

Application EF/24/0212 Yard 91-93 Lingfield Road

Your Reference – DM/25/1689

22nd October 2025

Planning Statement

Our company is growing, and we were aware there was an adjacent room/store that was not being used and was falling into disrepair. We approached the landlord with a proposal to convert the space into an additional office. This was agreed with the Landlord as we were both improving the internal space, but also the external view. The existing folding doors were aged, and showing signs of need replacement.

We then proceeded to engage a local tradesman who came to us and we appointed him to carry out the conversion.

It is important to point out that we were negligent in checking exactly what was needed by way of planning. As we were only converting an existing space, it did not occur to us that this would be needed.

The internal space was cleaned and as there were no structural alterations needed inside or out, work progressed without any hold ups. The area was rewired, dry-lined, floor levelled and decorated. New floor tiles were also installed.

The old aged doors were removed and a new window installed as part of the new front studwork.

The neighbours all commented on how much better the space looks now and were pleased to see that a previously unused space has been turned into useable office.

Note that as before, our staff are asked to only park in front of the office area if there are spaces. If not, they are instructed to park away from Dormans Park Road and walk here. We are very aware of our responsibility to our neighbours.