

## LOCAL PLANNING GUIDANCE NOTE NO. 5 CONVERSION OF RURAL BUILDINGS

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### Background

Many of the buildings in Flintshire's countryside form an important part of the County's **rural heritage**, but changing economic and social circumstances mean that some are no longer required for their original purposes, although still in a reasonably sound condition. Amongst these are barns, outbuildings, schools, churches and chapels. Most are individual buildings; some comprise groups. In principle it is reasonable that new uses should be found for them, thus utilising an existing resource and reducing pressure for new greenfield developments, whilst simultaneously assisting the rural economy. But such **schemes of renovation and conversion must be of an acceptable standard, respecting the character and qualities of the original building**. The emphasis should be about saving something of value, rather than rebuilding or extensive alterations.

For many years the commonest form of rural conversion was the conversion of barns and other redundant rural buildings into residential use, which allowed many people to find homes in a quiet rural setting where they would not be allowed to build a new dwelling. **Recently the Government has shifted its stance on this matter, favouring first and foremost the conversion of buildings for employment purposes, and thus making it more difficult to gain permission for a residential conversion**. Examples of business re-use which will be acceptable in principle include agriculture- and forestry-related activities, light industry, offices, storage and distribution, tourism, sport and recreation. Only where conversion for employment purposes is proven to be not feasible will conversion to residential use be considered.

This Local Planning Guidance Note (LPG) explains the current position with regard to rural conversions, in order to help particularly the owners of buildings with potential for conversion and also those people who may be searching for a suitable building to convert. After the introductory sections on background and policy, the Note deals in turn with the main uses to which converted rural buildings are likely to be put, and then explains design issues. Developments undertaken to good design standards will enhance property values more than poorly designed schemes. This guidance is aimed at rural buildings, be they in the open countryside or in villages.

### Policy

This LPG Note spans a range of possible land uses and therefore necessitates a lengthier policy context than most other notes in this series. For this reason, this section provides only the broader policy background, leaving more detailed and specific policies for the appropriate following sections.

The **Welsh Assembly Government's "Planning Policy Wales"** (2002) establishes the national policy context. A key objective is the re-use of suitable previously developed land and buildings to minimise land take on greenfield sites. It is considered that (para 7.3.1) **"New businesses in rural areas are essential to sustain and improve rural communities, but developments which offer only short-term gain will rarely be appropriate."** WAG's perspective is set out in para 7.6.9, which is worth quoting in full:

"The re-use and adaptation of existing rural buildings has an important role in meeting the needs of rural areas for commercial and industrial development, as well as for tourism, sport and recreation. Local planning authorities should adopt a positive approach to the conversion of rural buildings for business re-use, especially those buildings located within or adjoining farm building complexes, provided that:

- they are suitable for the specific re-use;
- conversion does not lead to dispersal of activity on such a scale as to prejudice town and village vitality;
- their form, bulk and general design are in keeping with their surroundings;
- imposing conditions on a planning permission overcomes any planning objections, for example on environmental or traffic grounds, which would otherwise outweigh the advantages of re-use;
- if the buildings are in the open countryside, they are capable of conversion without major or complete reconstruction;
- conversion does not result in unacceptable impacts upon the structure, form, character or setting where the building is of historic and/or architectural interest."

At the local level, the planning policies of relevance are contained in the **Flintshire Unitary Development Plan (UDP)**. The following policies (or extracts from policies) provide the overall context:

#### "STR8 Built Environment

The built environment of the county will be protected and enhanced in terms of:

- b. the regeneration of areas through the sensitive improvement, renovation, and redevelopment of brown field land and buildings."

### **“GEN3 Development outside Settlement Boundaries**

Development proposals outside settlement boundaries will not be permitted, except for:

- c. conversion, extension, adaptation and re-use of buildings in the open countryside;
- f. small scale rural enterprise exception schemes adjoining existing settlement boundaries;
- g. development related to agriculture, minerals extraction, rural diversification, tourism, leisure and recreation, and existing educational and institutional establishments, provided it accords with other relevant policies in the plan and there is no unacceptable impact on the social, natural and built environment;”

### **“D1 Design Quality**

Development will be permitted only if applicants have demonstrated to the satisfaction of the county council that their proposals have sought to achieve the best possible standards of design.”

### **“AC13 Access and Traffic Impact**

Development proposals will be permitted only if:

- a. approach roads to the site are of an adequate standard to accommodate the traffic likely to be generated by the development without compromising public safety, health and amenity; and
- b. safe vehicular access can be provided by the developer both to and from the main highway network.

Where considered necessary, the council will require a transport assessment, incorporating a traffic impact assessment.”

### **Business re-use**

The Government now favours the re-use of rural buildings for schemes bringing local economic benefits, with the encouragement of farm diversification being emphasised in particular. In Flintshire **the Council would prefer to see new rural development take place either within village boundaries or through the re-use of existing buildings**, and:

- It acknowledges the vital role of small rural enterprises in promoting a **more diverse rural economy**;
- **Acceptable uses** in principle include offices, high technology, light industry (including food- and timber-related business uses), storage and distribution, and tourism;
- The conversion must be achieved **without causing problems** such as unacceptable disturbance, visual intrusion, noise, smell, excessive traffic generation or by detracting from highway safety;
- **Buildings must be suitable** for the uses proposed, with prefabricated or temporary buildings unlikely to be considered suitable. External improvements may be sought as part of the scheme.

**Farm diversification** is needed to supplement diminishing farm incomes. In addition to the above uses, it can include retailing clearly related to the farm, such as the sale of farm produce or value-added food products. All such uses should remain ancillary to the main farm use. The inclusion of a “farm plan” showing how the proposals fit into the operation of the farm may be requested, and should help speed up the decision process.

Four specific policies are added on tourism projects which may utilise converted rural buildings.

**Policies RE4 Small Scale Rural Enterprises, RE5 Small Scale Farm Diversification, T1 Tourist Attractions, T2 Serviced Tourist Accommodation, T3 Self Catered Tourist Accommodation, and T8 Small Scale Tourism Based Farm Diversification are all quoted in Appendix 1.**

### **Issues to be addressed by applicants**

The LPA will require all applicants to submit a statement setting out the steps taken to determine the suitability or feasibility of using a property for business purposes, to include the following:

#### **Physical suitability of the building**

- It should be structurally sound and of substantial traditional construction and materials, and capable of re-use without substantial reconstruction (in this context even the need to rebuild 10-15% of the building could be considered substantial by the Council);
- Extensions or modifications will be considered where they are essential to a scheme proceeding and are of a scale and nature which do not detract from the character and appearance of the original building;
- Any features of architectural or historic interest are retained;
- The business re-use would not be harmful to the amenity of nearby residents through noise and emissions or excessive traffic generation;
- The access to the building and the local highway network are adequate to cater for the nature and volume of traffic likely to be generated;
- Sufficient parking and manoeuvring space is available within the site.

#### **Economic feasibility for re-use**

Where the building is physically suitable for business re-use the applicants should establish whether or not the use is financially feasible, allowing for the purchase and conversion costs and the likely sale or lease price. They should demonstrate that all possible sources of grant aid for the particular business re-use have been explored. In this

respect, the Council's Economic Development Unit may be able to assist. Financial and personal information will be treated in confidence by the LPA.

### Combined business and residential use

In some cases a building may be capable of supporting a combined usage, and - given the increasing trend for home working and family-based business - this would be acceptable in principle provided that the residential element is subordinate to the business use.

### Residential re-use

In general terms, WAG's "Planning Policy Wales" requires LPAs to keep in mind the contribution which disused or underused buildings can make to the provision of land for housing through their potential for conversion. More specifically, though, it **does not normally favour the conversion of rural buildings which have ceased to be used for industrial or commercial purposes, including agriculture, to residential use** because the latter may have a minimal economic impact and may be detrimental to the fabric and character of historic buildings. (Residential conversions tend to involve inserting more windows, for instance, than do other schemes.) Applicants will need to demonstrate that every reasonable attempt has been made (and has been demonstrated) to find a business re-use, or the residential use is subordinate to business re-use, or alternatively the housing will contribute to an identified need for affordable housing in the locality. If the conversion cannot be undertaken without extensive alteration, rebuilding or extension, it will not be acceptable.

By way of background, at the local level, **LPG Note 10 New Housing in the Open Countryside** in this series explains the (exceptional) circumstances in which new housing is allowed in, and defines the term, "the open countryside". Returning to conversions, **UDP Policy HSG7 Change of use to residential in the Open Countryside** (quoted in **Appendix 1** to this Note) sets the scene. In summary, **the Council will not allow the conversion of rural buildings to residential use in the open countryside unless genuine efforts have been made for at least one year to sell or let the property for an employment related use.** (**Appendix 2** sets out in detail the Council's requirements in this respect.) Only then will the Council countenance sympathetic residential conversions of buildings having architectural and historic merit, rather than allow them to deteriorate. Put simply, a converted barn should look like a barn, not a new house. Many traditional buildings are inherently attractive with materials which blend in with their surroundings. Unlikely to be acceptable in this context are those buildings which:

- have undergone radical alteration;
- are too small to adapt without significant extension;
- are structurally unsound, and would require works tantamount to rebuilding (a structural survey will be required to verify the building's condition and its ability to accommodate the physical alterations); and
- are incapable of conversion to the new use without significant extensions or enlargements of window and door openings which would damage their character or lead to overdevelopment.

It is in the applicant's interest to ensure the building's stability is protected during conversion as even its partial collapse, whatever the cause, will render the planning permission null and void.

Some conversions to create several smaller dwellings, with affordable housing particularly encouraged, may be allowed under **Policy HSG 15 Re-use/Conversion of Large Houses/Former Residential Institutional Buildings in the Open Countryside**, the latter part referring to such as schools and convents. (Policy HSG15 appears in Appendix 1.) Affordable housing is only likely to be valid in this context where it is located close to public transport and community facilities in order to provide for residents without private transport.

### Conversion of community facilities

According to "Planning Policy Wales", the economic and social role of **local shops and public houses** should be taken into account when assessing proposals to change their use to residential, whereas a positive approach should be taken towards schemes for conversion to village shops and their extensions, and to pubs in villages which have lost such provision.

The UDP recognises the value of **schools, clinics, libraries, village halls, community centres and other social and welfare facilities** to local communities, and seeks to protect viable facilities from demolition or change of use, whilst allowing appropriate re-use where the facilities are no longer meeting a significant local need. **Policy CF1 Retention of Existing Facilities** is quoted in Appendix 1.

**Policy CF 7 Re-use of Redundant Hospitals in the Countryside** (see Appendix 1) indicates that such re-use will normally be allowed for employment and/or commercial purposes through conversion, with the possibility of partial redevelopment of buildings unsuited to conversion.

### Redundancy of the building

Where the conversion of an agricultural building is proposed, there should be no replacement agricultural buildings unless there are good technical reasons for doing so.

## Quality and condition of the building

It is important that buildings in the open countryside where conversion is desired should be of permanent and substantial construction, and in a reasonably sound condition. If they require substantial rebuilding, tantamount to the erection of a new dwelling, they will be seen by the LPA as such, and permission is most unlikely to be granted. The planning application must be accompanied by a **report by an independent structural engineer or surveyor, demonstrating the building's capability to accommodate the scheme proposed**. This is in the applicant's interest because if the building collapses, even partly, whilst conversion works are ongoing, the permission could otherwise be lapsed.

## Design considerations

In essence, remember that national planning policies seek to minimise new development in the open countryside, and therefore the re-use of old buildings should retain the character which justifies their preservation in the first place and not give the appearance of a new intrusion into the countryside. For all proposed conversions, the building must be sound and it should not extend on to undeveloped land. Generally the scheme should be capable of conversion without the need for extensions and alterations.

Successful conversions can be difficult to achieve and require considerable design skills and experience. It is **advisable to use the services of a qualified architect or surveyor**. The RIBA and the RICS can supply details of practices:

- Royal Institute of British Architects, 66Portland Place, London. W1B 1AD (Telephone 020 7307 3700)
- Royal Institution of Chartered Surveyors, 12 Great George Street, Parliament Square, London SW1P 3AD (Telephone 020 7334 3781 or 020 7695 1618)

In addition, advice can be found in **a guide to good practice on design matters, "Converting Historic Farm Buildings in Wales"**, published by Cadw and Monmouthshire County Council in 2004.

The scheme should aim to comply with the general advice which follows.

## External alterations

### Roof

- Avoid raising the roof, altering the pitch or installing windows in the roof.
- Dormers will almost always be inappropriate, particularly where the existing building has no dormers.
- Vent pipes and flues protruding from the roof should be avoided.
- Roof slates/tiles should be repaired and re-used where possible.
- Avoid introducing chimney stacks.

### Walls, windows and doors

- Avoid changing the character by restricting the use of new openings – where they are necessary, ensure they are sympathetic in terms of design, proportions and materials.
- Avoid the use of UPVC.
- Timber should be painted rather than stained.
- Retain existing openings and – if further openings are required – old blocked up openings should be utilised. Avoid creating new window or door openings.
- Where openings need to be blocked up, use sympathetic materials.
- Existing features such as arches, lintels, ventilation slits and fixed machinery should be retained and incorporated.
- Large barn doors should be kept, either by glazing or by using them for garaging.
- External pipework should be kept to a minimum.
- Avoid fussy, over-elaborate details.
- Rainwater goods should be kept to a minimum, in black finished cast iron or aluminium.
- Where necessary, repointing of stone/brickwork should use traditional lime based mortars and methods.

### Extensions

- Large extensions will not be acceptable.
- Conservatories, porches, dormers, sheds, pools and other extensions that are inherently domestic in design will be resisted. (Porches, if required, should be provided internally.)
- To avoid later extensions which are out of character the Council will remove permitted development rights for alterations to the building.

### External areas

- Keep the curtilage as uncluttered as possible.
- Use brick or stone setts or cobbles, retaining as much of these features where existing as possible.

- Generally hard landscaping is appropriate to courtyards and soft landscaping elsewhere, retaining existing features where possible.
- Hard surfacing outside the original farmyard area should be minimised, especially new driveways across fields.
- Manicured lawns and gardens should also be avoided.
- Boundaries are best hedged with species native to the locality, or local stone/brick, or simple post and rail fences, with old boundaries being retained as much as possible.
- Parking should be sensitively sited and designed, and meet the Council's **LPG Note 11 Parking Standards**.
- Services such as LP gas tanks and septic tanks should be sited unobtrusively, whilst electricity boxes, burglar alarms and satellite dishes should be sited on less prominent elevations.
- Storage areas which may be required for employment projects should be sensitively and unobtrusively sited, or screened effectively.
- Disabled people should have satisfactory access to all buildings used by the public –see **LPG Note 12 Access For All**.
- Extending the curtilage on to agricultural land requires planning permission, and will normally be refused. (See **LPG 10 New Housing in the Open Countryside**.)

### Relationship to other buildings

Give consideration to privacy and overlooking issues where dwellings are located nearby –see our **LPG Note 2 Space Around Dwellings** for advice on reasonable minimum distances.

### Protected species

Many old buildings may contain species such as barn owls and bats which are protected under the Wildlife and Countryside Act 1981. The applicant will need to undertake a **survey** before the application can be considered, and the LPA will consult the Countryside Council for Wales on its results and the mitigation measures required. To damage or destroy a bat site is an offence even if committed unknowingly. The **County Ecologist** (telephone 01352 703268) in the Environment and Conservation Section of Planning Services will be happy to give advice.

### Listed buildings and conservation areas

Some rural buildings being considered for conversion will be listed buildings, or in a conservation area, or both. Further advice is contained in **LPG Notes 6 Listed Buildings and 7 Conservation Areas**.

### Removal of permitted development rights

Permitted development (PD) rights are certain minor changes which can be made without needing to apply for planning permission. In order to avoid loss of the building's character, the Council will remove PD rights when granting permission for residential conversions through the imposition of a planning condition. This means that any subsequent additions or alterations, such as garages, sheds, extensions and roof alterations, will require planning permission.

### Making a planning application for a conversion

It is advisable to consult an officer from the Major Applications Team of the Development Control Section of Planning Services (in the Directorate of Environment and Regeneration, County Hall, Mold) before applying.

### The planning application must always be detailed and should include:

#### Plans:

Elevations and plan drawings, existing and proposed.

Cross sections where relevant.

Landscaping details showing existing and proposed, hard and soft landscaping.

#### Structural survey:

Report by a structural engineer/surveyor.

Marketing report (for residential projects only).

Evidence of the efforts made to secure a business re-use for the building.

## Appendix 1: The relevant UDP policies

### Policy HSG 7 Change of use to residential in the Open Countryside

The change of use to a dwelling of an existing non-residential building in the open countryside will only be permitted where:

- a. the building is structurally sound and capable of conversion without significant extension, extensive rebuilding, or external alteration. A detailed independent structural survey will be required as evidence in support of the application;
- b. the building has traditional architectural and historic features which merit retention and are retained as part of the scheme;
- c. the residential use of the building and curtilage provides adequate privacy and space around dwellings, and does not have an unacceptable effect on the character and appearance of the surrounding area, by virtue of its siting, scale, design, form, use of materials and landscaping;
- d. reasonable standards of residential amenity are provided by the proposal; and
- e. if suitable for employment use, the building has been advertised at a reasonable price for sale or lease for an employment generating use, for a period of at least one year without success.

### Policy HSG 15 Re-use/conversion of Large Houses/Former Residential Institutional Buildings in the Open Countryside

Proposals for the re-use/ conversion of large houses/former residential institutional buildings in the open countryside will be allowed provided that:

- a. the proposal involves the conversion, renovation or change of use of a building or group of buildings within the same curtilage;
- b. the proposal retains any architectural and historic features of merit associated with the building(s);
- c. the building(s) should be capable of viable conversion without the need for substantial extension or associated new development;
- d. any new development associated with the proposal must be ancillary to the main scheme of conversion, subsidiary in scale and form to the existing building(s), does not represent an overdevelopment of the site, and respects the design and setting of the existing building(s) and surrounding area;
- e. will not have an unacceptable impact on people living nearby; and
- f. the proposal is supported by a detailed design statement.

Proposals must first demonstrate that if suitable for employment uses, genuine attempts have been made to promote and market the building(s) for that use.

### Policy RE4 Small-scale Rural Enterprises

The development of small scale rural enterprise, outside of settlement boundaries will be permitted through the following:

- a. conversion of existing buildings provided that:
  - i the building is structurally sound and capable of conversion without major or complete reconstruction, tantamount to the erection of a new dwelling;
  - ii the building is suitable for the specific re-use; and
  - iii any inherent traditional historic or architectural features of merit in the building are retained;
- b. the development of land on the edge of settlement boundaries of category 'B' and 'C' settlements provided that:
  - i. there are no more suitable sites or buildings available either within a nearby settlement boundary or on brownfield land;
  - ii. it is specifically for a rural activity which cannot be located elsewhere;
  - iii. the development is well related to the form of the settlement and does not exacerbate ribbon development or result in a fragmented pattern of development; and
  - iv. a logical new settlement boundary is formed, utilising existing features wherever possible, or suitable boundary treatment, supplemented by sensitive landscaping measures.

In all cases the development should:

- a. be of a form, bulk, design and materials and sited so as to respect the character of the site and surroundings;
- b. not unacceptably harm features or areas of landscape, nature conservation or historic value;
- c. not involve external storage or operations which would be harmful to residential amenity or to the character and appearance of the area;
- d. provide satisfactory on-site parking, servicing and manoeuvring space for the nature and volume of traffic likely to be generated which should be capable of being served satisfactorily by the highway network; and

- e. be accessible, wherever possible, by a choice of means of travel, particularly by foot, cycle or public transport.

### **RE 5 Small Scale Farm Diversification**

Small scale farm diversification proposals comprising the conversion of existing buildings or the limited extension of existing buildings will be permitted only where:

- a. the proposed use remains ancillary to the main use of the farm enterprise;
- b. the proposal would not unacceptably harm features or areas of landscape, nature conservation or historic value;
- c. the proposal would be accessible, wherever possible, by a choice of modes of travel, particularly by foot, cycle or public transport;
- d. any retail proposals are small scale, related to the farm operation or farm diversification scheme, take place within an existing farm building and do not unacceptably harm local shops or centres;
- e. the proposal does not involve external storage or operations which would be harmful to the residential amenity or the character and appearance of the area;
- f. satisfactory provision is made for on-site parking, servicing and manoeuvring space for the nature and volume of traffic likely to be generated which should be capable of being served satisfactorily by the highway network; and
- g. in the case of conversions:
  - i. the building is structurally sound and capable of conversion without extensive rebuilding, extension or alteration;
  - ii. the building is suitable for the specific re-use; and
  - iii. any inherent traditional historic or architectural features of merit are retained.

In exceptional circumstances, where conversions or extensions are not practicable, small scale new build will be permitted only where the following additional criteria are met:

- a. the proposal is ancillary to the main use of the farm enterprise and forms an essential part of the farm diversification scheme; and
- b. the buildings are of a scale, siting, design and materials appropriate to the site and surroundings and are well related to existing buildings in the main farm complex.

### **Policy T1 Tourist Attractions**

Development of new or extensions to existing tourist attractions will be permitted within defined settlement boundaries utilising vacant, redundant or underused land and buildings where practicable or outside defined settlement limits, where it is essential to have a rural location, in the form of:

- a. the expansion of existing viable tourist attractions; or
- b. the conversion of existing buildings; or
- c. the construction of new buildings where the proposal is dependent upon a geographically restricted natural or historic resource or activity and no suitable buildings are available;

provided that in all cases the development:

- i. would be appropriate in terms of scale, type and character to its location and setting;
- ii. would not unacceptably harm the natural or historic built resources of the area;
- iii. would improve awareness and understanding of the Welsh language and culture where possible;
- iv. would cater for the needs of local visitors in addition to tourists; and
- v. is accessible by a choice of modes of travel, particularly by foot, cycle or public transport.

### **Policy T2 Serviced Tourist Accommodation**

Development of new or extensions to existing hotels and other serviced tourist accommodation will be permitted within settlements or outside settlement boundaries in the form of:

- a. the extension of an existing viable hotel or other serviced tourist accommodation;
- b. the conversion of existing buildings whereby:
  - i. the building is structurally sound and capable of conversion without extensive rebuilding, extension or alteration tantamount to the erection of a new building;
  - ii. any traditional historic or architectural features of merit are retained; and
  - iii. any curtilage included to provide amenity space or associated parking or other facilities should not harm the character and appearance of the area;

provided that in all cases the development:

- a. would be appropriate in terms of scale, type and character to its location and setting;
- b. would not be harmful to local amenity;

- c. is accessible by a choice of modes of travel, particularly by foot, cycle or public transport; and
- d. would not result in the loss of a viable unit of residential accommodation.

### **Policy T3 Self Catered Tourist Accommodation**

New self-catered tourist accommodation will be permitted within defined settlements or outside settlement boundaries in the form of:

- a. small scale extension to existing tourist accommodation facilities; or
- b. the conversion of existing buildings whereby:
  - i. if the building is suitable for employment use it has been advertised at a reasonable price for sale or lease for an employment generating use for a period of at least one year without success;
  - ii. the building is structurally sound and capable of conversion without extensive rebuilding, extension or alteration tantamount to the erection of a new dwelling;
  - iii. any traditional historic or architectural features of merit are retained; and
  - iv. any curtilage included to provide amenity space or associated parking or other facilities should not harm the character and appearance of the area;

provided that in all cases the development must:

- a. be appropriate in terms of scale, type and character to its location and setting;
- b. not be harmful to local amenity; and
- c. be accessible by a choice of modes of travel, particularly by foot, cycle or public transport.

### **Policy T8 Small Scale Tourism Based Farm Diversification**

Farm based tourism proposals comprising the conversion of existing buildings or the limited extension of existing buildings will be permitted in accordance with policy RE5.

### **Policy CF1 Retention of Existing Facilities**

The demolition or change of use of community facilities for other purposes will be permitted only if:

- a. there is no longer a demand for the existing facility; and
- b. suitable alternative provision exists or can be provided as a part of the proposed development.

### **Policy CF7 Re-use of Redundant Hospitals in the Countryside**

Proposals for the re-use of redundant hospitals in the countryside will normally be allowed if the development involves the conversion, renovation or change of use of a redundant building or group of buildings and provided that the primary use of the site is for employment purposes.

## **Appendix 2: The marketing assessment**

This does not apply to proposals for an employment use. **Conversions to residential use** will not be allowed unless there is clear evidence that there is no demand for a business use. This must explain the attempts made to market the building for business use over a period of at least one year in North Wales, Cheshire and Merseyside at a reasonable price for sale or lease.

### **The marketing exercise must include:**

- Marketing through a recognised and independent property agent.
- Advertising bi-monthly for a year in a regional newspaper.
- Notification to the Welsh Development Agency and Flintshire County Council's Economic Development Unit.

### **Proof must include:**

- Copies of all advertisements with dates.
- Details of when and where the advertisement was displayed by the agent, and the latter's particulars.
- A report giving all enquiries and offers received, and giving the property agent's view of the building's viability for business uses.