

For Official Use Only	
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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

Mr

First name

Michael

Surname

Bolding

Company Name

### Address

Address line 1

Crouch House

Address line 2

Crouch House Road

Address line 3

Town/City

Edenbridge

County

Country

United Kingdom

Postcode

TN8 5LQ

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

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

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)

The applicant is seeking listed building consent to upgrade the glass in four sash windows (on the ground floor at the front of the property) and four casement windows (on the first and second floors on the north side of the property) in order to improve both insulation and safety. The windows are wooden framed and are currently single-glazed. The wooden frames will be retained and the glass will be replaced with Slender Fit double-glazed glass units (manufactured by Action Glass (UK) Ltd). There will be no material change to the external appearance of the windows. A factsheet giving details of Slender Fit double-glazed units is attached to this application.

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

## 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 applicant is seeking listed building consent to upgrade the glass in four sash windows (on the ground floor at the front of the property) and four casement windows (on the first and second floors on the north side of the property) in order to improve both insulation and safety.

The windows are wooden framed and are currently single-glazed. The wooden frames will be retained and the glass will be replaced with Slender Fit double-glazed glass units (manufactured by Action Glass (UK) Ltd). There will be no material change to the external appearance of the windows. A factsheet giving details of Slender Fit double-glazed units is attached to this application

Photographs of the windows are attached.

## 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:**

Four sash windows on the ground floor at the front of the property: all have wooden frames and single-glazed glass. Three casement windows on the first floor on the north side of the property: all have wooden frames and single-glazed glass. One casement window on the second floor on the north side of the property: wooden frame and single-glazed glass.

**Proposed materials and finishes:**

The wooden frames will be retained and the glass will be replaced with Slender Fit double-glazed glass units (manufactured by Action Glass (UK) Ltd). There will be no material change to the external appearance of the windows. A factsheet giving details of Slender Fit double-glazed units is attached to this application

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

Appendices 1-5:

1. Photograph of front of house.
2. Photograph of ground floor windows on front of house (left).
3. Photograph of ground floor windows on front of house (right)
4. Photograph of windows on north side (first and second floors).
5. Photograph of windows on north side (first floor).

Appendix 6: Factsheet giving details of Slim Fit double-glazed units.

One factsheet giving details

## 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

## 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

If No, can you give appropriate notice to all the other owners?

- Yes  
 No

### Certificate Of Ownership - Certificate B

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 (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 this application relates.

**Name of Owner:**

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

**House name:**

Crouch House

**Number:****Suffix:****Address line 1:**

Crouch House

**Address Line 2:**

Crouch House Road

**Town/City:**

Edenbridge

**Postcode:**

TN8 5LQ

**Date notice served (DD/MM/YYYY):**

25/02/2024

**Person Family Name:**

## Person Role

 The Applicant The Agent

## Title

Mr

## First Name

Michael

## Surname

Bolding

## Declaration Date

25/02/2024

 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

Michael Bolding

Date

25/02/2024