

Date: 24 March 2022
Our Ref: 22/00322/LBC
Please ask for: Johndaniel Jaques

Civic Offices
Union Street
Chorley
PR7 1AL

Mr Ronald Naylor
12 Church Street
Croston
Leyland
PR26 9HA
United Kingdom

Invalid Application

Dear Mr Naylor

Proposal: Listed Building Consent to replace 8 no. windows (3no. to the front and 5no. to the rear) with wooden sash windows, and repairs to window frames, to replace rear ground floor and kitchen casement windows with traditional sliding sash windows, and to replace the front door with a new hardwood painted door

Location: 12 Church Street Croston Leyland PR26 9HA

Reference: 22/00322/LBC

Thank you for your application. Please quote the planning application reference number in all enquiries.

Unfortunately the application is not valid; so that we can process your application, please provide the following:

- Please clarify the number of windows to be replaced. The application form refers to 8 windows (3no. at the front and 5no. to the rear) but also refers to replacing “rear ground floor and kitchen casement windows with traditional sliding sash windows”

The following plans are required and should be provided at the stated scale including the paper size (i.e. 1:500 at A1) in digital format and should accurately show the direction of North.

- The location plan submitted needs to be replaced as it needs to be based on an up to date map at a scale of 1:1250 or 1:2500. The buildings should be numbered/ named to ensure that the application site is clearly identified. The application site should be edged clearly with a red line – on the submitted plan the red line appears to include land that is not related to the proposed works so this should be reviewed, and a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A site plan and block plan are required. The site plan should be drawn at a scale of 1:500 or 1:200 and the block plan at 1:200 or 1:100 and should accurately show:



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- a) The direction of North
- b) The proposed development in relation to the site boundaries and any other existing buildings on the site

- Existing and proposed floor plans (at a scale of 1:50 or 1:100) These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. It may be the case that these could show the existing and proposed works on the same plan.
- Existing and Proposed Elevations (at a scale of 1:20 or 1:50) These should be drawn to a scale of 1:20 or 1:50 and show clearly the proposed works. Ideally the plans should include the dimensions of the proposal annotated onto the plan. It may be the case that these could show the existing and proposed works on the same plan.
- A Heritage Statement is required. This should describe the significance of any heritage assets affected, including any contribution made by their setting; and should assess the impact of the proposal on their significance. As a minimum, the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise, where necessary. The level of detail should be proportionate to the assets' importance and sufficient to understand the potential impact of the proposal on their significance. This information together with an assessment of the impact of the proposal will be required as part of the explanation of the design concept. It should detail the sources that have been considered and the expertise that has been consulted.

Although not making the application invalid –

- Section Plans through the existing and proposed windows in detail drawn at 1:5 or 1:10 scale would also be helpful. Ideally the plans should include the dimensions of the proposal annotated onto the plan.
- It would be helpful if a plan could be provided indicating which windows the submitted images relate to, and if not already submitted a photo of each window to be replaced would be most helpful.

Please contact us if you require any further information.

Chief Planning Officer
Chorley Council