

For Official Use Only

Receipt	<input type="text"/>
Date	<input type="text"/>
Amount	<input type="text"/>

Householder Application for Planning Permission for works or extension to a dwelling and listed building consent.

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	<input type="text"/>
Suffix	<input type="text"/>
Property name	<input type="text" value="The Castle House"/>
Address line 1	<input type="text" value="Sevenoaks Road"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Otford"/>
Postcode	<input type="text" value="TN14 5PB"/>

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

Easting (x)	<input type="text" value="552948"/>
Northing (y)	<input type="text" value="159163"/>

Description

### 2. Applicant Details

Title	<input type="text" value="Mrs"/>
First name	<input type="text" value="Irene"/>
Surname	<input type="text" value="Roy"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="The Castle House"/>
Address line 2	<input type="text" value="Sevenoaks Road"/>
Address line 3	<input type="text"/>

## 2. Applicant Details

Town/city	<input type="text" value="Otford"/>
Country	<input type="text" value="United Kingdom"/>
Postcode	<input type="text" value="TN14 5PB"/>

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 the proposed works:

- 1 The removal of a small cupboard area under the second-floor eastern staircase to open up the stairwell. This would allow more light from the large landing window on the first floor into the windowless space below.
- 2 Whilst carrying out these works, improvements to the banister on the second flight of stairs and landings would be undertaken, with the aim of replacing the modern spindles with something more in keeping with the character of the house as a whole, such as those present on the main seventeenth-century staircase in the north range.
- 3 Enlargement of second floor gable window on northern elevation to lower ceiling height to better reflect hierarchy of the space in the attic room. Replacement window to match existing windows and materials on northern elevation.
- 4 Skylight window, facing southern elevation - not visible on any elevation. Proposed skylight window for ensuite bathroom will be a Velux Conservation roof window 780 x 1400mm.
- 5 Works to increase capacity of internal gutter and outlet into external gutter at front of property. These works are urgently required to resolve serious water leaks and damage to second floor and ground floor rooms of property..

Has the 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. Immunity from Listing

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

## 7. Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?  Yes  No

## 8. 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).

- 1 The modern banister and spindles to be replaced with a design more in keeping with the rest of the character of the house and main 17th century staircase. Photographs provided in the Heritage Statement. Drawings ROY-001- PL-003, ROY-001- PL-004 and ROY-001- PL-005.
- 2 Stairwell: Insignificant structural intervention required to enable the works and making good. Drawings and photographs as above.
- 3 2nd floor re-sized window: To lower ceiling height to better reflect hierarchy of the space in the attic room. Replacement window to match existing windows and materials on northern elevation. Drawings ROY-001- PL-006 and ROY-001- PL007.
- 4 Proposed skylight window for en suite bathroom will be a Velux Conservation roof window 780 x 1400mm. Drawing ROY-001- PL007.
- 5 Works to increase capacity of internal gutter and outlet. Raise height of sides to increase capacity and replace existing lead lining. Increase size of outlet by removing 2 tiles above and forming a lead chute. Photographs and details provided in the Works to Gutter & Outlet document.

## 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
Windows	C20 window	Wooden framed window painted white. 18 small glass panes to match existing.
Ceilings	Understairs cupboard Lath and plaster	Plastered finish
Other Banister and spindles	Modern banister and spindles	Oak banister with square spindles more in keeping with character of property.
Rainwater goods	Lead gutter	Proposed lead gutter - advice required on whether a lead replacement is necessary. Create lead chute at outlet opening

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

ROY - 001 Site Location  
 ROY - 002 Site Plan  
 ROY - 003 First Floor  
 ROY - 004 Second Floor Existing  
 ROY - 005 Second Floor Existing  
 ROY - 006 Northern Elevation  
 ROY - 007 Second Floor Proposed (Revision A)  
 ROY - 008 Proposed Northern Elevation  
 ROY - Access Statement  
 ROY - Heritage Statement  
 ROY - Works to Gutter & Outlet

## 10. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?  Yes  No

## 10. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered pedestrian access proposed to or from the public highway?  Yes  No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?  Yes  No

## 11. Parking

Will the proposed works affect existing car parking arrangements?  Yes  No

## 12. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development?  Yes  No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?  Yes  No

## 13. 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

## 14. 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

First name

Surname

Reference

Date (Must be pre-application submission)

Details of the pre-application advice received

See email below.  
From: Rebecca Lamb <Rebecca.Lamb@sevenoaks.gov.uk>  
Date: Fri, 7 Nov 2014 at 12:53  
Subject: Castle House  
To: Irene Roy <ireneroyatcastle@gmail.com>  
Cc: Erin Weatherstone <Erin.Weatherstone@sevenoaks.gov.uk>

Irene

We discussed the following proposals;

- Increase in size/moving of window to stairwell.

It appears that the windows have been increased in depth downwards at some point. The intact lintels and the surrounding stonework would indicate that they haven't been recently 9in the building's history!) altered above. However, as with buildings of this period, it is likely that much alteration has occurred over the centuries and further investigation would be required to ascertain more information. However, I am of the view that moving the window on this elevation would not be appropriate because of the relationship to the other windows and the arrangement of the stonework surrounding it and the loss of fabric.

- Alterations to stairwell.

I don't consider the small removal of some of the Victorian historic fabric to provide light to the area below to be harmful to the significance of the building subject to the amount of structural intervention required to enable the works and the proposals to make good. The minimum amount of loss of fabric would be expected.

- Increase in size of gable attic window

I've thought about this subsequently, and think that whilst there is potential to re-size the window it is important that it reflects the hierarchy of the space (an

## 14. Pre-application Advice

attic room) Therefore, after investigations into structure etc. will also impact on the size I think there is potential to reduce the width to be more proportionate to the gable whilst lowering the cill height. There current window is a C20 replacement and of limited significance.

We discussed the best way to proceed is to get a good quality heritage assessment done so that this can be used to inform these and any future proposals. (attached)

I also didn't mention that SDC would consult English Heritage and SPAB about any applications relating to your property as part of the process.

You should hear from the Planning Officer, Erin Weatherstone, regarding any planning issues relating to your enquiry.

Kind regards

Rebecca

Rebecca Lamb

Conservation Officer

Sevenoaks District Council  
Council Offices, Argyle Road, Sevenoaks, TN13 1HG  
01732 227334

## 15. 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?

If yes, please provide details of their name, role, and how they are related:

## 16. 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

## 17. 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)

20/07/2021