MANCHESTER CITY COUNCIL
Planning
Telephone: 0161 234 4516
planning@manchester.gov.uk
PO Box 532 Town Hall
Manchester M60 2LA

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

7 Virginia House, First Floor

Address Line 1

Great Ancoats Street

Address Line 2

Address Line 3

Manchester

Town/city

Manchester

Postcode

M4 5AD

Description of site location must be completed if postcode is not known:

Easting (x)

384691

Northing (y)

398688

Description

Applicant Details

Name/Company

Title

First name

Saliha

Surname

Lefevre

Company Name

Alliance Francaise de Manchester

Address

Address line 1

Alliance Francaise de Manchester

Address line 2

Beaver House, 125 Portland Street

Address line 3

Town/City

Manchester

County

Country

United Kingdom

Postcode

M1 4QD

Are you an agent acting on behalf of the applicant?

◯ Yes
⊘ No

Applicant 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).

218.30

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

The proposal seeks planning permission for a change of use from Class E(g)(i) (office) to Class F1(a) (education) within the existing first-floor accommodation at Virginia House, 5 Great Ancoats Street, Manchester.
The proposed use will operate as an educational adult language school. The works are limited to internal, non-structural alterations only, with no external or elevational changes proposed.
Internally, the space will be reconfigured using lightweight partition walls to create:
• Six classrooms,
• Two offices, and
• Associated circulation and support space.
The existing sanitary provision will be enhanced, with the number of toilets increased from two to four, improving accessibility and capacity to align with the proposed educational use and current standards.
The internal refurbishment will focus on creating a modern, high-quality and fit-for-purpose learning environment, including updated finishes, lighting and layouts. All works will be fully reversible, allowing the space to return easily to office use in the future if required.
The proposal represents a sensitive and appropriate reuse of the existing accommodation, making efficient use of the building while maintaining its overall employment function

Has the work or change of use already started?

◯ Yes
⊘ No

Existing Use

Please describe the current use of the site

The site currently comprises first-floor office accommodation (Use Class E(g)(i)), arranged predominantly as open-plan office space, with a limited number of enclosed rooms.
The existing internal layout includes:
• Three small offices,
• One kitchen, which is dated in appearance and specification, and
• Two toilet facilities.
The remainder of the floorplate is open plan, providing a flexible internal arrangement that lends itself well to reconfiguration.
Internally, the finishes are tired and dated, with existing carpets, wall finishes and lighting no longer reflecting modern workspace standards.
The lighting installation is of an older specification and does not provide the level of efficiency or quality typically expected in contemporary premises.
Overall, the site would benefit from internal refurbishment and modernisation, including updated finishes, improved lighting and a more efficient internal layout, to ensure the long-term effective use of the accommodation.

Is the site currently vacant?

- [x] Yes
- [ ] No

If Yes, please describe the last use of the site

The premises were last occupied by MacPeople Digital Training, operating from the first floor as office and training accommodation.
The internal layout at the time of occupation comprised:
• Three enclosed offices, and
• A largely open-plan area, accommodating desks and workstations for staff.
The space functioned in a conventional office-style arrangement rather than a contemporary educational environment. The internal fit-out and finishes were functional but dated, with limited subdivision beyond the three offices and no modern training or classroom layout in place.
Overall, the previous use made utilitarian use of the space but did not reflect current standards in terms of layout, appearance or modern workspace or learning design.

When did this use end (if known)?

15/04/2026

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
- [x] No

Land where contamination is suspected for all or part of the site

- [ ] Yes
- [x] No

A proposed use that would be particularly vulnerable to the presence of contamination

- [ ] Yes
- [x] No

Materials

Does the proposed development require any materials to be used externally?

- [ ] Yes
- [x] 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

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:
The proposal comprises a change of use and internal, non-structural alterations only within an existing first-floor unit. No external works are proposed and there will be no impact on land, habitats or biodiversity. The Biodiversity Net Gain requirement therefore does not apply.

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:

- [x] Mains sewer
- [ ] Septic tank
- [ ] Package treatment plant
- [ ] Cess pit
- [ ] Other
- [ ] Unknown

Are you proposing to connect to the existing drainage system?

- (x) Yes
- ( ) No
- ( ) Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

The premises are already connected to the existing mains sewer via the building's established drainage system. No new external drainage works are proposed. Foul drainage arrangements are unchanged and will continue to utilise the existing communal building drainage, as shown on the existing and proposed first-floor layout drawings.

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- (x) Yes
- ( ) No

If Yes, please provide details:

The proposed development will utilise the existing waste storage and collection arrangements serving the building. Internal provision will be made within the first-floor unit for the temporary storage of operational waste, generated primarily from teaching, office activities and staff use. Waste volumes associated with the proposed educational use will be modest and comparable to the lawful office use. All waste will be transferred from the unit to the existing communal waste storage areas within the building and collected by the established external waste contractor, in accordance with current management arrangements. No new external waste storage facilities are required as part of the proposal.
Access for waste collection vehicles will remain unchanged.

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

- [x] Yes
- [ ] No

If Yes, please provide details:

Arrangements will be made for the separate internal storage and segregation of recyclable and non-recyclable waste within the first-floor accommodation. Clearly designated internal receptacles will be provided for recyclable materials such as paper, cardboard and mixed recyclables, alongside general waste.
Recyclable materials will be transferred to the existing communal recycling facilities provided for the building and collected as part of the established waste and recycling service. The proposed arrangements ensure effective separation, storage and collection of recyclable waste in line with best practice and local waste management requirements.

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- [ ] Yes
- [x] No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- [ ] Yes
- [x] 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
- [x] No

Employment

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

- [ ] Yes
- [x] 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

***** REDACTED ******

First Name

***** REDACTED ******

Surname

***** REDACTED ******

Reference

Career Graded Planning Officer

Date (must be pre-application submission)

20/04/2026

Details of the pre-application advice received

Mr Pearson has assessed the information provided in regard to Virginia House. The Local Planning Authority's (LPA) preferred location for the proposed use would be that of Virgina House, 5 Great Ancoats Street, provided that elevational alterations will not be required e.g. introduction of louvres etc

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?

- [x] Yes
- [ ] No

If yes, please provide details of their name, role, and how they are related:

***** REDACTED ******

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
- [x] No

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- [x] Yes
- [ ] No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- ☑ **I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or**
- ○ **The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.**

*** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant:
***** REDACTED ******

House name:
Virginia House

Number:
7

Suffix:

Address line 1:
Great Ancoat street

Address Line 2:

Town/City:
Manchester

Postcode:
M4 5AD

Date notice served (DD/MM/YYYY):
21/04/2026

Person Family Name:

Person Role

- ☑ The Applicant
- ○ The Agent

Title

First Name

Saliha

Surname

Lefevre

Declaration Date

21/04/2026

☑ 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

Saliha Lefevre

Date

22/04/2026