



Mid Suffolk District Council Planning Services  
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## Application for Listed Building Consent for alterations, extension or demolition of a listed building

### Planning (Listed Buildings and Conservation Areas Act) 1990 (as amended)

#### 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.

#### Site Location

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

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

## Applicant Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

Secondary number

Fax number

Email address

## Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

Has the development or work already been started without consent?

- Yes  
 No

## 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

## Demolition of Listed Building

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

- Yes  
 No

## 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

## Immunity from Listing

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

- Yes  
 No

## 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).

Location and style of the existing windows is shown in annotated photographs of the elevations (named south elevation; west elevation; north elevation 1; north elevation 2), and in close-up internal and external photographs of each individual window (see list below for file names). Window numbering relates to that shown in external elevation drawing of replacement windows (Drawing no. 0165/01). Drawing no. 0165/02 shows detail sections. Site location and block plan provided.

- W1 first floor external
- W1 first floor internal
- W1 first floor internal (partial – dormer only)
- W1 first floor internal (partial – left)
- W1 first floor internal (partial – right)
- W2 ground floor external
- W2 ground floor internal
- W3 ground floor external
- W3 ground floor internal
- W4 first floor external
- W4 first floor internal left side
- W4 first floor internal right side
- W5 ground floor external
- W5 ground floor internal
- W6 ground floor external
- W6 ground floor internal
- W7 first floor external
- W7 first floor internal
- W8 ground floor external
- W8 ground floor internal
- W9 ground floor external
- W9 ground floor internal
- W10 first floor external
- W10 first floor internal
- W11 ground floor external
- W11 ground floor internal

## 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**

**Type:**

Windows

**Existing materials and finishes:**

Softwood (all windows, and internal and external sills). A range of designs with varying numbers of glazing lights per pane. Single panes of glass throughout. Traditional black ironmongery. Painted internally and externally.

**Proposed materials and finishes:**

Hardwood heritage gas filled 4/4/4 slim-line glazing units - see drawings for style. Traditional black ironmongery. Painted externally (to match no. 1 Town Yard, attached property) and internally.

Are you supplying 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

Replacement of windows - Design and access statement  
Location Plan  
Block Plan  
Replacement windows external elevations - drawing no. 0165\_01  
Replacement windows detail sections - drawing no. 0165\_02  
South elevation Ws 1-5 annotated  
West elevation W6 annotated  
North elevation 1 (partial - right - W7 & W8) annotated  
North elevation 2 (partial - left - W9, W10 & W11) annotated  
W1 first floor external  
W1 first floor internal  
W1 first floor internal (partial – dormer only)  
W1 first floor internal (partial – left)  
W1 first floor internal (partial – right)  
W2 ground floor external  
W2 ground floor internal  
W3 ground floor external  
W3 ground floor internal  
W4 first floor external  
W4 first floor internal left side  
W4 first floor internal right side  
W5 ground floor external  
W5 ground floor internal  
W6 ground floor external  
W6 ground floor internal  
W7 first floor external  
W7 first floor internal  
W8 ground floor external  
W8 ground floor internal  
W9 ground floor external  
W9 ground floor internal  
W10 first floor external  
W10 first floor internal  
W11 ground floor external  
W11 ground floor internal

## Neighbour and Community Consultation

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

Yes

No

If Yes, please provide details

Have discussed proposal with the owners of no. 1 Town Yard, and the owners of New Cottage, Town Yard.

## 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

## 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

\*\*\*\*\* REDACTED \*\*\*\*\*

First Name

\*\*\*\*\* REDACTED \*\*\*\*\*

Surname

\*\*\*\*\* REDACTED \*\*\*\*\*

Reference

none given

Date (must be pre-application submission)

31/03/2022

Details of the pre-application advice received

BMSDC Heritage Team Mailbox <heritage@baberghmidsuffolk.gov.uk> 31 March 2022 at 10:23  
To: "suzannebeeke@gmail.com" <suzannebeeke@gmail.com>

Good Morning Suzanne,

Further to our telephone call please see below guidance from a Heritage Officer on the drawings we require for the replacement windows.

'We'll need annotated photos of the building to identify which windows on which elevations are to be replaced, plus close up photos (inside and out) of each window to be replaced. This helps to assess their age etc. Then we will need large scale elevation and section drawings of each replacement window. Usually, when windows are part of a bigger scheme, these drawings can be conditioned. But when their replacement is the whole subject of the application, we need them up front. We will also need the usual site location and block plan'

I hope this is of assistance.

Kind regards  
Megan Thomson  
Support Officer

**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.

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?

- Yes
- No

## **Ownership Certificates**

### **Certificates under Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990**

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of **all** the land to which this application relates; **and** has the applicant been the sole owner for more than 21 days?

- Yes
- No

If No, can you give appropriate notice to all the other owners?

- Yes
- No

### **Certificate Of Ownership - Certificate B**

**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 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

**Name of Owner:**

\*\*\*\*\* REDACTED \*\*\*\*\*

**House name:**

Church Cottage

**Number:**

2

**Suffix:**

**Address line 1:**

Town Yard

**Address Line 2:**

Westhorpe

**Town/City:**

Stowmarket

**Postcode:**

IP14 4SU

**Date notice served (DD/MM/YYYY):**

31/03/2022

**Person Family Name:**

Person Role

- The Applicant  
 The Agent

Title

Ms

First Name

Suzanne

Surname

Beeke

Declaration Date

31/03/2022

- Declaration made

## Declaration

I / We hereby apply for Listed building consent as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

- I / We agree to the outlined declaration

Signed

Suzanne Beeke

Date

21/08/2022