

Tunbridge Wells Borough Council  
 Town Hall  
 Royal Tunbridge Wells  
 Kent TN1 1RS

planning comments@tunbridgewells.gov.uk



## Householder Application for Planning Permission for works or extension to a dwelling

### Town and Country Planning 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	<input type="text"/>
Suffix	<input type="text"/>
Property Name	<input type="text" value="The Cottage"/>
Address Line 1	<input type="text" value="Speldhurst Hill"/>
Address Line 2	<input type="text" value="Speldhurst"/>
Address Line 3	<input type="text" value="Kent"/>
Town/city	<input type="text" value="Tunbridge Wells"/>
Postcode	<input type="text" value="TN3 0NL"/>

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
<input type="text" value="555416"/>	<input type="text" value="141439"/>

Description

## Applicant Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☒ Yes  
☐ No

### Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

# Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

## Description of Proposed Works

Please describe the proposed works

Alterations to ancillary garage building which forms part of the curtilage of the Grade II listed Cottage

Has the work already been started without consent?

- ☐ Yes
- ☒ No

## Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
- ☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

**Type:**  
Walls

**Existing materials and finishes:**  
Multi-red stock brickwork with black painted timber framing and black timber window/door frames.

**Proposed materials and finishes:**  
Black timber (larch) cladding to replace existing black timber garage door. New black timber framed glazing.

**Type:**  
Roof

**Existing materials and finishes:**  
Clay nib / peg roof tiles in red-multi colour.

**Proposed materials and finishes:**  
Spicer handmade clay peg tiles in red-multi colour to match existing.

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

231019-Proposed Elevations  
231019-Proposed GA Plan  
231019-Proposed Sketch- Planning  
231019-Planning-Design & Access Statement

## Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☒ Yes  
☐ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

231019-Existing Site Plan

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes  
☒ No

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- ☐ Yes  
☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes  
☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ☐ Yes  
☒ No

## Parking

Will the proposed works affect existing car parking arrangements?

- ☒ Yes  
☐ No

If Yes, please describe:

At present there is parking available in front of the garage on the driveway for two cars and this would be retained. This would be considered to be sufficient parking for this dwelling. The loss of the parking space within the garage should not adversely affect provision as the garage is not currently utilised for parking due to its tight constraints and would be better utilised for other functions.

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

First Name

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

Surname

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

Reference

23/01941/PAMEET

Date (must be pre-application submission)

15/09/2023

Details of the pre-application advice received

It is acknowledged that the intention is to retain and refurbish the existing windows and the use of secondary glazing would be supported and encouraged.

Having discussed this proposal with the Conservation Officer it is considered that the proposed external alterations have been designed to be in keeping with the existing character and appearance of the building and could be supported. The use of traditional materials, such as timber cladding, is considered to be appropriate in this instance.

The current louvred dormer is to be glazed and it is understood that this would be timber framed. This would be acceptable but it is likely that joinery details for this window will be required. These can either be submitted as part of the application or can be dealt with by a condition attached to any subsequent approval notice.

The replacement of the roof tiles could be supported in principle but it is recommended that any future application specifically details the type, make and source of the replacement tiles to ensure that these would be a suitable replacement.

It was discussed on site the possibility of installing rooflights in order to provide more natural light into the building. Subject to details of their position and type, these could be supported in principle but it is recommended that these are conservation style roof lights.

It is considered that the proposed external alterations are in keeping with the existing character and appearance of this building and in turn this would be in keeping with the wider character of the area. This is an existing building that is not visible from public views and as such the impact on the AONB would be limited.

Given the proposed use of this building as a home office or a use ancillary to the main use of the dwelling it is unlikely to result in significant disturbance to neighbouring dwellings above what would usually be expected from a residential use.

The proposed glazing at roof level is intended to increase natural light into the building and would not result in additional overlooking or loss of privacy for neighbours.

At present there is parking available in front of the garage for two cars and this would be retained. This would be considered to be sufficient parking for this dwelling and therefore the loss of the parking space within the garage could be supported.

In my opinion, the proposed changes are considered to retain the existing character of this curtilage listed building and support could be given to this proposal

## 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 and Agricultural Land Declaration

## Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

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

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ 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\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

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

\*\* "agricultural holding" has the meaning given by reference to the definition of “agricultural tenant” in section 65(8) of the Act.

**NOTE:** You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

First Name

Dan

Surname

Tassell

Declaration Date

26/10/2023

☒ Declaration made

### Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published 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

Daniel Tassell

Date

26/10/2023