

Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Planning (Listed Buildings and Conservation Areas) Act 1990

NORTH HERTFORDSHIRE
DISTRICT COUNCIL



North
Hertfordshire

<https://www.north-herts.gov.uk/view-and-comment-planning-applications>

Publication of applications on planning authority website

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".

Address Line 1

The Elms

Address Line 2

The Causeway

Address Line 3

Therfield

Town/City

Royston

County

Hertfordshire

Postcode

SG8 9PP

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

Easting (x)

533510

Northing (y)

237287

Description of site location

-

Applicant Details

Name/Company

Title

Mr

First Name

C

Surname

Brogden

Company Name

-

Address

Address Line 1

The Elms

Address Line 2

The Causeway

Address Line 3

Therfield

Town/City

Royston

County

Hertfordshire

Country

-

Postcode

SG8 9PP

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

REDACTED

Secondary number

REDACTED

Fax Number

REDACTED

Email address

REDACTED

Agent Details

Name/Company

Title

Mr

First Name

Mark

Surname

Scott

Company Name

M Scott Architectural Design Ltd.

Address

Address Line 1

Bancroft House

Address Line 2

34 Bancroft

Address Line 3

-

Town/City

Hitchin

County

-

Country

United Kingdom

Postcode

SG5 1LA

Contact Details

Primary number

REDACTED

Secondary number

REDACTED

Fax number

REDACTED

Email Address

REDACTED

Description for Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

Application to change from timber windows to metal

Has the building, work or change of use already started?

☐ Yes

☒ No

Has building, work, change of use already completed?

☐ Yes

☒ No

Listed Building Grading

Grading

Grade II

Is the Building Ecclesiastical?

No

Immunity from Listing

Has a Certificate of Immunity from Listing Been Sought?

☐ Yes

☒ No

Demolition of Listed Building

Does the Proposal Include Partial or Total Demolition?

☐ Yes

☒ No

Listed Building Alterations

Do the Proposed Works Include Alterations to the Listed Building?

☒ Yes

☐ No

Works to the Interior of the Building?

☒ Yes

☐ No

Works to the Exterior of the Building?

☒ Yes

☐ No

Works to Any Structure or Object Fixed to the Property?

☒ Yes

☐ No

Stripping Out of Any Internal Wall, Ceiling, or Floor Finishes?

☐ Yes

☒ No

see attached plans PL01, PL02 & PL03

Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

☐ Yes

☒ No

Materials

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

☒ Yes

☐ No

Type

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	render
Proposed materials and finishes	render to match existing in colour and texture

Type	Roof
Existing materials and finishes	tiles and slate
Proposed materials and finishes	Natural Spanish slates

Type	Windows
Existing materials and finishes	timber
Proposed materials and finishes	powder coated metal double glazed units

Type	Doors
Existing materials and finishes	timber
Proposed materials and finishes	powder coated metal double glazed units

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

Drawings as approved, proposed PL01, PL02. PL03, PL04, details of window sections and design statement

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?

Agent

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

Mr

First name

Mark

Last name

Simmons

Reference

T/Com discussion

Date (must be pre-application submission)

28/07/2026

Details of the pre-application advice received

Discussed changing windows from timber to metal, agreed in principal but would need to be a full application

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 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 Agent

Title

Mr

First Name

Mark

Surname

Scott

Declaration Date

17/08/2026

Declaration Made

☒ Yes

☐ No

Declaration

I/We hereby submit this Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building 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 agree to the outlined declaration

Signed

Mark Scott

Date

17/08/2026