

# Development Management

Welwyn Hatfield Borough Council

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**WELWYN  
HATFIELD**

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

11 Astwick Manor

Address Line 1

Coopers Green Lane

Address Line 2

Address Line 3

Hertfordshire

Town/city

Hatfield

Postcode

AL10 9BP

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

Easting (x)

520422

Northing (y)

209970

Description

## Applicant Details

### Name/Company

Title

Ms

First name

Julie

Surname

Weaver

Company Name

### Address

Address line 1

Flat 11 Astwick Manor

Address line 2

Coopers Green Lane

Address line 3

Town/City

Hatfield

County

Country

United Kingdom

Postcode

AL10 9BP

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)

Due to rotting as a result of a lack of guttering and weather protection on the outside of the building, I would like to replace the existing soft wood window frames (original from building conversion in 2005) with uPVC casement window frames in white, identical in design and measurement to the current window frames (in keeping with those in the rest of the building) in a wood grained look/design. Due to the lack of protection on the building from the weather / outside elements (particularly the S/SW facing external wall where the most damaged windows are), uPVC would both have a longer life to withstand being directly impacted by the weather, and be more energy efficient. Images uploaded reflect proposed replacement of the most urgent 3 windows on S/SW facing rear wall. However, I would be looking to replace all windows within a permitted time - if permission is granted. Scaffolding will be required for installation - I have sought permission for this from both the Managing Agents and neighbours.

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).

I'm guessing there is somewhere elsewhere to upload images? In summary I am looking to replace like for like soft wood and rotten window frames with uPVC identical in design and measurement.

## 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:**

Soft wood painted white.

**Proposed materials and finishes:**

White uPVC with woodgrain finish.

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

I will be providing detailed images and plans as uploaded images to this application.

## Neighbour and Community Consultation

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

Yes

No

If Yes, please provide details

I have consulted the Managing agents of the building (Carringtons Residential Management) and representative building Directors.

## 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

Date (must be pre-application submission)

06/07/2023

Details of the pre-application advice received

To gather consent from the Managing agents and Directors in addition to links and requirements below (taken from an email) :

Historic England have guidance on window replacements online - I Want to Alter My Windows | Historic England

The Planning Portal also have guidance regarding Listed Buildings and LBC Applications - Listed building consent - Consent types - Planning Portal

The Planning Portal is also where you would submit a LBC application - Applications - Applications - Planning Portal

To support an application, we require drawings. All drawings should be numbered individually with the paper size, scale and scale bar annotated on the plans. We require the following drawings:

A location plan. Information on the requirements of this plan can be found online and location plans can be purchased online too - Buy a planning map - Buy a planning map - Planning Portal

Existing elevations and proposed elevations scaled at either 1:100 or 1:50 scale. Essentially the drawings must show how the development currently looks to someone looking at it now and how the development will look once the works are complete.

A sectional drawing of the existing and proposed windows at either 1:20 or 1:50 scale.

An application form is also required as part of the application but this is created as your start your application on Planning Portal. As the application is for LBC, a Heritage Statement would also be required. The Heritage Statement should include detail that is proportionate to the importance of the Listed Building and no more than is sufficient to understand the potential impact of the proposal on Listed Buildings significance.

## 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.

Owner

<b>Name of Owner:</b> ***** REDACTED *****
<b>House name:</b> Botanic House
<b>Number:</b>
<b>Suffix:</b>
<b>Address line 1:</b> Hills Road
<b>Address Line 2:</b>
<b>Town/City:</b> Cambridge
<b>Postcode:</b> CB2 1PH
<b>Date notice served (DD/MM/YYYY):</b> 07/02/2024
<b>Person Family Name:</b>

Person Role

- The Applicant  
 The Agent

Title

First Name

Surname

Declaration Date

08/02/2024

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

Julie Weaver

Date

16/02/2024

Amendments Summary

Uploaded replacement site/block plan in 1:500 scale as requested.