

**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

Mr & Mrs

First name

Paul & Jaqueline

Surname

O'Neill

Company Name

Address

Address line 1

Poynders End, Tudor House Road From St Albans Highway To Poynders End

Address line 2

Address line 3

Town/City

Preston

County

Hertfordshire

Country

United Kingdom

Postcode

SG4 7RX

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

Michael

Surname

Collins

Company Name

Michael Collins Architect

Address

Address line 1

second floor

Address line 2

99 Bancroft

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

United Kingdom

Postcode

SG41NQ

Contact Details

Primary number

***** REDACTED *****

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)

Installation of new flooring within the kitchen combined with under-floor heating; alterations to the rear elevation to improve garden access, including lowering of an existing window's sill to form a new glazed door providing direct access from the kitchen to the garden; construction of a new single-storey extension in the place of and following the structure of an existing 20th-century gable extension, comprising new glazing / window to each side.

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

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building

- ☐ Yes
☒ No

b) Demolition of a building within the curtilage of the listed building

- ☐ Yes
☒ No

c) Demolition of a part of the listed building

- ☒ Yes
☐ No

If the answer to c) is Yes

What is the total volume of the listed building?

712.00	Cubic metres
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What is the volume of the part to be demolished?

4.30	Cubic metres
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What was the date (approximately) of the erection of the part to be removed?

Month

January

Year

1988

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

Dontaking 1: dontaking of the gable to the existing 1988 extension to allow the kitchen to be extended by a further 2 metres Dontaking 2: dontaking of the existing window sill to form a full height French door and create an access to the garden.

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

The current layout of the kitchen is outdated and makes limited use of the available space. The proposed works involve a modest extension and reconfiguration of the kitchen, including the partial dontaking of the existing gable (Dontaking 1), the introduction of a small sitting area, and the formation of a new opening to provide a direct connection to the garden (Dontaking 2).

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).

Please refer to the submitted set of drawings and the Listed Building Consent report accompanying this application. The proposed duntakings are identified on drawings 257-009, 257-011, 257-013, 257-015, and 257-017. The LBC report also includes photographs of the existing conditions and photomontages illustrating the proposed works.

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:

External walls

Existing materials and finishes:

Existing: stone wall, brick wall flemish bond, external render, timber

Proposed materials and finishes:

Proposed: stone wall, brick wall herringbone bond, external render, timber

Type:

Roof covering

Existing materials and finishes:

Existing: hand-made clay tiles

Proposed materials and finishes:

Proposed: hand-made clay tiles similar as existing

Type:

Windows

Existing materials and finishes:

Existing: Timber single- and double-glazing windows with bars. wood and white finish

Proposed materials and finishes:

Proposed: Double-glazing or triple-glazing windows, aluminum or timber, in dark, wood, or white finish, some with bars and timber fins.

Type:

External doors

Existing materials and finishes:

Existing: Timber entrance door (kept), timber French door to sunken southeast garden (kept), stable door to northwest gable (removed).

Proposed materials and finishes:

Proposed: Full-height French doors, timber or aluminium, with oak frame.

Type:

Internal walls

Existing materials and finishes:

Existing: stone walls, brick walls with plaster and skim coat

Proposed materials and finishes:

Existing: brick walls with plaster and skim coat

Type:

Floors

Existing materials and finishes:

Existing: Tiled floor on concrete floor build-up.

Proposed materials and finishes:

Proposed: Tiled floor on concret floor build-up, underfloor heating system

Type:

Lighting

Existing materials and finishes:

Existing: Spotlights in plasterboard, wall light fixture, sockets and light switches

Proposed materials and finishes:

Existing: Spotlights in plasterboard, wall light fixture, sockets and light switches, external PIR lighting.

Type:

Ceilings

Existing materials and finishes:

Existing: Timber beams, plasterboard with skim finish

Proposed materials and finishes:

Proposed: Timber beams kept, plasterboard with skim finish (remove and renew if needed).

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 refer to the submitted set of drawings and the Listed Building Consent report accompanying this application. The proposed duntakings are identified on drawings 257-009, 257-011, 257-013, 257-015, and 257-017. The LBC report also includes photographs of the existing conditions and photomontages illustrating the proposed works.

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?

☒ 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

25/01619/PREH

Date (must be pre-application submission)

30/06/2025

Details of the pre-application advice received

Feedback letter attached to the list of documents for this application, received 24/10/2025, with comments from the conservation officer, Mr. Mark Simmons. Further follow-up emails were sent subsequently.

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

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

Michael

Surname

Collins

Declaration Date

29/01/2026

☒ 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

Michael Collins

Date

12/02/2026

Amendments Summary

Clarifications made to elevation drawings, existing and proposed: 005, 006, 012, 013, 014, 015.