

Planning Services

South Norfolk House, Cygnet Court,
Long Stratton, Norwich NR15 2XE

www.south-norfolk.gov.uk

Email: planning@s-norfolk.gov.uk

Tel: 01508 533845

Fax: 01508 533625



Application for listed building consent for alterations, extension or demolition of a listed building.

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

Postcode

Are you an agent acting on behalf of the applicant? Yes No

Primary number

Secondary number

Fax number

Email address

3. Agent Details

No Agent details were submitted for this application

4. Description of Proposed Works

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

To carefully remove and replace 5 windows across the rear elevation only of the property. The existing lower 3 windows are single-glazed and in a bad state of repair. Water now seeps through onto the internal window sill boards and the frames are deteriorating badly, with significant areas of rot. Whilst the 2 dormer windows were only installed in late 2016 and are double-glazed, there is already signs of significant weathering. Furthermore, due to the location of these, access for the purpose of essential and ongoing repair and maintenance is a real concern. The proposed replacements are of a traditional flush-fitted casement design in powder-coated aluminium, with sealed unit glazing as permitted in the more recently installed dormer windows. The new windows will be fully weather stripped to achieve the highest levels of weather performance and white painted to match the existing finish and colour scheme.

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)?

- 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. Related Proposals

Are there any current applications, previous proposals or demolitions for the site? Yes No

If Yes, please describe and include the planning application reference number(s), if known:

2020/2402 - Application to replace windows and doors to the front and rear of the property using hardwood double-glazed units and door sets (Approved)
2016/1152 - Proposed dormer windows to rear roof slope (Approved)
1998/1280 - partial demolition of existing single storey extension, erection of new single storey extension and external alterations (Approved)

8. Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building? Yes No

9. Listed Building Alterations

Do the proposed works include alterations to a listed building? Yes No

If Yes, do the proposed works include

a) works to the interior of the building? Yes No

b) works to the exterior of the building? Yes No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? Yes No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? Yes No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

Drawings - J2977 (rev.A)
Photograph - existing rear elevation
Site Location Plan
Site/Block plan
Design and access statement
Heritage statement

10. 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
Windows	Softwood of mixed design. Single glazed. White paint finish. Ground floor windows in a very poor condition, beyond practical and economical repair.	SAPA Crown traditional flush casement windows in aluminium - for its durability, longevity, traditional qualities and environmentally friendly characteristics. Double-glazed units as the recent dormer windows allowed. White paint finish to match the existing windows.

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

Drawings - J2977 (rev.A)
Photograph - existing rear elevation
Site Location Plan
Site/Block plan
Design and access statement
Heritage statement

11. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? Yes No

If Yes, please provide details:

Informal discussion with immediate neighbour Mrs Linda Taylor in the adjacent property (Akela), who is fully supportive of the proposals.

12. 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?

12. Site Visit

- The agent
 The applicant
 Other person

13. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title	Heritage Officer
First name	
Surname	
Reference	

Date (Must be pre-application submission)

Details of the pre-application advice received

See emails below (most recent first):

From: Philip Whitehead <PWhitehead@S-NORFOLK.GOV.UK>
Sent: 04 August 2021 09:12
Subject: RE: Replacement windows - Tas Cottage

Dear Jane
Thank you for sending the amended details. I consider the proposed windows acceptable for the rear dormers and rear ground floor windows only, subject to full details being submitted in a formal application for listed building consent, which I would look to support.
Kind regards
Philip

Philip Whitehead
Heritage Officer
t 01508 533948 e pwhitehead@s-norfolk.gov.uk

From: Philip Whitehead <PWhitehead@S-NORFOLK.GOV.UK>
Sent: 02 August 2021 13:59
To: Hope, Jane
Subject: RE: Replacement windows - Tas Cottage

Ok Jane that's fine. Hopefully should all be ok with this revision. I will wait to receive the revised drawing.
Kind regards
Philip

Philip Whitehead
Heritage Officer
t 01508 533948 e pwhitehead@s-norfolk.gov.uk

From: Hope, Jane
Sent: 02 August 2021 13:58
To: Philip Whitehead <PWhitehead@S-NORFOLK.GOV.UK>
Subject: RE: Replacement windows - Tas Cottage

Dear Philip,
I'm afraid I was not familiar with the distinction between flush and storm proof fittings, so hadn't discussed this with the company before. However, I have now gone back to them and they hope to resend the drawings in a flush fitting detail.
Thank you for bringing this to my attention.
Kind regards,
Jane

From: Philip Whitehead <PWhitehead@S-NORFOLK.GOV.UK>
Sent: 02 August 2021 12:54
To: Hope, Jane
Subject: RE: Replacement windows - Tas Cottage

Dear Jane
Thank you for the drawing details. Cannot the opening units be flush fitting with the frame? The drawing shows a storm proof fitting. Otherwise I am ok with the design.
Kind regards
Philip

Philip Whitehead
Heritage Officer
t 01508 533948 e pwhitehead@s-norfolk.gov.uk

13. Pre-application Advice

From: Philip Whitehead <PWhitehead@S-NORFOLK.GOV.UK>
Sent: 01 July 2021 12:27
Subject: RE: Replacement windows - Tas Cottage

Dear Jane
Thank you for your email.
The proposed design of windows looks fine in elevation and I would have no objection to having these on the dormers. With regard to using the aluminium design at the ground floor also I would not necessarily object but would need to see a section detail. Traditional casement windows should be flush fitting, like the existing units, but if in aluminium they could have a slight projection if this cannot be avoided but I will need to see a detail before confirming whether or not we are likely to support aluminium windows over the whole rear elevation. Do ring if you need to discuss.
Kind regards
Philip

Philip Whitehead
Heritage Officer
t 01508 533948 e pwhitehead@s-norfolk.gov.uk

14. 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?

15. Certificates

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Certificate under 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 (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

Person role

- The applicant
- The agent

Title

First name

Surname

Declaration date (DD/MM/YYYY)

Declaration made

16. 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)