



East Herts Council
 Wallfields, Pegs Lane
 Hertford, Herts
 SG13 8EQ
 Tel: 01279 655261

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)
<input type="text" value="543905"/>	<input type="text" value="225857"/>

Description

Applicant Details

Name/Company

Title

miss

First name

Heather

Surname

Brooks

Company Name

Address

Address line 1

Elm Cottage

Address line 2

Gravesend

Address line 3

Town/City

Albury

County

Country

United Kingdom

Postcode

SG11 2LW

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

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

Replacement of an old 9 pane timber window with a new 9 pane timber window. The window reveal will remain unchanged. The new window will be fixed.

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).

Please see enclosed drawings and documents pertaining to the new 9 pane window

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:

Timber frame and window - painted - single glazing

Proposed materials and finishes:

Timber frame and window - painted -single glazing

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

Please find enclosed the following: heritage statement, existing elevations and floor plans, proposed elevations and floor plan, window specification and section drawing, location/site plans, and a design and access statement.

Neighbour and Community Consultation

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

Yes

No

If Yes, please provide details

As per previous window application referenced 3/21/2571/LBC

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

3/21/2571/LBC

Date (must be pre-application submission)

31/01/2023

Details of the pre-application advice received

TELEPHONE DISCUSSION WITH STEVEN LYTTLE REGARDING 9 PANE LOUNGE WINDOW WHICH WAS ORIGINALLY PART OF PREVIOUS APPLICATION REFERENCED 3/21/2571/LBC.

We discussed that the existing window currently has 9 square panes, and based on initially incorrect information from the window company, I sought and obtained approval for this to be replaced with a 12 pane window. However, following a much later conversation with the window surveyor, it transpired that the window company could in fact produce a 9 pane window. I am therefore seeking approval for said 9 pane window on the basis that it will be fixed (not an opener). Steven advised that given that the new 9 pane window is very close in format, appearance and dimensions to the existing window, and also that the size of the 9 panes are very close to matching the size of the window panes in the other windows on the house, he would be agreeable to this proposal on the basis that the window is fixed (no opener). (The window company had proposed an opener from the bottom).

IMPORTANT: This is also on the basis that as per the other 11 windows, the window company has confirmed that the window will be installed such that there will be no change to the existing window reveal.

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

Certificate Of Ownership - Certificate A

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

Miss

First Name

Heather

Surname

Brooks

Declaration Date

01/02/2023

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

Heather Brooks

Date

03/02/2023