



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

Ms

First name

Jane

Surname

Marshall

Company Name

Address

Address line 1

Green Court

Address line 2

6 Wallingwells Hall

Address line 3

Wallingwells

Town/City

Worksop

County

Country

United Kingdom

Postcode

S81 8BY

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)

The proposed works is for retrospective approval of the installation of skylight into the southern aspect of the building's roof in a long gallery on the third floor, which is above the second floor of the adjacent property (number 5).

In 2021 we installed heating, lighting, carpeting and decorations into the gallery and restored three existing sash windows using a specialist company, retaining the original features and this was sufficient light for the room, i.e. there was no need for a skylight or any other window.

During September 2021, water damage was seen internally to the gallery room, caused by leaf matter in the roof gullies of a section of the roof where access was difficult. The internal decorations, carpets and furniture were damaged with black mould, fungi and damp making the room uninhabitable.

Following confirmation from our builder on the cause of the problem, advice was taken by us to install a skylight to allow access to the roof area on an ongoing basis to prevent the same issue recurring. Prior to installation of the skylight the only access to the roof was via the adjacent property (and with the need for three floor scaffold) or by traversing several roof gullies, which was a significant health and safety risk given the age and height of the building.

The skylight is made by Velux has a natural solid wood frame and is a unit of substantial quality, weight and in keeping with the other windows in the house being painted plain white, glazed and with a solid wood surround (costing c.£800 and measuring 112cm by 61cm). The skylight is not visible from the outside of the building due to the fact that it is hidden behind a wall that forms part of the existing roof.

Equally, there is no advantage of the skylight being there in terms of view as when we look out of it we see the wall that is hiding it - therefore there is no view over the adjacent garden of number 5 nor can anyone from outside see in.

Significantly, access to the roof via the skylight allows us to safely maintain the roof area to prevent the same issue recurring.

Following correspondence with BDC officers it became clear that we had made a mistake by not applying for listed planning consent for the skylight.

The following is from a letter dated 27 March 2023 from BDC Planning Team (ref. 23/00030/ENF) and follows a full inspection of the skylight by your planning/environment team on 1 March 2023, "The skylight is largely hidden from view, when looking upon the property from any of the surrounding public vantage points, and will help to ensure the asset's continued conservation. Therefore it is considered to be an acceptable alteration which preserves the Listed Building's special interest, and for which the Council would welcome the submission of an application for Listed Building Consent".

We are willing to provide any further information as required as we are fully aware of our error in not seeking planning consent prior to installation.

Has the development or work already been started without consent?

Yes

No

If Yes, please state when the development or work was started (date must be pre-application submission)

Has the development or work already been completed without consent?

- Yes
 No

If Yes, please state when the development or work was completed (date must be pre-application submission)

01/02/2023

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

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).

The section of the roof on the southern aspect where the skylight was installed had all roof tiles removed, all timbers were rotten and therefore removed and replaced, a hole was made externally for the installation of the skylight window in the centre of the roof area in question.

The interior wall was broken into from the inside out to enable installation of the skylight - plaster and plasterboard was removed and made good around the skylight once installed.

There was work to the roof (as described above), which is fixed to the property.

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:

Other

Other (please specify):

Skylight Velux window

Existing materials and finishes:

Plain interior sloping wall plastered and painted with matt emulsion showing water damage, black mould and fungi growing into the cracks of the plaster where this has perished due to water damage from rainwater penetrating to internal wall through roof tiles, timbers and rafters.

Proposed materials and finishes:

Velux skylight window, natural wood, painted matt white measuring 112 cm in length and 61 cm wide with double glazed pane and handle which allows the window to be lifted up for ventilation and access to outside area. Area around the skylight is plain, painted interior sloping wall plastered and made good following the installation of the skylight. No evidence of water damage, black mould or fungi remaining.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- Yes
 No

Neighbour and Community Consultation

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

- Yes
 No

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

23/00030/ENF

Date (must be pre-application submission)

27/03/2023

Details of the pre-application advice received

Letter received from Jamie Wignall dated 27 March 2023 your reference number 23/00030/ENF advising that following a complaint from the adjacent property inhabitants and a site visit from Bassetlaw District Council on 1 March 2023 "When assessing proposed works to a listed building, the local planning authority must have special regard to the desirability of either preserving or enhancing the building or its setting or any features of special architectural or historic interest which it possesses...The skylight is largely hidden from view, when looking upon the property from any of the surrounding public vantage points, and will help to facilitate the general maintenance and upkeep of the building, which in turn would help to ensure the asset's continued conservation. Therefore it is considered to be an acceptable alteration which preserves the Listed Building's special interest, and for which the Council would welcome the submission of an application for Listed Building Consent for its retention." Jamie and team have been very helpful in advising to include photographs and information on the area where the skylight was fitted and this followed a comprehensive site visit on 1 March 2023 when the area was inspected in full including from internal and external vantage points.

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

Ms

First Name

Jane

Surname

Marshall

Declaration Date

26/04/2023

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

Jane Marshall

Date

28/04/2023