

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000

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

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

Description of Proposed Works

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

I am proposing to paint the timber (windowframes and doors) that is currently painted blue to a dark red colour and affix translucent stickering internally to some of the windows for privacy and security purposes. I would also like to add metal signage in the same colour within the timber area reading "Alistair Strathern MP" and a small hanging sign with the same wording.

Additionally Parliamentary security services are planning to install 4 discrete CCTV cameras, 2 motion sensitive lights for security purposes, door strengthening measures and 2 internal panic buttons. Given the sensitive nature of the work of an MP's office, these are essential to ensure staff safety and will all be removed by Parliamentary security services before I vacate the property at the end of my tenancy.

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).

Unclear how to attach photos

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:

Window frame timber painted blue

Proposed materials and finishes:

Window frame timber painted dark red (Dulux Weatherproof in the colour Monarch) and translucent vinyl stickers half-covering window panes. Installation of strengthening aluminium bars to allow for effective reinforcement to timber door frames and doors and additional locks at a specific standard to provide for enhancement to existing doors.

Type:

External doors

Existing materials and finishes:

Timber painted blue, glass stickered with limited white signage of old business

Proposed materials and finishes:

Timber painted dark red (Dulux Weatherproof in the colour Monarch), glass stickered with limited white signage in vinyl stickers reading "Alistair Strathern MP"

Type:

Other

Other (please specify):

Timber panel above windows

Existing materials and finishes:

Timber painted blue

Proposed materials and finishes:

Timber painted dark red (Dulux Weatherproof in the colour Monarch) with vinyl stickering in white reading "Alistair Strathern MP", hanging metal sign saying "Alistair Strathern MP".

Type:

External walls

Existing materials and finishes:

N/A

Proposed materials and finishes:

Installation of 4 CCTV cameras

Type:

Lighting

Existing materials and finishes:

N/A

Proposed materials and finishes:

Installation of 2 motion sensitive lights for security purposes

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

Please see photographs attached

Neighbour and Community Consultation

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

- ☒ Yes
- ☐ No

If Yes, please provide details

Constituents in the community have commented that our office is currently hard to find and suggested clearer signage would be helpful so neighbours and local people know where our office is.

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)

26/02/2025

Details of the pre-application advice received

Officer visited the site and provided advice on what would be appropriate in respecting the historical nature of the building. Suggested limited coloured painting and signage would be inkeeping with previous works to the building and the historic nature of the site.

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

If yes, please provide details of their name, role, and how they are related:

***** REDACTED *****

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:**Number:**

99

Suffix:**Address line 1:**

Bancroft

Address Line 2:**Town/City:**

Hitchin

Postcode:

SG51NQ

Date notice served (DD/MM/YYYY):

27/02/2025

Person Family Name:

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

Alex Porter

Date

15/04/2025

Amendments Summary

I write to seek permission to make small changes to the exterior of 8-9 Bridge Street, that are in keeping with the historic character of the building and will make my office easier to locate for the residents of Hitchin who seek to contact with me and my team.

The proposed painting of the timber will be a muted dark red tone, along the same boundaries as the current blue-coloured paint, therefore not over-reaching previous works that have taken place in the past and provided a much-needed refresh to the existing façade.

I also plan to put in a separate application for permission to install simple signage. Together, I hope that these features will make my office an easy-to-locate service in the heart of Hitchin town, and enable my team and I to better serve the community, without detracting from the historic nature of this beautiful listed building.