

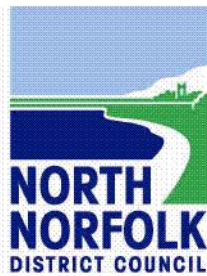
## Planning Section

North Norfolk District Council

Holt Road, Cromer, Norfolk NR27 9EN

Telephone: 01263 516150 / 516151 / 516143

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Application for Planning Permission and listed building consent for alterations,  
extension or demolition of a listed building.  
Town and Country Planning Act 1990  
Planning (Listed Buildings and Conservation Areas) Act 1990

### 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.

### 1. Site Address

Number

Suffix

Property name

Address line 1

Address line 2

Address line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

### 2. Applicant Details

Title

First name

Surname

Company name

Address line 1

Address line 2

Address line 3

Town/city

## 2. Applicant Details

Country	<input type="text" value="United Kingdom"/>
Postcode	<input type="text" value="NR25 7AA"/>
Are you an agent acting on behalf of the applicant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

## 3. Agent Details

Title	<input type="text" value="Mr."/>
First name	<input type="text" value="Simon"/>
Surname	<input type="text" value="Pegg"/>
Company name	<input type="text" value="Norfolk and Norwich Architecture Limited"/>
Address line 1	<input type="text" value="17B Hall Close"/>
Address line 2	<input type="text" value="Bodham"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Holt"/>
Country	<input type="text" value="United Kingdom"/>
Postcode	<input type="text" value="NR25 6PW"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

## 4. Description of the Proposal

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s).

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.

Has the development or work already been started without consent?

Yes  No

## 5. Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

## 5. Listed Building Grading

- Don't know  
 Grade I  
 Grade II\*  
 Grade II

Is it an ecclesiastical building?

Don't know
  Yes
  No

## 6. Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

Yes
  No

## 7. Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

Yes
  No

## 8. Listed Building Alterations

Do the proposed works include alterations to a listed building?

Yes
  No

## 9. Materials

Does the proposed development require any materials to be used?

Yes
  No

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

Please add materials by using the dropdown list to select the type, clicking 'Add' and entering all the details in the popup box

Type	Existing materials and finishes	Proposed materials and finishes
External Walls	Existing walls of Outbuilding are Flint.	Proposed walls to Outbuilding will retain Flint, with the small extension also in Flint, with red brick, as shown on submitted Drawings.
Roof covering	Existing roof covering is red clay Pantiles.	Proposed roof will retain red clay Pantiles, with the extended part using matching red clay Pantiles
Windows	External openings in Outbuilding have no windows.	New windows fitted into existing openings will have timber windows throughout. Conservation Velux windows, as specified on Drawings, to the roof.
External Doors	Existing external doors to Outbuilding are Timber.	New Doors to existing openings, and to the extended part will be in Timber.
Ceilings	No ceilings present in Outbuilding.	Internal roof of Outbuilding will be vaulted (and insulated) with plastered finish.
Internal Walls	Outbuilding is formed from Flint throughout. Internal wall is flint surface.	Internal walls to be lined without detriment to existing flint structure, and minimal intrusion into existing fabric.
Floors	Existing Outbuilding floor is a basic concrete surface.	Proposed floor to converted Outbuilding will be a T & G timber floor above insulation and membrane.
Internal Doors	No existing internal doors.	Internal doors to converted Outbuilding will be in Timber.
Rainwater goods	No rainwater goods present	Proposed rainwater goods would be black, unless otherwise agreed with Local Authority.

## 9. Materials

Type	Existing materials and finishes	Proposed materials and finishes
Boundary treatments (e.g. fences, walls)	Existing main boundary is a tall flint wall (forming part of the previously approved annexe) Other site boundaries include close boarded fencing.	Application area for Change of Use to be screened by additional close boarded fencing where indicated on the submitted Drawings. New gate introduced in flint wall where indicated on Drawings.
Lighting	Not applicable.	Any external lighting added to the building will be downlighters only, shielded and 'warm white' or similar.

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

Yes  No

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

Full details of the proposed Outbuilding conversion - both existing and proposed - are provided on the submitted Drawings, and further covered in the submitted Design, Access and Heritage Statement.

## 10. Site Area

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

175.00

Unit

Sq. metres

## 11. Existing Use

Please describe the current use of the site

The application site area as indicated on the drawings is within the existing residential curtilage of the main site. The existing outbuilding currently has extant planning permission (under refs: PF/18/0476 and LA/18/0477) for conversion to detached Residential Annexe Accommodation, although this has not yet been completed. The proposed works will see this work undertaken as previously approved, albeit with an intended Change of Use as submitted herein.

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

## 12. 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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

A small gate is intended, as indicated on the submitted drawings, to allow Pedestrian access only from Quay Lane onto the application site area only. (Not the rest of the residential part) This gate is located near an existing opening on the adjacent site.

## 13. Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

Yes  No

### 13. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
Cars	0	2	2

### 14. Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains Sewer
- Septic Tank
- Package Treatment plant
- Cess Pit
- Other
- Unknown

Are you proposing to connect to the existing drainage system?

Yes  No  Unknown

### 15. 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

**If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.**

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

### 16. 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

**If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of your local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.**

### 17. 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.

## 17. Biodiversity and Geological Conservation

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

## 18. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?  Yes  No

If Yes, please provide details:

There will be provision on the site for allocated refuse collection bins, as required. Position indicated on plans.

Have arrangements been made for the separate storage and collection of recyclable waste?  Yes  No

If Yes, please provide details:

There will be provision on the site for allocated recycling collection bins, as required. Position indicated on plans.

## 19. Residential/Dwelling Units

**Please note: This question has been updated to include the latest information requirements specified by government. Applications created before 23 May 2020 will not have been updated, please read the 'Help' to see details of how to workaround this issue.**

Does your proposal include the gain, loss or change of use of residential units?  Yes  No

## 20. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?  Yes  No

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Please add details of the Use Classes and floorspace.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. View further information on Use Classes.

Use Class	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
Other From Residential Annexe to Class E(b) - Small Cafe and Takeaway	46	46	46	0
Total	46	46	46	0

Loss or gain of rooms

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

## 21. Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?  Yes  No

### Existing Employees

Please complete the following information regarding existing employees:

Full-time	<input type="text" value="0"/>
Part-time	<input type="text" value="0"/>
Total full-time equivalent	<input type="text" value="0.00"/>

### Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time	<input type="text" value="2"/>
Part-time	<input type="text" value="2"/>
Total full-time equivalent	<input type="text"/>

## 22. Hours of Opening

Are Hours of Opening relevant to this proposal?  Yes  No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. View further information on Use Classes.

If you do not know the hours of opening, select the Use Class and tick 'Unknown' in the popup box.

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Unknown
Other Change of Use from Residential Annexe to Class E(b) Small Cafe and Takeaway	Start Time: 09:00 End Time: 18:00	Start Time: 09:00 End Time: 18:00	Start Time: 09:00 End Time: 18:00	

## 23. Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?  Yes  No

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

The converted outbuilding would offer small food and drink provision to local visitors, not catered for in the nearby Public House. The proposed business would offer sandwiches, cake, teas, coffees etc. and similar to visitors. It is a modest business use proposed and there would be an allocated external seating area, screened from the main residential property, which would allow customers to stay on premises to eat, if required. There should be minimal requirement for significant plant and ventilation required for the simple business type proposed.

Is the proposal for a waste management development?  Yes  No

**If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website**

## 24. Hazardous Substances

Does the proposal involve the use or storage of any hazardous substances?  Yes  No

## 25. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?  Yes  No

## 26. 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

## 27. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes  No

## 28. 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.

Yes  No

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?

## 29. Ownership Certificates and Agricultural Land Declaration

**Certificate Of Ownership - Certificate A Certificate under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

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  
 The agent

Title

First name

Surname

Declaration date

Declaration made

## 30. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

Date (cannot be pre-application)