

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



planning comments@tunbridgewells.gov.uk

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="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 proposals to alter, extend or demolish the listed building(s)

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

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

23/02911/FULL

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 proposed works are focussed on the ancillary garage located within the curtilage of the listed cottage. Drawings showing the proposed scope of work are included in this application including:

Existing GA Plans - highlight items to be removed
Existing GA Plans - highlight items to be removed
Proposed GA Plans - highlighting scope of new work
Proposed GA Elevations - highlighting scope of new work
Design & Access Statement - includes description of the scope of work and materials proposed

Items to be removed include:

- The existing triangular timber louvres within the roof, to be replaced with timber framed glazed roof light
- The existing garage door, to be replaced with timber clad external wall
- The existing roof tiles, to be replaced with matching roof tiles

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:

External walls

Existing materials and finishes:

Multi-red stock brickwork with black painted timber framing and black timber window/door frames.

Proposed materials and finishes:

Existing brickwork retained. New elements formed in black timber (larch) cladding to replace existing black timber garage door. New black timber framed glazing to match.

Type:

Roof covering

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.

Type:

Floors

Existing materials and finishes:

Uneven exposed concrete slab forming garage floor

Proposed materials and finishes:

Polished and sealed cement/screed floor finish to new insulated concrete slab, improving thermal performance and creating a level surface

Type:

Windows

Existing materials and finishes:

Painted timber framed windows and doors

Proposed materials and finishes:

Existing painted timber framed windows and doors to be retained, with new metal framed secondary glazing added internally to improve thermal efficiency. New external windows and doors to be formed in black stained larch to match existing black timber features, and new black timber cladding. New rooflights to be Velux Heritage conservation rooflights.

Type:

Internal walls

Existing materials and finishes:

Exposed rendered and painted brick wall

Proposed materials and finishes:

Internal gypsum plasterboard partitions fixed to timber battens, with insulation between to improve thermal performance.

Type:

Ceilings

Existing materials and finishes:

Timber sheathing boards with exposed timber truss

Proposed materials and finishes:

Sheathing boards to be lined with insulation and overclad with new boards of similar appearance to existing. Exposed timber truss to remain visible.

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

Existing GA Plans
Existing GA Elevations
Proposed GA Plans
Proposed GA Elevations
Design and Access Statement (Page 4)

Neighbour and Community Consultation

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

- Yes
 No

If Yes, please provide details

Discussion with neighbour.

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

Surname

Reference

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**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

First Name

Surname

Declaration Date

Declaration made

Declaration

I/We hereby apply for Listed building consent 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

Date