

Application for listed building consent for alterations, extension or demolition of a listed building.  
 Planning (Listed Buildings and Conservation Areas) Act 1990

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**Local Planning Authority details:**



**Maidstone Borough Council**  
 Maidstone House  
 King Street  
 Maidstone, Kent ME15 6JQ  
[www.maidstone.gov.uk](http://www.maidstone.gov.uk)

**Publication of applications on planning authority websites**

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

**1. Applicant Name and Address**

Title:  First name:   
 Last name:   
 Company (optional):   
 Unit:  House number:  House suffix:   
 House name:   
 Address 1:   
 Address 2:   
 Address 3:   
 Town:   
 County:   
 Country:   
 Postcode:

**2. Agent Name and Address**

Title:  First name:   
 Last name:   
 Company (optional):   
 Unit:  House number:  House suffix:   
 House name:   
 Address 1:   
 Address 2:   
 Address 3:   
 Town:   
 County:   
 Country:   
 Postcode:

### 3. Description of Proposed Work

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

APT 7 Rumwood Court is a Grade II listed Apartment over two floors of the Main Building. It was previously re-furbished in the late 1970's.

The new owner proposes - by this application - to re-furbish the first floor only, as per the attached drawing?

Has the work already started without consent?  Yes  No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work been completed without consent?  Yes  No

If Yes, please state the date when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

### 4. Site Address Details

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:  AS IN ①

Town:

County:

Postcode (optional):

Description of location or a grid reference.  
(must be completed if postcode is not known):

Easting:  Northing:

Description:

Rumwood Court is Grade II listed - Originally a Manor House and is set in 12 acres of grounds. It has since been converted into 7 Apartments.

### 5. 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:

Description	Reference number
Discharge of conditions	09/2271
Discharge of conditions	08/1384
Erection of 2-Bay Garage	07/2012

### 6. 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).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Ms Eleanor Haku

Reference:

21/503241/PAPL

Date (DD/MM/YYYY):

(must be pre-application submission)

14/07/2021

Details of pre-application advice received?

Apply for listed Building Consent for all works.

Removal of steel walls is generally acceptable.

Stairs needs more info and details to be provided.

Planning Refusal Notices: 29/03/2022  
: 14/10/2022

### 7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?  Yes  No

If Yes, please provide details:

PLANNING NOTICES HAND DELIVERED TO ALL TENANTS/OWNERS:  
1, 2, 3, 4, 5, & 6. RUMWOOD COURT. 18th NOVEMBER 2022

### 8. Authority Employee / 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 following statements apply to you and/or agent?  Yes  No With respect to the authority, I am:  
(a) a member of staff  
(b) an elected member  
(c) related to a member of staff  
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

N/A

## 9. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls			<input type="checkbox"/>	<input type="checkbox"/>
Roof covering	TILES	TILES TO MATCH	<input type="checkbox"/>	<input type="checkbox"/>
Chimney	RENDER	RENDER TO MATCH.	<input type="checkbox"/>	<input type="checkbox"/>
Windows	LEADED	LEADED TO MATCH.	<input type="checkbox"/>	<input type="checkbox"/>
External doors	TIMBER	TIMBER TO MATCH	<input type="checkbox"/>	<input type="checkbox"/>
Ceilings	PLASTERED WITH PATTERN	PLASTERED TO MATCH PATTERN	<input type="checkbox"/>	<input type="checkbox"/>
Internal walls	SOME SOLID SOME STUD WALLS SOME BRICK/TIMBER	SOLID & STUD WALLS TO MATCH.	<input type="checkbox"/>	<input type="checkbox"/>
Floors	WOOD	WOOD TO MATCH.	<input type="checkbox"/>	<input type="checkbox"/>
Internal doors	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Rainwater goods	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Others (add description)	/	/	<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted drawings or plans?

Yes

No

If Yes, please state plan(s)/drawing(s) references:

21/1171/-01, -02, -03, -04

22/1171/-11, -12, -13, -14

### 10. Demolition

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

If Yes, which of the following does the proposal involve?

- a) Total demolition of the listed building:  Yes  No
- b) Demolition of a building within the curtilage of the listed building:  Yes  No
- c) Demolition of a part of the listed building:  Yes  No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)	1976 m <sup>3</sup>
ii) What is the volume of the part to be demolished?(cubic metres)	35 m <sup>2</sup>
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	

Please provide a brief description of the building or part of the building you are proposing to demolish:

Apt 7, Runwood Court is a 4 Bed, first & second floor Apartment, set in and a former Manor House, in 12 acres of land. Last refurbishment was in late 1970's. Stud walls to be demolished with expose original features for enhancement.

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

In essence, the original character and features of the building are to be exposed and enhanced to benefit more space, with sympathy to the original fabric of the building.

### 11. Listed Building Alterations

Do the proposed works include alterations to a listed building?  Yes  No

If Yes, do the proposed works include: (you must answer each of the questions)

- 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, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

Drawings 21/1171  
22/1171  
In essence, stud walls built in 1970's to be removed and limited to works on the first floor only. Specific detailing to be matched in theme and style, in order to preserve the character of the building.

### 12. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I  Ecclesiastical Grade I

Grade II\*  Ecclesiastical Grade II\*

Grade II  Ecclesiastical Grade II

Don't know

### 13. Immunity From Listing

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

Yes  No  Don't know

If Yes, please provide the result of the application:

N/A

### 14. Ownership Certificates

One Certificate A, B, C, or D, must be completed with this application form  
**CERTIFICATE OF OWNERSHIP - CERTIFICATE A**

**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.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):




### CERTIFICATE OF OWNERSHIP - CERTIFICATE B

**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 the date of this application, was the owner\* of any part of the land or building to which this application relates.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

Name of Owner	Address	Date Notice Served
MR N. ROBBIRT	1 RUNWOOD COURT	21/03/2023
MR & MRS. D. CARMICHAEL	2 RUNWOOD COURT	21/03/2023
MR & MRS J. CLADINGBOEL	3 RUNWOOD COURT	21/03/2023
MR + MRS R. LEPAR	6 RUNWOOD COURT	21/03/2023
MS D. CLARK	4 RUNWOOD COURT	21/03/2023
MR + MRS D. GENTRY	5 RUNWOOD COURT	21/03/2023

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):




### CERTIFICATE OF OWNERSHIP - CERTIFICATE C

**Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners\* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

#### 14. Ownership Certificates (continued)

##### CERTIFICATE OF OWNERSHIP - CERTIFICATE D

##### Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner\* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

\*"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY:

#### 15. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies\* of a completed and dated application form:

The original and 3 copies\* of other plans and drawings or information necessary to describe the subject of the application:

The original and 3 copies\* of a plan which identifies the land to which the application relates and drawn to an identified scale and showing the direction of North:

The original and 3 copies\* of the completed dated Ownership Certificate (A, B, C, or D - as applicable):

The original and 3 copies\* of a design and access statement, if required (see help text and guidance notes for details):

\*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

#### 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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

16/04/2023 (date cannot be pre-application)

#### 17. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

#### 18. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:  
+44 1622 715588

Country code: Mobile number (optional):  
~~+44~~

Country code: Fax number (optional):

Email address (optional):  
info@tsjdrawings.co.uk

**19. 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? *(Please select only one)*

Agent  Applicant  Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address: