



**North
Herts
Council**

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

Ms

First name

Tracey

Surname

Holloway

Company Name

Address

Address line 1

Mill Cottage, Purwell Lane

Address line 2

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

United Kingdom

Postcode

SG4 0NF

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

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)

Repair of the existing timber porch, including localised timber repairs, and partial removal of two later internal partitions to improve internal circulation.

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?

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

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

Month

January

Year

1950

(Date must be pre-application submission)

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

Two later internal partition walls within the kitchen and dining area at ground floor level.
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Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

The partial removal of the internal partitions is required to improve internal circulation and the functional use of the ground floor layout.

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).

The proposed works are shown on the following drawings and the accompanying Structural Report:

MC-P-101 - Internal Works - Ground Floor Plan (Existing, Demolition, Proposed)

MC-P-111 - Internal Works - Elevations & Views (Existing, Proposed)

MC-P-121 - External Works - Porch Repairs

1534 Mill Cottage Structural LBC Report

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:

Other

Other (please specify):

Porch Timber Posts

Existing materials and finishes:

Painted timber posts (black finish)

Proposed materials and finishes:

Matching painted timber to existing (black finish), localised repair only.

Type:

Other

Other (please specify):

Porch brick plinth

Existing materials and finishes:

Existing facing brick

Proposed materials and finishes:

Existing facing brick retained

Type:

Other

Other (please specify):

Boxing-out

Existing materials and finishes:

Not applicable (new element)

Proposed materials and finishes:

Painted plasterboard boxing-out to match existing internal finishes

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

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?

- ☒ 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

First Name

Surname

Declaration Date

09/01/2026

☒ 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

Bessie Holloway Davies

Date

04/02/2026

Amendments Summary

Revised drawings submitted to remove the "do not scale from this drawing" note and address validation comments dated 28 January 2026. No other changes proposed.