INDIGO ARCHITECTS

Operational Statement

Change of use of outbuilding from Office to Café

At The Hollies, 105 Bridge Street, Belper, Derbyshire, DE56 1BA

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1.0 INTRODUCTION

This Operational Statement has been prepared in support of a planning application submitted by Shine at the Hollies for the change of use of an outbuilding at The Hollies, 105 Bridge Street, Belper, from office use to a small café.

The proposed café will serve hot drinks, cakes, sandwiches and other light refreshments. Selected items, including soups and paninis, will be reheated on site. The business will primarily provide seating for customers within the building, with takeaway sales also available.

Additional outdoor seating is proposed within the grounds of the adjoining office building, which is also owned by the applicant. The outdoor seating will provide supplementary customer accommodation, subject to the final layout and any necessary planning approvals.

The proposed operation is intended to provide a small-scale café serving local residents, workers and visitors to Belper. The business will operate during daytime hours and will be managed to minimise disturbance to neighbouring occupiers and protect the historic character and setting of the premises.

2.0 DESCRIPTION

The café will operate with one member of staff—with an additional member of staff during busy times—and accommodate up to a maximum of 25 customers at any one time.

The principal activities will comprise:
- Preparation and serving of hot drinks.
- Serving cakes, sandwiches and light refreshments.
- Reheating selected food items, including soups and paninis.
- Indoor customer seating and consumption.
- Takeaway sales.
- Supplementary outdoor seating within the adjoining office grounds.

No full-scale commercial cooking operation is proposed. Food preparation will be limited to activities appropriate to a small café, with selected items reheated using suitable equipment.

Any equipment installed will be appropriate to the proposed operation. Ventilation, extraction, electrical installations and other services will be considered in the context of the building's listed status, with any necessary heritage consents obtained before relevant works are undertaken.

3.0 OPENING HOURS

The proposed opening hours are Monday to Sunday. 7:30 am – 3:00 pm

The café will not operate during the evening or late-night period. These daytime hours are intended to provide a convenient service to local residents, visitors and people working nearby, while limiting the duration of commercial activity each day.

The applicant will manage the business within the proposed hours and ensure that closing activities, waste handling and customer departures are undertaken considerately.

4.0 STAFFING AND CUSTOMER MANAGEMENT

The café will be operated by one member of staff—with an additional member of staff during busy times. The operator will be responsible for the day-to-day running of the premises, including customer service, food hygiene, cleanliness, waste management and compliance with the proposed operating arrangements.

Customer numbers will be managed to remain within the anticipated maximum capacity of 25 people at any one time. The majority of customers are expected to use the indoor seating, with outdoor seating providing an additional option where appropriate.

Takeaway sales will also be offered. Customers collecting takeaway orders will be managed so that queuing does not obstruct the entrance, pavement or access to neighbouring properties.

5.0 OUTDOOR SEATING

The proposal includes supplementary outdoor seating within the grounds of the adjoining office building, which is also owned by the applicant.

The outdoor seating is intended to complement the café's indoor accommodation and provide customers with the opportunity to consume refreshments outside in suitable weather.

The seating area will be managed to maintain a tidy appearance and minimise noise and disturbance. Tables and chairs will be arranged so that pedestrian movement and access to the adjoining premises remain unobstructed.

6.0 ACCESS AND PARKING

The premises are located on Bridge Street, Belper, with local authority parking available adjacent to the site. In addition, one car parking space has been allocated for staff use.

The existing local authority parking provision is expected to provide a convenient option for customers arriving by car. However, it is anticipated that the principal modes of transport to the café will be walking, cycling and public transport, reflecting the intention to serve local residents, workers and visitors to the area. The applicant will encourage sustainable travel wherever practicable.

The scale of the business, with one member of staff—with an additional member of staff during busy times— and a maximum anticipated customer capacity of approximately 25 people, is intended to support a modest level of activity. The allocation of one staff parking space will accommodate the parking needs of the member of staff, while customers will be encouraged to use sustainable modes of transport or appropriate existing public parking facilities where necessary.

7.0 NOISE AND NEIGHBOURING AMENITY

The café will operate between 7:30 am and 3:00 pm daily. Potential noise sources will primarily comprise customer conversation, staff activity, the preparation and serving of refreshments and the movement of furniture.

The applicant will manage the premises responsibly to minimise disturbance to neighbouring properties. In particular:
- Customer activity will be managed within the available seating areas.
- Outdoor seating will be used considerately, with unnecessary noise minimised.
- No external amplified music or entertainment is proposed as part of the described operation.
- Deliveries, waste handling and closing activities will be undertaken with consideration for neighbouring occupiers.
- Doors and windows will be managed responsibly to limit avoidable noise transmission.

The proposed daytime hours and small staffing complement are intended to support a café operation that can coexist with surrounding uses.

8.0 FOOD PREPARATION, VENITLATION AND ODOUR

The café will serve hot drinks, cakes, sandwiches, soups, paninis and similar refreshments. Some items will be reheated on site, but no full-scale cooking operation is proposed.

The final equipment specification will determine the ventilation and odour-control requirements. Any necessary ventilation or extraction arrangements will be designed with particular regard to the listed building's historic fabric and appearance.

The applicant will seek to avoid unnecessary alterations to historic masonry, windows, doors, roof coverings or other features of architectural or historic interest. Any proposals for new ductwork, external vents, flues or equipment affecting the building will be assessed separately, and the relevant consents obtained where required.

Food storage, preparation and reheating will be undertaken in accordance with applicable food hygiene requirements.

9.0 WASTE MANAGEMENT

Waste will primarily comprise food packaging, paper products, takeaway containers and general café waste.

The operator will ensure that waste is stored hygienically in suitable receptacles and removed through appropriate collection arrangements. Waste will not be allowed to accumulate at the entrance, within the outdoor seating area or in other publicly visible areas.

The premises and surrounding frontage will be maintained in a clean and orderly condition. Waste storage and collection arrangements will be designed to minimise litter, odour and disturbance.

10.0 CONCLUSION

The proposed operation will be modest in scale, with one member of staff—with an additional member of staff during busy times—, a maximum anticipated customer capacity of approximately 25 people and opening hours of 7:30 am to 3:00 pm, seven days a week. The café will principally serve customers indoors, offer takeaway sales and provide supplementary outdoor seating within the adjoining office grounds.

Selected food items will be reheated on site, but no full-scale cooking operation is proposed. The business will be managed to minimise noise, litter, odour and disturbance and to maintain appropriate access and parking arrangements.