Development Management
Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN
Tel: 023 8068 8264 www.eastleigh.gov.uk
Office hours: Mon-Thurs 8.30am - 5pm, Friday 8.30am - 4.30pm

EASTLEIGH BOROUGH COUNCIL

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

Southampton Mail Centre

Address Line 1

Mitchell Way

Address Line 2

Address Line 3

Hampshire

Town/city

Eastleigh

Postcode

SO18 2XX

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

Easting (x)

444888

Northing (y)

116746

Description

Applicant Details

Name/Company

Title

Mr

First name

Isthaque

Surname

Khan

Company Name

Royal Mail

Address

Address line 1

185 Farringdon Road

Address line 2

Address line 3

Town/City

London

County

Country

Postcode

EC1A 1AA

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Applicant Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

Agent Details

Name/Company

Title

Mr

First name

Isthaque

Surname

Khan

Company Name

Royal Mail

Address

Address line 1

185 Farringdon Road

Address line 2

Address line 3

Town/City

London

County

Country

United Kingdom

Postcode

EC1A 1AA

Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

Site Area

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

25680.00

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

NOTE: The marquees as detailed below is to handle the xmas pressure for Royal Mail for this time of year. The same time annually, a temporary marquee will be required for around 14 weeks. Can I please request that a 5 year permit / agreement be put in place so that we don't have to go through planning
permission for the exact same structure and requirements every year.

Temporary erection of a 15 x 20m marquee a to accommodate Christmas pressure at Royal Mail. The marquee is required on site from the 1st of October and will be in place for 14 weeks with a dismantle date of the 13th of January.

A permanent 10x15m marquee will also be on the 1st of October 2026 for another five years to support the day to day operations of the mail centre.

Description of the proposal:
The temporary structure will be located in the yard North East of Southampton's Main Royal Mail building which is circa 20m from the runway at Southampton airport.

The permanent structure will be located behind the York store south of Southampton's Main Royal Mail building which is crica 100m from the runway at Southampton.

The structures will both comprise an aluminium A frame cladding with insulated composite wall and roof panels, the structure will be fixed to the concrete service yard using expanding anchor bolts, in addition a 3 x 3m link will also be provided from the marquee to the main Royal Mail Building. The marquee will be supplied with lighting, heating and a wind speed alarm.

The marquees will be used for general sorting and other associated activities involved with Christmas pressure works and support the day to day works of the mail centre.

Has the work or change of use already started?

◯ Yes
⊘ No

Existing Use

Please describe the current use of the site

The general current use of the site is a Royal Mail Mail Centre. The proposed area for the marquee is currently being used as a yard for vehicle movement and deliveries.

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?

- [x] Yes
- [ ] No

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

Type:
Walls

Existing materials and finishes:

Proposed materials and finishes:
Aluminium A frame cladding marquee with 40mm thick insulated composite wall. - Colour White

Type:
Roof

Existing materials and finishes:

Proposed materials and finishes:
Insulated composite roof panels. - Colour White

Type:
Lighting

Existing materials and finishes:

Proposed materials and finishes:
20no. 5ft Double Strip Lights (Internal)

Type:
Doors

Existing materials and finishes:

Proposed materials and finishes:
Metal roller shutter. 5m width. - Colour White 2no insulated double doors, finished to match structure.

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

- [x] Yes
- [ ] No

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

Southampton Marquees Block Plan
Southampton Marquees Site Plan
Elevations Marquee 10x15
Elevations Marquee 15x20 (1 of 2)
Elevations Marquee 15x20 (2 of 2)

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- [ ] Yes
- [x] 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)

Do you confirm that the development falls below the impact threshold and that no onsite priority habitats are impacted?:
Yes

Please justify the reason why biodiversity net gain does not apply:
The proposed development comprises one permanent marquee and one temporary marquee located entirely on existing hardstanding within an operational Royal Mail Mail Centre. The development will not result in the loss, degradation or alteration of any habitat, priority habitat, hedgerow, tree, watercourse or other ecological feature. The site consists of sealed surfaces with negligible biodiversity value, and no habitats with biodiversity value greater than zero will be affected. The proposal therefore meets the de minimis exemption criteria and does not give rise to any measurable biodiversity impact.

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

Evidence for 'de minimis' exemption claim

Government guidance strongly encourages the provision of evidence (e.g. plans and metric calculations) to allow the local authority to validate your exemption claim, even where the site is zero rated. Failure to submit sufficient information may result in your application being deemed invalid, delaying progress until it is provided.

Please provide the pre-development biodiversity value of onsite habitats on the date of calculation

Please provide the date the onsite pre-development biodiversity value was calculated

dd/mm/yyyy

This should be either the date of the application, or an earlier proposed date

Please provide the projected post-development biodiversity value

Please provide the reference for any document or supporting file (for example, the completed biodiversity metric calculation) that supports the values and justification above and will allow the local planning authority to confirm that the impact on on-site habitats falls below the de minimis threshold, taking into account any on-site priority habitats.

Foul Sewage

Please state how foul sewage is to be disposed of:

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

Other

Marquee not to be fitted with welfare facilities. WC's within the Royal Mail Building to be used.

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

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

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?

- [x] Yes
- [ ] No

E.g. All the land is owned by a single individual who is the applicant; or multiple individuals who are all listed as applicants.
Answer 'No' if any of the land has any owner who is not an applicant.

Is any of the land to which the application relates part of an Agricultural Holding?

- [ ] Yes
- [x] 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
- [x] The Agent

Title

Mr

First Name

Isthaque

Surname

Khan

Declaration Date

09/07/2026

- [x] 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

Isthaque Khan

Date

14/08/2026