

## Planning Services

West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU

www.westsuffolk.gov.uk/planning

Email: customer.services@westsuffolk.gov.uk

Telephone: 01284 763233

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	<input type="text"/>
Postcode	<input type="text" value="CB8 9QD"/>
Are you an agent acting on behalf of the applicant?	<input type="radio"/> Yes <input checked="" 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

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):

On the limited information available for the extant extension, both the style of the windows; which are presumed to be flush fitted casements and their dimensions - including all of the dormer windows are unknown. There is no scale to the elevational drawings on the extant plans or sectional drawings available.

Therefore, I seek clarification on details in writing or permission to make changes if deemed necessary; now that the extension is being constructed, it is a physical structure and amendments can be sought. The clarification/amendments sought are:

1) insert flush fitting, double glazed casement windows; which consist of three sections, with two side openings - without internal glazing bars (which are indicated on the 1991 drawings). Recent conversations with the Conservation Officer have indicated, that the casement windows without internal glazing bars within each section are acceptable.

2) Enlarging the two rear dormer windows (south-facing aspect of the extant rear extension; not shown on the passed drawings from 1991), to match the size and scale of the three front facing dormer windows towards the front facing northern-aspect. It has been brought to my attention that the windows to the rear of the extension are 'not the same size, as the three to the front (which face North)'. I do not agree with this assessment, without a scale on the elevational drawings or indeed, a drawing of the South-facing elevation; which would physically demonstrate the size and massing of the proposed dormer windows. It is literally impossible to ascertain the correct size and scale of the two rear dormers that passed into extant permission.

The Eastern and Western elevational drawings demonstrate no difference between the three dormer windows illustrated at the 'front' northern aspect of the rear extension and the two dormer windows at the 'rear' (southerly facing aspect); with regards to the height (vertically), width and depth of these five comparable dormer windows.

Therefore, with regards to the 'increase' in length (horizontally) of the rear, south-facing dormers (to match the front facing northern dormers); there would be no visible effect, nor harm to the fabric of the Listed Building, or it's character. As the side profiles would only remain visible from the Eastern and Western elevations; which would not change in size nor scale. Only leaving the potential increase of length, shielded from view by the rear thatched elevation of the original Grade II Listed Building; which does not have any first-floor openings (unlike the two dormers in the front facing southerly aspect); which is supported by Policy DM15: Listed Buildings g.

However, my fiancé and I do not wish to make a Planning or Listed Building infringement! Therefore, if it is still believed necessary; we wish to apply for planning permission to 'enlarge' the two rear (Southerly) dormers of the extant extension, to match the size and scale of the three, front northern-facing dormer windows.

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

## 7. Related Proposals

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

The property benefits from an extant planning permission for a two storey rear extension, granted in 1991 (planning application reference E/91/1529/P and listed buildings reference E/91/1530/LB). The proposal descriptions for this development is as follows:  
Listed Building Application- E/91/1530/LB

'Erection of rear two-storey extension and replacement conservatory to side involving demolition of rear lean-to and existing side conservatory as amended by letter and plan received 22nd July 1991 and letter and plan received 28th August 1991'  
Householder Planning Application- E/91/1529/P

'Erection of rear two-storey extension and replacement conservatory to side, erection of detached garage and construction of new vehicular access (closure of existing) as amended by letter and plan received 22nd July 1991 and letter and plan received 28th August 1991'

The householder planning permission was confirmed as lawfully implemented in 2009, with a certificate of lawful development (application reference number SE/08/1718) due to the fact that the conservatory had been replaced. It can be assumed that the listed building consent was also lawfully implemented as that application also included the replacement conservatory.

## 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

## 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
External Walls	Wooden dormers, with plastered elevations	wooden dormers, with rendered elevations
Roof covering	thatch	Redland pantile, farmhouse red
Windows	Wooden flush fitted casements, painted in white	wooden flush fitted casements, painted in white

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

Please see my; Design Access AND Heritage Statement Listed Building Application - verification of casement window AND dormer design - word document.

## 11. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

Yes  No

If Yes, please provide details:

Mr and Mrs Hutchings, whom are next door at Brookside Cattery; used to own Brookside as a whole and they originally sought and gained permission for the rear extension; before, moving next door building themselves a new home and dividing the site, roughly in half. Therefore, my neighbours are already 'consulted'.

## 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	<input type="text"/>
First name	<input type="text"/>
Surname	<input type="text"/>
Reference	PREAPP/20/498

Date (Must be pre-application submission)

Details of the pre-application advice received

Proposal 1: 2 storey rear extension  
The property benefits from an extant planning permission for a two storey rear extension, granted in 1991 (planning application reference E/91/1529/P and listed buildings reference E/91/1530/LB). The proposal descriptions for this development is as follows:  
Listed Building Application- E/91/1530/LB  
'Erection of rear two-storey extension and replacement conservatory to side involving demolition of rear lean-to and existing side conservatory as amended by letter and plan received 22nd July 1991 and letter and plan received 28th August 1991'  
Householder Planning Application- E/91/1529/P  
'Erection of rear two-storey extension and replacement conservatory to side, erection of detached garage and construction of new vehicular access (closure of existing) as amended by letter and plan received 22nd July 1991 and letter and plan received 28th August 1991'  
The householder planning permission was confirmed as lawfully implemented in 2009, with a certificate of lawful development (application reference number SE/08/1718) due to the fact that the conservatory had been replaced. It can be assumed that the listed building consent was also lawfully implemented as that application also included the replacement conservatory.

3.  
You have stated that you would like to make minor changes to the extant permission. However, as the property is listed, both planning and listed building requirements will need to be considered and require a different approach:  
Planning  
Any minor changes to the exterior of the property that deviates from the approved plans, such as changing the windows from casement to sash as you suggested during our telephone call, will require a Non Material Amendment (NMA) application to be submitted to the Council. For further details on non material amendments please visit the Planning Portal website:  
Non-material amendment of an existing planning permission | Consent types | Planning Portal  
More significant changes will require a new application, either in the form of a Minor Material Amendment (variation) or a new householder planning application. Please feel free to check with the LPA which type of application will be required once your plans have developed.  
Listed Buildings  
Listed building consents cannot be subject to a non material amendment and any changes to the existing permission will require a new listed building application. I suggest that you contact the Conservation Team for pre-application advice regarding the acceptability of the amendments before submitting a listed building application. This is a free service and they can be contacted on:  
Tel: 01284 757356 / 01284 757339 or [eco.conservation@westsuffolk.gov.uk](mailto:eco.conservation@westsuffolk.gov.uk)  
Furthermore, I have contacted Building Control and they stated that if a new building regulations application is submitted, it will be subject to the applicable regulations as of 2021.

## 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 B - Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

**I certify/The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before**

## 15. Certificates

the date of this application, 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 this application relates.

Owner

1	
Name of Owner	
Number	
Suffix	
House Name	Brookside
Address line 1	Cowlinge
Address line 2	Suffolk
Town/city	
Postcode	CB8 9QD
Date notice served	29/07/2021

Person role

- The applicant  
 The agent

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="David"/>
Surname	<input type="text" value="Brown"/>
Declaration date (DD/MM/YYYY)	<input type="text" value="29/07/2021"/>

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)