



## 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

St George's Allotment Site  
The Moor  
Melbourn  
Cambridgeshire

## Applicant Details

### Name/Company

Title

Deputy Clerk, Melbourn PC

First name

Alex

Surname

Coxall

Company Name

Melbourn Parish Council

### Address

Address line 1

Melbourn Parish Council

Address line 2

Melbourn Community Hub

Address line 3

30 High Street

Town/City

Melbourn

County

Cambridgeshire

Country

United Kingdom

Postcode

SG8 6DZ

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

### Applicant Contact Details

Planning Portal Reference:

Primary number

Secondary number

Fax number

Email address

## Site Area

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

Unit

## 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

The St George's allotment site at The Moor, Melbourn, is owned and operated by Melbourn Parish Council. The St George's Allotment Association represents the tenants and assists the council through joint inspections to identify maintenance issues, fund raising, etc. The Allotment Association has been awarded grants from South Cambridgeshire District Council and the National Lottery to install a toilet facility and improve site security.

For the toilet facility we propose to install a Kazuba KL2 fully accessible waterless toilet, consisting of a polyethylene toilet bowl inside a cabin with an attached drying chimney. The KL2 cabin has approximately 5 square meters of floor area and is fully accessible to wheelchair users and people with reduced mobility. The cabin comes with grab rails to ensure ease of use. The Kazuba evaporation/drying mechanism and toilet works with no need for water, electricity or chemicals. This, coupled with low maintenance and high capacity, makes Kazuba an eco-friendly alternative to a normal "flushing" toilet, especially for off the grid applications such as allotments.

To improve site security it is proposed to install new fencing and replace the current pedestrian and vehicle entrance gates with more secure ones. The fencing will consist of approximately 155 meters of 1.5m high pointed-top Chestnut pail fencing along the western and northern perimeters. The fence will be secured to top and bottom straining wires attached to red wood pointed stakes 100mm x 2.1m punched 0.6m into the ground.

Three 1.22m wide (maximum height 2.5m) fully meshed lockable pedestrian gates will be installed to replace existing pedestrian gates. One pair of fully meshed lockable vehicle gates at max. 2.5m high x 2.4m wide (total opening width 4.8m) will replace the existing main vehicle access gate from The Moor. One fully meshed lockable vehicle gate at max. 2.5m high x 3.66m wide will replace the current vehicle gate on the northern perimeter.

Has the work or change of use already started?

- ☐ Yes  
☒ No

## Existing Use

Please describe the current use of the site

St George's Allotment Gardens site is in active use as an allotment, with 98 individual garden plots looked after by a thriving community of over 70 registered plot holders and their families. No change of use is planned. There are no permanent buildings on the site at present. Regarding contamination, small pieces of asbestos cement material are occasionally found on the site, therefore in November 2022 Melbourn Parish Council commissioned an Asbestos Management Survey. The survey concluded that the overall risk was classed as "very low" for the site. An Asbestos Management Plan is now in place to guide plot holders who find asbestos cement pieces, to manage its removal, and to reduce the amount of contamination going forward. Both the survey report and the asbestos management plan are attached.

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

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APPLICATION -  
Not valid for  
submission

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

**Type:**

Roof

**Existing materials and finishes:**

Not Applicable

**Proposed materials and finishes:**

Toilet Cabin (Kazuba KL2) Roof Material: WBP PEFC Finnish Birch Ply. High density, north European birch plywood with a phenol external surface. This construction offers excellent stability and high UV resistance in external usage. Cut edges are treated with acrylic to prevent humidity ingress. WBP - Weather and Boil Proof. PEFC - Programme for the Endorsement of Forest Certification. Design Life: 15 yrs min.

**Type:**

Walls

**Existing materials and finishes:**

Not Applicable

**Proposed materials and finishes:**

Toilet Cabin, (Kazuba KL2) Cladding Material: ThermoWood® cladding is produced by heat treating Finnish grown pine to temperatures in excess of 200 degrees Centigrade. During heat treatment, chemical and structural changes occur within the timber which alter and improve some of its basic characteristics. The resulting product is an altogether more durable and stable timber, an ideal material for use in exposed areas such as external wall claddings. Design Life: The heat treatment process enables the use of Scandinavian Redwood in areas requiring a service life of up to 30 years without the need for a chemical preservative. This is twice as long as the Class 3 treated Pine that is typically used for cladding - generally guaranteed for only 15 years against rot. Finish: The exterior finish of the Thermowood will change over time unless varnishes or stains are applied. Stains require lower frequency treatments - a vertical surface such as this would need re-staining every 3-5 years. Our cabin walls are supplied unstained. Environment: ThermoWood is PEFC-certified which ensures the raw material is sourced from sustainable managed forests. Emissions: TVOC (Total Volatile Organic Compounds) values are significantly lower than those for untreated softwoods due to the evaporation of most of the terpenes during heat treatment process.

**Type:**

Other

**Other (please specify):**

Toilet Cabin Frame

**Existing materials and finishes:**

Not Applicable

**Proposed materials and finishes:**

Toilet Cabin, (Kazuba KL2) Frame Material: Galvanised Steel - 50-75 years Anti Corrosion Treatment. Design Life: 25 Years.

**Type:**

Vehicle access and hard standing

**Existing materials and finishes:**

Vehicle Entrance Gate 1: Existing wooden framed farm-style double gate, weathered finish, see attached photo. Vehicle Entrance Gate 2: Existing galvanised steel framed farm style single gate, unpainted, see attached photo.

**Proposed materials and finishes:**

New Vehicle Entrance Gates 1 and 2: Galvanised steel mesh with steel or concrete posts. Colour either unfinished or green.

**Type:**

Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**

Current fences inside western and northern boundary hedges are made from chicken wire attached to wooden posts.

**Proposed materials and finishes:**

Proposed new fencing on western and northern boundaries constructed using chestnut pails secured together with steel wire and attached to red-wood stakes with top and bottom steel straining wire.

**Type:**

Other

**Other (please specify):**

Pedestrian Gates

**Existing materials and finishes:**

Three existing pedestrian gates on western and northern boundary are constructed from wood with natural weathered finish, see attached photos.

**Proposed materials and finishes:**

Three proposed new gates constructed using galvanised steel mesh with steel frames, and either steel or concrete posts. Colour either natural unfinished or green.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Photo from Fowlmere RSPB site of proposed toilet cabin, Kazuba KL2, Ref: SitePhotos.pdf

Photo of current vehicle entrance gates 1 and 2, Ref: SitePhotos.pdf

Photo of current pedestrian gates 1, 2, and 3, Ref: SitePhotos.pdf

## 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

## 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

You may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application.

The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

## 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:

The proposed development does not impact any priority habitat and the area of non-priority on-site habitat impacted is extremely small. The toilet building will impact an area of less than 6 square meters of non-priority scrub habitat. This is less than 0.06% of the total site area. The new gates will be installed in the same position as the existing gates, therefore minimally impacting these non-priority habitats. In addition, the main vehicle gates are over an area of hardcore. Although the proposed Chestnut pail fencing parallels the existing hedges the posts will be outside the hedge boundary, minimally impacting the hedges.

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

Other

No foul sewage will be generated as toilet is a waterless composting system.

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

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:**

Other (Please specify)

**Other (Please specify):**

Sui Generis, toilet floor space

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

0

**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

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

6

| Totals | Existing gross<br>internal floorspace<br>(square metres) (a) | Gross internal floorspace to be lost<br>by change of use or demolition<br>(square metres) (b) | Total gross new internal floorspace<br>proposed (including changes of use)<br>(square metres) (c) | Net additional gross internal<br>floorspace following development<br>(square metres) (d = c - a) |
|--------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|        | 0                                                            | 0                                                                                             | 6                                                                                                 | 6                                                                                                |

**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**Loss or gain of rooms**

Does the proposal include loss or gain of rooms for hotels, residential institutions, or hostels?

☐ Yes☒ No**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**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

Mr

First Name

Michael

Surname

Hammond

Reference

Booking reference is DGQSCKHZHSBA

Date (must be pre-application submission)

21/01/2026

1. Advised that new gates higher than current ones and adjacent to highway would most likely require planning permission.
2. Advised that new fencing adjacent to highway and 1.5m high would most likely require planning permission.
3. Advised that the proposed toilet facility permanently fixed to a concrete base would most likely require planning permission.

## 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

Deputy Clerk, Melbourn PC

First Name

Alex

Surname

Coxall

Declaration Date

19/05/2026

☒ Declaration made

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