



Planning and Development

Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL

Email: planning.enquiries@ashford.gov.uk

Telephone: 01233 331111

Website: www.ashford.gov.uk

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

Mrs

First name

Chloe

Surname

Coleman

Company Name

Colemans Create And Craft

Address

Address line 1

Willow Tree Hair And Beauty

Address line 2

Bromley Green Road

Address line 3

Town/City

Ashford

County

Kent

Country

United Kingdom

Postcode

TN26 2EQ

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Site Area

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

488.00

Unit

Sq. metres

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

Proposed Change of Use – Willow Tree Hair and Beauty to Coleman's Create and Craft Pottery Painting Studio

This application seeks approval for a change of use from the existing permission to operate as a hair and beauty salon to a pottery painting studio.

Key Details:

No physical alterations or building works are proposed. The existing structure, access road, and car park remain unchanged.

The site size remains the same, including the building footprint and external areas.

Internal layout: Public access will be limited to the former hair station area only. Therapy rooms will not be used for public access as part of the studio operation.

Car park: The existing car park has been white-lined to provide 8 marked spaces.

Access: No changes to the existing access arrangements.

Frequency of use: Reduction in number of visitors to the site due to new operating hours and operating model for bookings

This proposal is solely for a change of use to allow the premises to operate as a pottery painting studio. Please refer to the Supporting Statement for further details regarding the intended use and operational arrangements.

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)

27/09/2025

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)

27/09/2025

Existing Use

Please describe the current use of the site

Existing Use of the Site – Willow Tree Hair and Beauty

The site has operated as a hair and beauty salon for over eight years, from 2017 to 2025. The business functioned five days per week with three members of staff:

- * Two hairdressers
- * One beautician

Operating Hours:

- * Monday to Friday: 10:00 – 20:30
- * Saturday: 10:00 – 17:30

The salon operated an ****open booking system****, allowing multiple clients to be scheduled within these hours. On average:

- * Each hairdresser attended to ****two clients every two hours****, equating to ****four clients per two-hour period****.
- * The beautician attended to ****two clients per hour****, equating to ****eight clients per two-hour period in total****.

This resulted in an average of ***30 cars visiting the site per day of operation***.

Public Access Areas:

- * Hair station area with ***four chairs***
- * One therapy room with a ***beauty treatment bed***

The site was consistently used by the public during operating hours and maintained this level of activity throughout its eight-year period of operation from 2017 to 2025.

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):

8

Difference in spaces:

2

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

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.

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

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Over 25 square metres

Please justify the reason why biodiversity net gain does not apply:

BNG is triggered by development that impacts habitats. If the proposal involves no physical works, no demolition, and no changes to external areas, then there is no habitat loss or creation, so the statutory BNG condition under the Environment Act 2021 does not apply. Government guidance includes a de minimis exemption: if the development affects no more than 25 m² of habitat with biodiversity value greater than zero (and no more than 5 m of linear habitat), BNG is not required. A simple change of use with no works typically falls under this exemption.

Reason biodiversity net gain does not apply:

Retrospective planning permission

Please justify the reason why biodiversity net gain does not apply:

No physical change to the site. Complete site remains unchanged internally and externally with no building works being completed. This is a change of use application.

Note: Please read the help text for further information why developments may be exempt or not in scope.

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

If Yes, please provide details:

Waste storage and collection area is sited to the rear of the commercial building and remains unchanged in position from existing use. Waste is managed by a licensed waste handler to sort and recycle waste appropriately.

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

- Yes
- No

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

Use Class:

E(b) - Sale of food and drink for consumption mostly on the premises

Existing gross internal floorspace (square metres) (a):

1.5

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

0

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

1.5

Net additional gross internal floorspace following development (square metres) (d = c - a):

0

Use Class:

E(d) - Indoor sport, recreation, or fitness - Excluding motorised vehicles, firearms, swimming, and skating

Existing gross internal floorspace (square metres) (a):

23.04

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

0

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

23.04

Net additional gross internal floorspace following development (square metres) (d = c - a):

0

Use Class:

E(a) - Display/Sale of goods other than hot food

Existing gross internal floorspace (square metres) (a):

6.1

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

0

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

6.1

Net additional gross internal floorspace following development (square metres) (d = c - a):

0

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	30.64	0	30.64	0

Tradable floor area

Does the proposal include use as a shop (e.g. For the display/sale of goods under Use Class E(a), the sale of essential goods under Use Class F2, or as part of any other use)

- Yes
- No

If yes, please provide details of the tradable floor area:

Use Class:

E(a) - Display/Sale of goods other than hot food

Existing tradable floor area (square metres) (e):

6.1

Tradable floor area to be lost by change of use or demolition (square metres) (f):

0

Total tradable floor area proposed (including change of use) (square metres) (g):

6.1

Net additional tradable floor area following development (square metres) (h = g - e):

0

Totals	Existing tradable floor area (square metres) (e)	Tradable floor area to be lost by change of use or demolition (square metres) (f)	Total tradable floor area proposed (including change of use) (square metres) (g)	Net additional tradable floor area following development (square metres) (h = g - e)
	6.1	0	6.1	0

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- Yes
 No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes
 No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

Use Class:

E(a) - Display/Sale of goods other than hot food

Unknown:

No

Monday to Friday:

Start Time:

10:00

End Time:

21:00

Saturday:

Start Time:

10:00

End Time:

18:00

Sunday / Bank Holiday:

Start Time:

End Time:

Use Class:

E(d) - Indoor sport, recreation, or fitness - Excluding motorised vehicles, firearms, swimming, and skating

Unknown:

No

Monday to Friday:

Start Time:

10:00

End Time:

21:00

Saturday:

Start Time:

10:00

End Time:

18:00

Sunday / Bank Holiday:

Start Time:

End Time:

Use Class:

E(b) - Sale of food and drink for consumption mostly on the premises

Unknown:

No

Monday to Friday:

Start Time:

10:00

End Time:

21:00

Saturday:

Start Time:

10:00

End Time:

18:00

Sunday / Bank Holiday:

Start Time:

End Time:

Industrial or Commercial Processes and Machinery

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

Hazardous Substances

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

Yes

No

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED *****

First Name

**** REDACTED ****

Surname

**** REDACTED ****

Reference

PA/2020/1535

Date (must be pre-application submission)

25/11/2025

Details of the pre-application advice received

Email response following an invited site visit:

During my site visit I referred to your 'Business Purpose & Mission Statement' (attached) which includes a number of statements about how the business will operate and the types of groups that will be targeted by the business. I understand that parts of the Statement are no longer applicable, such as offering workshops to local schools. There is also a booking system in place that only allows for a maximum of 8 cars to park at the site as this is the maximum number of spaces that are available for customers, but this is not mentioned. When you submit your application for retrospective planning permission, please ensure that all of the supporting information is relevant.

You also pointed out during my site visit that the number of people visiting the pottery painting studio is less than the former beauty salon (which you ran) and you provided a breakdown as to why this is the case. When you submit your application for retrospective planning permission, please ensure that this information is provided to support your proposal.

Your change of use application should include an application form, site location plan (1:1250), existing / proposed floor plans and elevations and a supporting statement. This application should be submitted via the Planning Portal. You may wish to refer back to and update the existing / proposed floor plans and elevations submitted under application 20/00130/AS that are available online. Please check the fee with Planning Help – planning.help@ashford.gov.uk

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

Mrs

First Name

Chloe

Surname

Coleman

Declaration Date

26/11/2025

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

Chloe Coleman

Date

01/12/2025