended Occupier: Administrative business

Number of Staff: 5 full-time employees and 1 Part-time employee.

Hours of Operation: Monday–Friday, 09:00 – 17:00; no weekend operations.

Public Access: The site will not be open to the general public. Visits will be by appointment only.

Deliveries: Minimal; occasional courier deliveries during normal working hours.

4. Physical Works

No major structural works are proposed.

Minor internal alterations to adapt one room for office use - desks, computers, bookcases, printer.

No changes to external elevations, boundary treatments, or roofline.

No signage will be required.

5. Access, and Parking

Existing access arrangements will remain unchanged.

The property benefits from ample, secure gated parking, accommodating all staff vehicles and our own vehicle. See Fig.3. Currently the 6 members of staff arrive at the rented office in 4 cars. A mixture of car sharing and walking. The residence we are looking to purchase has parking within the gate for up to 8 vehicles, with an additional 2 spots within the boundary outside the gate. See Fig.4. This ensures there will be no on-street parking impact or loss of amenity for neighbouring properties. The boundary of the property and parking is screened by shrubbery, ensuring no visual impacts from cars. See Fig.5. The current office only allows parking for 2 vehicles - the rest of the staff have crowded off-street parking, avoiding double yellow lines, with the added worry of HGV's constantly using the road they park on.

6. Local Employment and Travel

All six staff members are Saltash residents living within a four-mile radius of the site. The proposed property is only 0.5 miles from our current premises See Fig.6, allowing staff to continue walking or car sharing, maintaining existing sustainable travel patterns and avoiding any increase in traffic levels. The new location benefits from being a 3 min walk from 2 bus stops (Trelanka & Carkheel Barns), with pavements from the bus stops to the property. Regular bus services are available from Plymouth, Callington, Saltash, Launceston, Merrymeet and Plympton. Offering staff members the choice of public transport to the office. See Fig.7 & 8. The proposed change is not expected to generate significant additional traffic.

7. Rationale for the Change of Use

Financial Sustainability – The business currently pays a higher rent for its commercial premises than our mortgage. Relocating to our property would create long-term financial sustainability, reduce unnecessary overheads, and provide greater security and control over the premises.

Environmental Commitment – As advocates of renewable energy, we intend to install solar panels and electric vehicle (EV) charging points on-site. We currently use an electric car and plan to install car ports for staff use, supporting Cornwall Council's climate change objectives and reducing the business's carbon footprint. The business currently offers a cycle to work scheme, that staff have enquired about, however the risk of leaving bikes on the current rented office street, with no bike racks has deterred them. However at our proposed property, we can install bike racks, and the ample parking is secured by a locked electric gate.

Improved Working Environment – The new office offers a riverside outlook and a quiet, natural setting—promoting staff wellbeing and productivity compared to the current industrial estate location.

Operational Efficiency – By consolidating our living and working environments, we can reduce to one household vehicle, simplify utilities, and improve operational efficiency. The current office space (not including kitchenette and Toilet) is 33.37sqm, and the proposed new office space is 33.07sqm (not including kitchenette and Toilet). So there is no space reduction for staff, yet they benefit from a newly renovated office space, toilet/utility and kitchen including dining & seating (Which they currently do not have). See Fig.9 - 18.

8. Planning Policy Context

This proposal aligns with several key policies in the Cornwall Local Plan: Strategic Policies 2010–2030, including: Policy 2: Spatial Strategy – Supports sustainable development that strengthens local

communities and the economy. Policy 5: Business and Tourism – Encourages the growth and retention of businesses, especially those that support local employment.

Policy 12: Design – Requires development to maintain and enhance the character of its setting.

Policy 27: Transport and Accessibility – Seeks to reduce the need to travel by car and promote sustainable modes of transport.

Policy 23: Natural Environment – Promotes sustainability and environmental protection through renewable energy and reduced emissions.

9. Conclusion

This proposal represents a modest, low-impact change of use that will enable a long-established local business to operate sustainably within the Saltash community. It supports six local jobs, reduces travel and emissions, promotes renewable energy, and ensures no adverse impact on neighbouring properties. The change of use aligns with Cornwall Local Plan objectives for sustainable development, local employment, and environmental stewardship. We respectfully request the Council's feedback and guidance to help shape a formal planning application that aligns with local and national planning policy.



Fig 1 - Connecting utility room from the main dwelling with a locked door that can allow access directly from the main house to the office



Fig 2 - Main dwelling entrance on Left - Office entrance seen on right



FIG 3 - Parking for 8 Cars



FIG 4 - Parking for 2 extra Cars within the boundary outside the gate



FIG 5 - Property and parking is screened by shrubbery

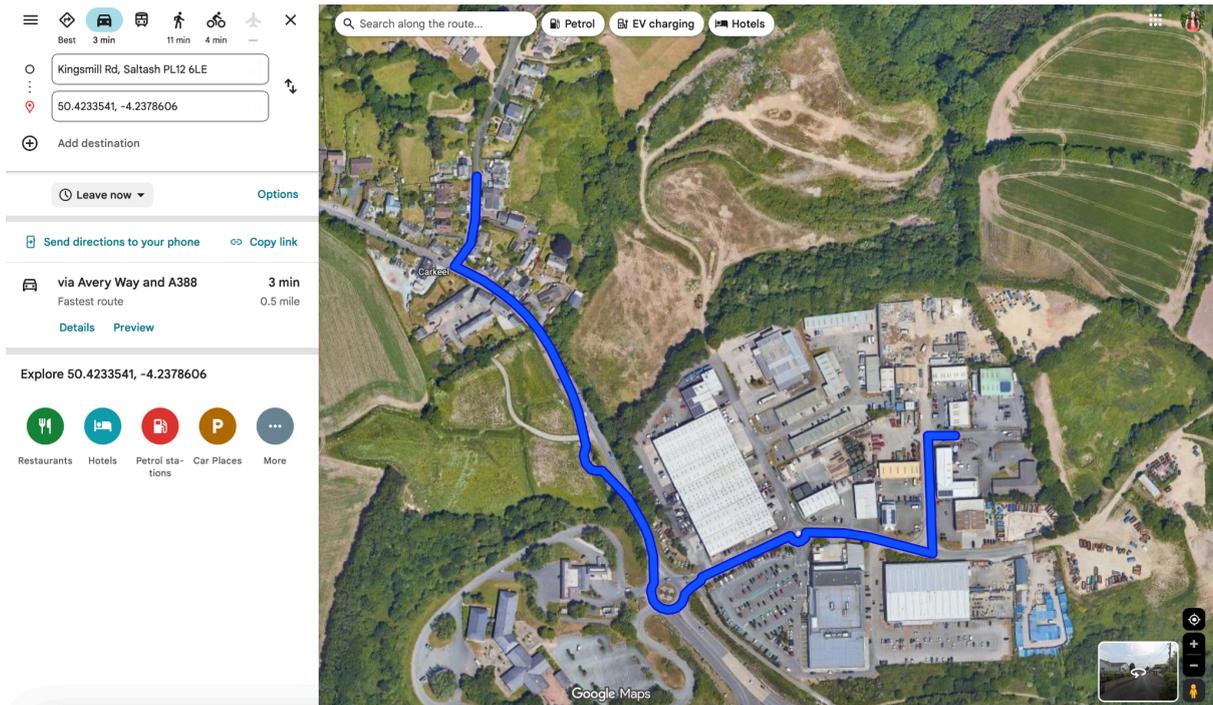


FIG 6 - Rented Office 1 Bridge Court is 0.5miles from proposed property Tavy View

Carkeel Trelanka (E-bound)

Buses point east →

[Map](#) · [Street View](#) · cordwmtd · 0800COA10553



14/10/2025	23:24		Bus services	Nearby stops Map
To	Sched-uled	Ex-pected	12 Plymouth - Callington Go Cornwall Bus	opp Trelanka ← 12 12A 450 451 DC6
12 Plymouth City Centre 2461 - SN16 OGU	23:25	23:27	12A Plymouth - Launceston Go Cornwall Bus	
Wednesday 15 October ↓			450 Saltash Town Service Saltash Red Bus	
			451 Merrymeet - Saltash Saltash Red Bus	
			DC6 Plympton - Duchy College, Sto... Stagecoach South West	

[Contact](#) · [Data sources](#) · [Privacy policy](#) · [Privacy settings](#)

FIG 7 - Bus Stop Trelanka services - 0.1mile from Proposed Property Tavy View

Carkeel Barns (N-bound)

Buses point north ↑

[Map](#) · [Street View](#) · corgatat · 0800COC04312



14/10/2025

23:25

To
12 Callington
2005 - WK18 BVM

↻

**Sched-
uled**
23:43

**Ex-
pected**
23:44

Wednesday 15 October ↓

Bus services

- 12 Plymouth - Callington
Go Cornwall Bus
- 12A Plymouth - Launceston
Go Cornwall Bus
- 450 Saltash Town Service
Saltash Red Bus
- 451 Merrymeet - Saltash
Saltash Red Bus
- DC6 Plympton - Duchy College, Stoke Climsland via Plympt...
Stagecoach South West

[Contact](#) · [Data sources](#) · [Privacy policy](#) · [Privacy settings](#)

FIG 8 - Bus Stop Carkeel Barns services - 0.1mile from Proposed Property Tavy View



FIG 9 - Proposed Property Tavy View - Kitchen/Dining



FIG 10 - Proposed Property Tavy View - Toilet/Utility



FIG 11 - Proposed Property Tavy View - Separate Staff Entrance



FIG 12 - Proposed Property Tavy View - Office Working Space



FIG 13 - Proposed Property Tavy View - Office Working Space & River View



FIG 14 - Proposed Property Tavy View - Office Working Space



FIG 15 - Current office only allows for 2 parking spaces - the rest of the staff have to park on the street, where there are lots of double yellows and HGV's constantly using the road they park on.



FIG 16 - Current Office Kitchenette - No space to sit down to enjoy a break.



FIG 17 - Current Office Toilet - no window to air



FIG 18 - Current Office Space for 6 employees is 33.37sqm, and the proposed new office space is 33.07sqm. (Please note this space is actually smaller due to boxed out area in top right of photo)