

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	28
Suffix	
Property Name	
Address Line 1	Tilehouse Street
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Hitchin
Postcode	SG5 2DY

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

Easting (x)	Northing (y)
518199	229003
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

Applicant Contact Details

Primary number

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

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

This application seeks Listed Building Consent for the re roofing of the two storey roof at 28 Tilehouse Street. Works include the careful removal of existing roof coverings, installation of breathable membrane and treated battens, re slating using natural Canadian Glendyne slates, associated leadwork, chimney repointing, and reinstatement of ridge tiles. Two inline slate vents will be installed to serve existing soil pipes. The works are repair and renewal in nature, with no alteration to the roof form, structure, or appearance beyond reinstatement using appropriate materials.

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:

Roof covering

Existing materials and finishes:

Slate

Proposed materials and finishes:

Slate using Glendyne Canadian natural slates 504 x 258 twice nailing all slates with 2no 30mm copper nails Lay Klover Permo Air 160 (or equivalent) air permeable felt (no venting required) Nail 25 x 50 treated BS batten to achieve a 90mm head lap at approx 40 degree pitch Fix dress and lead burn, code 3 and 4 lead to all soakers, saddles, aprons, stepped and cover flashings, all fixed with s/s lead clips, all lead to be coated with patination oil, all brick joints filled with lead mastic All existing ridge to be back bedded in sand cement mortar

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

Historic significance statement
Design and access statement
Method statement
Survey report

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 spoken to neighbours at no's 29 and 27 about the likely impact of the work and they are supportive.

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?

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

☐ Yes

☒ No

E.g. The land is owned by 2 people and the applicant can provide details of those owners.

☒ Yes

☐ No

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

Name of Owner: ***** REDACTED *****
House name:
Number: 28
Suffix:
Address line 1: Tilehouse Street
Address Line 2:
Town/City: Hitchin
Postcode: SG5 2DY
Date notice served (DD/MM/YYYY): 01/05/2026
Person Family Name:

Person Role

④ The Applicant

○ The Agent

Title

First Name

Timothy

Surname

Ray

Declaration Date

01/05/2026

☒ 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

Tim Ray

Date

22/07/2026