CYNGOR TREF Y BARRI
BARRY TOWN COUNCIL

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PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PLANNING COMMITTEE WILL BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY TUESDAY 17 NOVEMBER 2026 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

This is a public meeting and any resident of Barry may attend in person or remotely; for remote access details, please contact info@barrytowncouncil.gov.uk Should members of the public wish to address the Committee in relation to any of the planning applications set out below, they will need to raise their hands when the application in question is reached. The Chairperson will then seek the Committee's permission to allow them to address Councillors on the application about to be discussed.

Yours faithfully

Rachel Honey-Jones
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**

2. **To receive declarations of interest under the Council's Code of Conduct** (Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours before the meeting)

3. **Well-being of Future Generations (Wales) Act 2015**
(To Note)

Planning Committee members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure ***that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

4. **Standing Order 3(o)** **(To Note)**

The use of cameras, camcorders and other recording devices in all Council, Committee and Sub-Committee meetings is expressly forbidden, with the exception of any formal recording of proceedings in accordance with the Council's policy, should the Council instigate such a policy.

5. **To approve the minutes of the Planning Committee's Meeting's held on 28 October 2026.**
(Pages 2485 - 2490)

Planning Issues

6. **To consider Planning Applications:**
(Pages 2491 - 2498)

a) Planning Application No. 2026/00617/FUL – Proposed new fence/ wall to the front of Brynhill Car Park and erection of 6no. 5m flagpoles with flags at Brynhill Golf Club, Little Brynhill Lane, Barry

b) Planning Application No. 2026/00703/RG3 – Change of use to events space for a period of 18 months at Former Wilkinson, 59-71 Holton Road, Barry

c) Planning Application No. 2026/00732/FUL – Renewal of planning app 2021/01365/FUL - Erection of a single-storey side extension and associated alterations to existing dwelling. Including external improvements and the installation of a solar photovoltaic panels at 8 Lakeside, Barry

d) Planning Application No. 2026/00777/FUL – Proposed single storey rear extension & loft conversion, including demolition of existing rear extension at 61 Phyllis Street, Barry

7. **To consider Tabled Applications** **(To follow)**

a) Planning Application No.2026/00693/FUL – Proposal is to use derelict land within the Dow Silicones Plant to build a new shelter to house new steam boilers. Currently the site is hard-paved and drains to the existing Dow site sewer system. New drainage will link to the same system, and no new paved areas will be added at Dow Corning, Cardiff Road, Barry

8. **Local Planning Authority Decisions** **(Page 2499 - 2500)**

9. **Notification of a Premises Licence Review**
(Pages 2501 - 2502)

10. **Applications Dealt with Under Delegated Powers** – **For information only**
(None)

11. **Date of Next Meeting**
The date of the next Planning Committee is scheduled for Tuesday 8 December 2026

Distribution

Electronic notification of summons and front-page Agenda to all Committee members. Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and on the Town Council Website – www.barrytowncouncil.gov.uk

This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—
(a)the names of the members who attended the meeting, and any apologies for absence.
(b)any declarations of interest.
(c)any decision taken at the meeting, including the outcomes of any votes.
Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within seven working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 28 OCTOBER 2026 AT 7:00PM

PRESENT: Councillor S Hodges (Chair) together with Councillors Ball, Collins and Hennessy.

ALSO PRESENT: Chief Officer
Administrator
Councillor N Hodges – Observer
Councillor Johnson – Observer

PL617. **APOLOGIES FOR ABSENCE**

Apologies received from Councillor EJ Goodjohn.

PL618. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

Councillor Hennessy declared a declaration of interest in regard to item 9, Premises Licence Applications received due to being a member of the Vale of Glamorgan Council's Licencing Committee.

The Chair requested clarification from the Chief Officer regarding the applicant for Item 6(b), who is a Barry Town Council Councillor.

The Chief Officer confirmed that, as the Councillor concerned was not present at the meeting, therefore was no prejudicial interest.

PL619. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: That the Well-being for Future Generations (Wales) Act 2015 be received and noted.

PL620. **STANDING ORDER 3(O)**

RESOLVED: That Standing Order 3(o) be received and noted.

PL621. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 22 SEPTEMBER AND 6 OCTOBER 2026**

RESOLVED: That the minutes of the Planning Committee meetings held on 22 September and 6 October 2026 be approved and signed as a correct record.

PL622. **TO CONSIDER PLANNING APPLICATIONS**

a) Planning Application No. 2026/00419/FUL
Location: 59 Tydfil Street, Barry
Development: Remove existing main terracotta clay tiled roof and replace with slate tiles. Replace patio doors in lounge with wider sliding doors. Cover entire existing fibreglass flat extension roof with rubber covering and replacement of fascia.

RESOLVED: No objection.

b) Planning Application No. 2026/00591/FUL
Location: Land to the west of Woodham Park, Barry
Development: Development of 4no. houses.

The Chair commented that the application had a lengthy planning history and requested that the plans be presented to Members, along with an overview of the proposed development.

The Chief Officer presented the existing plans and the proposed development plans to the committee.

Councillor Hennessy informed Members that he was aware of one resident who had raised an objection to the proposal.

The Chair commented that the plans differed from those submitted as part of previous applications.

Councillor Hennessy stated that he would be happy to follow the Officer's recommendation and raised no concerns regarding the proposal.

RESOLVED: That the Committee raises no objection to the proposed development in principle, noting that it is unclear whether the application has fully addressed Reasons for Refusal 1 and 2 from the previous planning application. The Committee further notes that the reduction in front off-street parking and the introduction of landscaping seek to address Reason for Refusal 3. The Case Officer is requested to satisfy themselves that the current proposal has adequately overcome the previous reasons for refusal and the reasons for which the appeal was dismissed by PEDW.

c) Planning Application No. 2026/00619/FUL
Location: Lloyds Pharmacy, 99 Holton Road, Barry
Development: Conversion of existing un-used office space over first and second floors to provide 3no. apartments with rooftop amenity space.

The Chair stated that she has concerns regarding the rooftop amenity space therefore requested to see the proposed plans.

The Chief Officer presented the plans to the committee.

Councillor Johnson informed the Committee that a decision had already been determined by the Vale of Glamorgan Council.

The Chief Officer agreed with the Vale of Glamorgan Council's comments regarding safety concerns associated with the lighting at the entrance to the property.

RESOLVED: That the Committee raises no objection to the application, subject to the Case Officer being satisfied that the concerns raised regarding the proposed access arrangements, including adequate lighting, natural surveillance and the safety of residents and visitors, have been appropriately addressed.

d) Planning Application No. 2026/00703/RG3
Location: Former Wilkinson, 59-71 Holton Road, Barry
Development: Change of use to events space for a period of 12 months

Councillor Johnson informed the Committee that a variation had since been submitted to extend the period of use to 18 months and that he is happy to welcome the proposed.

RESOLVED: No objection.

e) Planning Application No. 2026/00704/FUL
Location: 3 Wessex Place, Barry
Development: Single storey rear extension and first floor rear dormer extension

The Chair requested that the proposed plans be presented to Members for consideration.

The Chief Officer presented the plans.

The Chair acknowledged the Planning Officer's concerns regarding potential overlooking but commented that it would be difficult to raise an objection given that neighbouring properties have done similar.

The Chair confirmed that she would be happy about the Planning Officers concerns regarding overlooking to be formally submitted.

RESOLVED: That the Committee raises no objection to the proposed extension in principle; however, concerns are raised regarding the potential for overlooking of the neighbouring property from the proposed roof terrace. The Case Officer is requested to consider these concerns when determining the application.

f) Planning Application No. 2026/00708/FUL
Location: 38 Caradoc Avenue, Barry
Development: Single storey extension to the front and side elevation

RESOLVED: No objection.

g) Planning Application No. 2026/00719/FUL
Location: 34 Clos Y Rheilffordd, Barry
Development: Proposed garage conversion, with window to replace garage door, to existing domestic dwellinghouse

RESOLVED: No objection.

h) Planning Application No. 2026/00750/FUL
Location: 40 Marine Drive, Barry
Development: Single storey, pitched roof, rear infill extension. All finishes to match existing

RESOLVED: No objection.

i) Planning Application No. 2026/00763/FUL
Location: 31 Colcot Road, Barry
Development: Proposed rear dormer loft conversion extension with hip to gable and existing detached garage converted to garden room, gym, shower room and storage to existing domestic dwellinghouse

Councillor Hennessy commented that, given the scale of the property and that similar developments have been done at neighbouring properties, he did not consider there to be any issues with the proposed development.

RESOLVED: No objection.

j) Pre Planning Application
Location: Church Road, Barry, CF631LL
Development: Removal of existing 17.65m high P8 pole supporting H3G equipment and replacement with a 20m high P7.3 pole supporting H3G & VMO2 equipment, removal and replacement of wraparound cabinet, installation of half bowler cabinet, installation of AAOB cabinet, internal cabinet works

The Chair commented that a mast was already in place in the same area and that the current proposal appeared to be an upgraded version, with an increase in height and overall size. The Chair suggested that the proposed mast be painted green, as is the existing mast, to help it blend in with the surrounding area.

RESOLVED: That the Committee raises no objection to the proposal, subject to the mast being painted green to help it blend in with the surrounding area.

k) Planning Application No. 2026/00119/FUL
PEDW Reference: CAS-05314-D1L1C7 (Appeal)
Location: 15 Borough Avenue, Barry CF62 9UW
Development: Placing a static home on the current hard standing as additional accommodation for family members/visitors

RESOLVED: That Members received and noted the appeal.

PL623. **TO CONSIDER TABLED APPLICATIONS**

None received.

PL624. **LOCAL PLANNING AUTHORITY DECISIONS**

RESOLVED: That the Local Planning Authority Decisions be received and noted.

Councillor Hennessy left the meeting at 7:27pm

PL625. **NOTIFICATION OF A PREMISES LICENCE REVIEW**

Application for a Grant of Premises Licence – Morden's Bakery & Café Ltd

Councillor Ball commented that the café looks nice and modern and that others on the street have done similar.

The Chair commented that the application was likely intended to allow the premises to offer afternoon teas, including prosecco.

Councillor Collins agreed, adding that the premises would also be able to offer private hire and host evening events

RESOLVED: No objection.

PL626. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None Received.

PL627. **DATE OF NEXT MEETING**

The date of the next Planning Committee is scheduled for Tuesday 17 November 2026.

Meeting closed at 7:30 pm.

Signed……. (Chairperson) Dated……...

BARRY TOWN COUNCIL

PLANNING COMMITTEE – 17 November 2026

EFFECTIVE DATE OF RECEIPT – 03 November 2026

COMMENTS DEADLINE – 24 November 2026

APPLICATION NO. (S)	2026/00617/FUL
LOCATION	Brynhill Golf Club, Little Brynhill Lane, Barry
WARD	Dyfan
APPLICANT	Mr Scott Warne, Brynhill Golf Club
PROPOSED DEVELOPMENT	Proposed new fence/ wall to the front of Brynhill Car Park and erection of 6no. 5m flagpoles with flags

BACKGROUND

The application site is situated at Brynhill Golf Club, Little Brynhill Lane. The site is accessed from Port Road East. The golf club building is within the settlement boundary of Barry, however the wider site is outside the settlement boundary within open countryside. The wider site is also within the Dyffryn Basin and Ridge Slopes Special Landscape Area (SLA).

PROPOSAL

Planning permission is sought for the replacement of the existing fence along Port Road East adjacent to the car park. The existing fence consists of timber post and rail. The proposed fence consists of oak coloured plastic cladding, with the Brynhill logo at regular intervals (every other panel). The fence measures approximately 1.2 metres high and also includes a bath stone masonry section with the Brynhill logo. The stone section measures approximately 1.8 metres at its highest point. The proposal includes the erection of 6 flagpoles adjacent to the fence. The flagpoles measure approximately 5 metres in height and consist of the Brynhill logo and the Welsh flag.

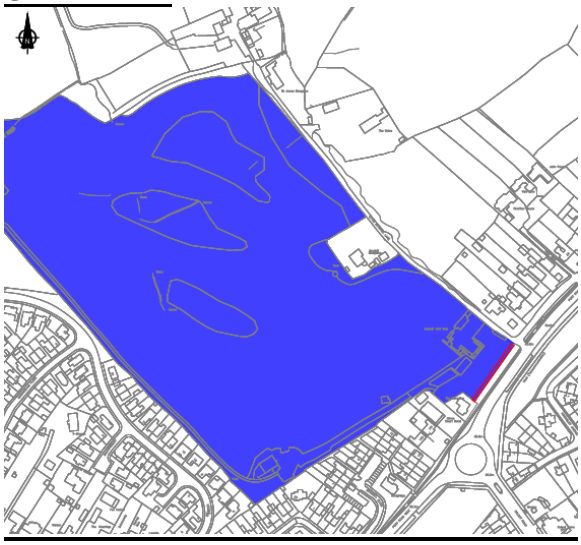
BIODIVERSITY

Paragraph 6.4.5 of Planning Policy Wales (Edition 12, 2024) states that “Planning authorities must seek to maintain and enhance biodiversity in the exercise of their functions. This means development should not cause any significant loss of habitats or populations of species, locally or nationally and must provide a net benefit for biodiversity…….”. The Vale of Glamorgan have noted this requirement and now seek to ensure that all future proposals for development comply with PPW11 and result in a net benefit for biodiversity.

RECOMMENDATION

No objection.

SITE PLAN



BARRY TOWN COUNCIL

PLANNING COMMITTEE – 17 November 2026

EFFECTIVE DATE OF RECEIPT – 23 October 2026

COMMENTS DEADLINE – 13 November 2026

APPLICATION NO. (S)	2026/00703/RG3
LOCATION	Former Wilkinson, 59-71 Holton Road, Barry
WARD	Buttrills
APPLICANT	Vale of Glamorgan Council
PROPOSED DEVELOPMENT	Change of use to events space for a period of 18 months.

BACKGROUND

The application site occupies a corner plot bound by Holton Road to the front, Richard Street and Evans Street to each side and a lane to the rear. The site was previously used as a retail store 'Wilkinsons' however is currently vacant. The site is within the District Shopping Centre.

PROPOSAL

Planning permission is sought for the change of use of the existing property to an events space, for a temporary period of 18 months. The Vale of Glamorgan Council purchased the site in January 2026. Proposed employees vary depending on the event. Hours of operation are 08.00 to 20.00 hours Monday to Thursday, 08.00 to 23.00 hours Saturday and 10.00 to 18.00 hours Sunday and Bank Holidays. There are no designated off street car parking spaces, however the site is within a sustainable location served by public transport links. The application is supported by a marketing report, which confirms there has been little interest in the unit in the 3 years it was marketed.

This is an amended application which has recently been considered by Barry Town Council. The original submission proposed a period of 12 months, which has been amended to 18 months. A revised access statement has also been submitted.

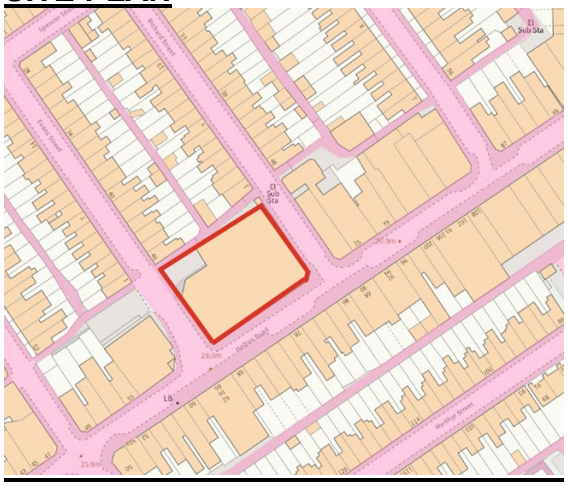
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RECOMMENDATION

No objection.

SITE PLAN


Spencer Street
Richard Street
Evans Street
Hobart Road
Merthyr Street
El Sub Sta
LB

BARRY TOWN COUNCIL

PLANNING COMMITTEE – 17 November 2026

EFFECTIVE DATE OF RECEIPT – 27 October 2026

COMMENTS DEADLINE – 17 November 2026

APPLICATION NO. (S)	2026/00732/FUL
LOCATION	8 Lakeside, Barry
WARD	Baruc
APPLICANT	Mr Chris Jennings
PROPOSED DEVELOPMENT	Renewal of planning app 2021/01365/FUL - Erection of a single-storey side extension and associated alterations to existing dwelling. Including external improvements and the installation of a solar photovoltaic panels.

BACKGROUND

The application site relates to a two storey, semi-detached dwelling situated at 8 Lakeside, within the settlement of Barry. The dwelling is significantly set back from the road frontage with an enclosed front garden and a driveway to the side gaining access to an attached garage. The rear of the site adjoins dwellings at The Parade. The site is also within the Barry Marine Conservation Area.

PROPOSAL

Planning permission is sought for the renewal of planning application, reference 2021/01365/FUL, which approved 'Single storey side and rear extension including whole house including the installation of solar panels'. The application approved a single storey rear extension, improvements to the front conservatory including the replacement of windows, PVC roofing with slate and the installation of solar panels on the front roof slope. Work has not yet commenced on the approved development and the application is due to expire, which is the reason for the renewal.

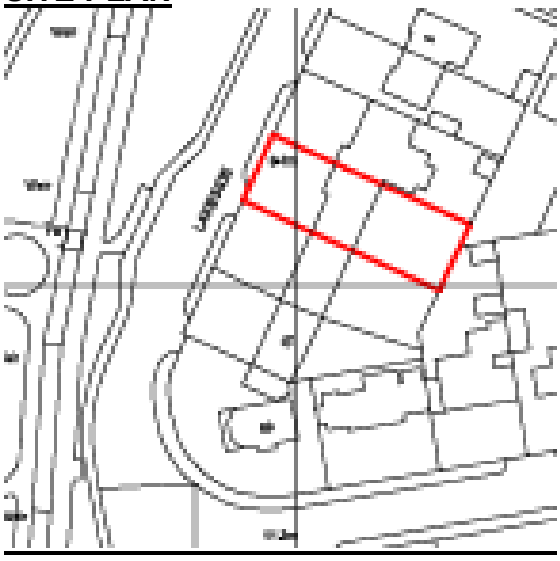
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RECOMMENDATION

No objection.

SITE PLAN



BARRY TOWN COUNCIL

PLANNING COMMITTEE – 17 November 2026

EFFECTIVE DATE OF RECEIPT – 21 October 2026

COMMENTS DEADLINE – 11 November 2026

APPLICATION NO. (S)	2026/00777/FUL
LOCATION	61 Phyllis Street, Barry
WARD	Baruc
APPLICANT	Mr Peter Walker
PROPOSED DEVELOPMENT	Proposed single storey rear extension & loft conversion, including demolition of existing rear extension

BACKGROUND

The application site relates to a two storey, terraced dwelling which is situated at 61 Phyllis Street, within the settlement of Barry. The dwelling fronts directly onto the pavement. The rear of the site adjoins a play area.

PROPOSAL

Planning permission is sought for the erection of a single storey extension, to be situated to the rear of the dwelling. The proposed extension is 'L-shaped' and will be used as a dining room, kitchen and WC. The extension consists of a flat roof and will replace an existing lean-to extension. Proposed materials are render. Planning permission is also sought for the erection of a dormer, to be situated to the rear roof slope. The roof space is proposed to be used as a bedroom. The dormer proposes a flat roof, which is slightly set down from the ridge of the main dwelling, set in from the sides and up from the eaves. Proposed materials are anthracite grey composite cladding.

BIODIVERSITY

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RECOMMENDATION

No objection.

SITE PLAN



BARRY TOWN COUNCIL

PLANNING COMMITTEE – 17 November 2026

EFFECTIVE DATE OF RECEIPT – 23 October 2026

COMMENTS DEADLINE – 13 November 2026

APPLICATION NO. (S)	2026/00703/RG3
LOCATION	Former Wilkinson, 59-71 Holton Road, Barry
WARD	Buttrills
APPLICANT	Vale of Glamorgan Council
PROPOSED DEVELOPMENT	Change of use to events space for a period of 18 months.

BACKGROUND

The application site occupies a corner plot bound by Holton Road to the front, Richard Street and Evans Street to each side and a lane to the rear. The site was previously used as a retail store 'Wilkinsons' however is currently vacant. The site is within the District Shopping Centre.

PROPOSAL

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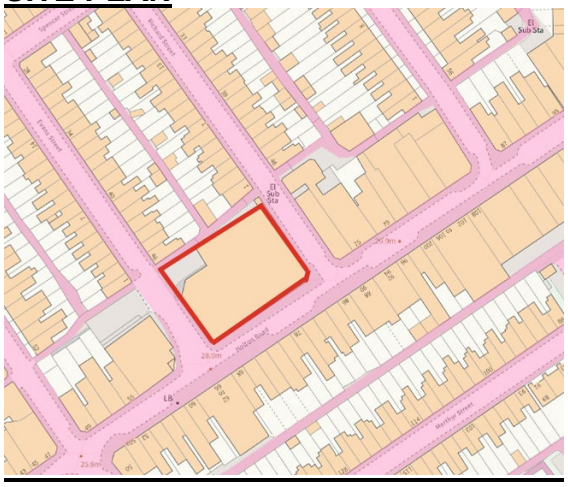
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RECOMMENDATION

No objection.

SITE PLAN



BARRY TOWN COUNCIL

PLANNING COMMITTEE – 17 November 2026

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PROPOSED DEVELOPMENT	Renewal of planning app 2021/01365/FUL - Erection of a single-storey side extension and associated alterations to existing dwelling. Including external improvements and the installation of a solar photovoltaic panels.

BACKGROUND

The application site relates to a two storey, semi-detached dwelling situated at 8 Lakeside, within the settlement of Barry. The dwelling is significantly set back from the road frontage with an enclosed front garden and a driveway to the side gaining access to an attached garage. The rear of the site adjoins dwellings at The Parade. The site is also within the Barry Marine Conservation Area.

PROPOSAL

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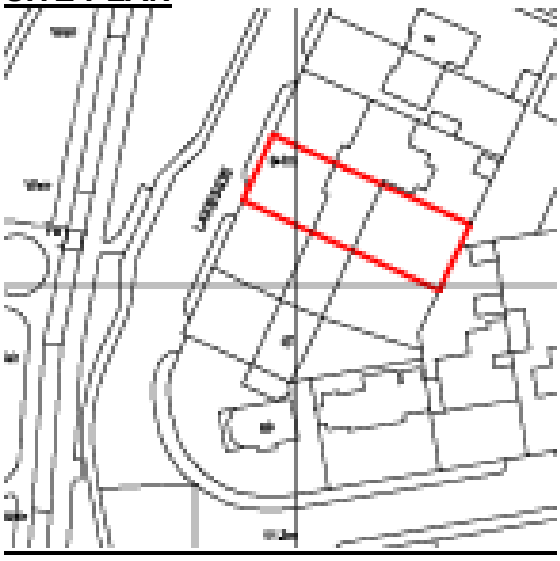
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RECOMMENDATION

No objection.

SITE PLAN



BARRY TOWN COUNCIL

PLANNING COMMITTEE – 17 November 2026

EFFECTIVE DATE OF RECEIPT – 21 October 2026

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APPLICATION NO. (S)	2026/00777/FUL
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PROPOSAL

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RECOMMENDATION

No objection.

SITE PLAN



BARRY TOWN COUNCIL

PLANNING COMMITTEE	17 November 2026	AGENDA ITEM: 8

DECISIONS TAKEN BY THE LOCAL PLANNING AUTHORITY ON RELEVANT PLANNING APPLICATIONS

Purpose of Report

The purpose of this report is to advise Councillors of the outcome of various planning applications determined by the Vale of Glamorgan Council as Local Planning Authority. The applications and decisions on each one is listed below in tabular form, for ease of reference.

Recommendation

The Committee is recommended to receive and note the contents of the information set out below in relation to each application considered by the Town Council's Planning Committee at a previous meeting, and the Local Planning Authority's decision in each case.

Application No.	Address and Development Proposed	Barry Town Councils Observation	LPA's Decision
2026/00075/FUL	To construct new two storey extension to side of dwelling & single storey extension to rear. To retile new & existing roof and render new & existing wall at 8 Beaumont Close, Barry	No Objection	Approved
2026/00490/FUL	Single and two storey extensions to the side and rear, including external and internal material alterations at 2, Tan-y-fron, Barry	No Objection	Approved
2026/00187/FUL	Roof terrace to existing structure at 9, Plymouth Road, Barry	No Objection	Refused
2026/00559/LBC	Replace modern rooflights; roof weathering improvements; roof access at Docks Office, Subway Road, Barry	No Objection	Approved
2026/00594/FUL	First floor extension at rear of the property sitting on a previous ground floor at 25 Westward Rise, Barry	No Objection	Approved
2026/00545/FUL	Change of use of Flat 1 from office space back into a residential flat as before at 232 Holton Road, Barry	Objection	Approved

Application No.	Address and Development Proposed	Barry Town Councils Observation	LPA's Decision
2026/00658/FUL	Refurbishment and alterations to dwelling with new patio to rear garden at 12 Birch Grove, Barry	No Objection	Approved
2026/00553/FUL	Proposed installation of roof-mounted solar photovoltaic (PV) system and associated battery storage at 11 Baruc Way, Barry	No Objection	Approved
2026/00673/FUL	Loft conversion with a rear dormer roof extension at 51 Harbour Walk, Barry	No Objection	Approved
2026/00690/FUL	Conversion of garage to habitable room complete with new window to front at 12 Heol Tapscott, Barry	No Objection	Approved
2026/00619/FUL	Conversion of existing un-used office space over first and second floors to provide 3no. apartments with rooftop amenity space at Lloyds Pharmacy, 99 Holton Road, Barry	No Objection	Refused

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

Licensing Act 2003 - Public Notice of Application
Application for a Premises Licence (under section 17)

Notice is given that

an application has been made to the Vale of Glamorgan Council (the Licensing Authority) for a **Premises Licence**

Name of Applicant: Larry's Coffee Ltd

Name and Postal address of Premises:
108 Holton Road
Barry
CF63 4HJ

Statement of Relevant Licensable Activities which it is proposed will be carried on or from the premises together with the relevant times:

The Sale by Retail of alcohol for consumption On and Off the premises - Monday to Sunday 08:00 to 23:00 hours and 08:00 New Years Eve to 02:00 New Years Day

Live and Recorded Music 23:00 New Years Eve to 02:00 New Years Day

The Licensing Register may be inspected at the Licensing Section, The Vale of Glamorgan Council, Civic Offices, Holton Road, Barry CF63 4RU between 9.00 am and 4.00 pm (Monday to Friday except public holidays). Any representations must be made in writing to the above address or via e-mail at licensing@valeofglamorgan.gov.uk by **18th November 2026.** It is an offence knowingly or recklessly to make a false statement in connection with an application punishable on summary conviction by an unlimited fine.

Application for a Variation of Premises Licence – Unit 2 Nells Point, Barry, CF62 5AJ (Loungers)

This Department has received an application for a Premises Licence Variation for the above-named premises under the Licensing Act 2003.

This form was validated by my office on 9th November 2026.

The application seeks permission for:-

The variation is to amend the plan of the premises, to include the basement. No changes to hours have been requested.

Any observations in respect of this application must therefore be made in writing to the Licensing Department on/by 7th December 2026 to be taken into consideration.