

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	3
Suffix	
Property Name	Sun Hill Cottage
Address Line 1	Sun Hill
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Royston
Postcode	SG8 9AU

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

Easting (x)	Northing (y)
535654	240418
Description	

Applicant Details

Name/Company

Title

Mr

First name

Armel

Surname

Baufume

Company Name

Address

Address line 1

3 sun hill

Address line 2

sun hill cottage

Address line 3

Town/City

Royston

County

Country

GB

Postcode

sg89au

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant 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)

Replacement of six timber casement windows, comprising the three first-floor cottage dormer windows and the 3 windows facing Sun Hill Road, with new purpose-made timber casements matching like for like the existing in design, proportion, profile and materials.

The existing windows are in very poor condition, with extensive wet rot to sashes, frames and cills, failed joints and broken glazing. Of most concern, [a surveyor / specialist joiner] has advised that the first-floor window facing Sun Hill Road is letting water track into the building's historic timber frame. Unless this is addressed urgently, it risks causing decay to the structural frame, which is far more significant fabric than the windows themselves.

Repair has been considered. However, a specialist joiner has inspected the windows and advises that the decay is too extensive to repair without replacing most of the original fabric. Photographs and a condition schedule are attached. Any sound historic fabric will be retained.

Design and detailing

- Made by a specialist joiner to match the existing windows exactly: opening configuration, six-pane layout, frame and sash sections, moulding profiles and sight lines. Profiles will be taken from the existing windows before removal.
- Traditional construction in 48mm [Sapele hardwood / joinery-grade redwood] with mortise-and-tenon joints.
- Slim double-glazed units, no more than 18mm thick, with glazing bars matching the existing in width and profile to improve carbon efficiency of the property.
- White painted finish to match the existing.
- Traditional period-style casement fasteners and stays in [black iron / antique finish]. Any additional locking will be concealed within the frame and not visible when the windows are closed.
- No alteration to the existing openings, walls, lintels or cills.

The replacement windows faithfully reproduce the existing ones and will preserve the character and appearance of the listed building and its setting on Sun Hill Road. They will also stop water getting into the historic timber frame, protecting the building's structure and long-term condition and improve carbon efficiency of the building.

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

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:

Timber : Hard wood Glazing : Single Window Hardware: Black monkey tail mortice fasteners and matching casement stays. Paint : White paint

Proposed materials and finishes:

Timber: Solid Sapele (48mm sashes) with traditional mortice & tenon joints Glazing: 18mm Slimline double glazed units (low-E, argon filled gas) Window Hardware: Black monkey tail mortice fasteners and matching casement stays. Paint: Factory-applied microporous paint system. Color White.

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

If Yes, please provide details

Discussed with neighbors and no issue raised as like for like windows

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

***** REDACTED *****

Reference

Date (must be pre-application submission)

10/09/2026

Details of the pre-application advice received

We contacted the council's conservation team several times by phone before submitting this application, hoping to discuss the proposals. On each occasion we were told someone would call us back, but despite repeated follow-ups we have not been able to speak to anyone.

Given the condition of the windows, we could not delay any longer, so we are submitting this application now. The windows are rotten and some of the glazing is broken. They serve our two young children's bedrooms (aged 2 years and 6 months), so the broken glass is a safety risk, and draughts and water getting in make the rooms cold and damp.

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?
E.g. All the land is owned by a single individual

- ☒ 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

Mr

First Name

Armel

Surname

Baufume

Declaration Date

24/09/2026

☒ 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

Armel Baufume

Date

24/09/2026