

Application for a Certificate of Lawfulness of Proposed Works to a Listed Building

The Planning (Listed Buildings and Conservation Areas) Act 1990: sections 26H and 26I,
as inserted by section 61 of the Enterprise and Regulatory Reform Act 2013
The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works)
Regulations 2014

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Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

Find contact details for Local Planning Authorities: <https://www.planningportal.co.uk/lpasearch>

If printed, please complete using block capitals and black ink.

1. Applicant Name and Address

Title:	Ms	First name:	Suzanne		
Last name:	Brown				
Company (optional):					
Unit:		House number:		House suffix:	
House name:	Far End				
Address 1:	Maiden Street				
Address 2:	Weston				
Address 3:					
Town:	Hitchin				
County:	Hertfordshire				
Country:	England				
Postcode:	SG4 7DL				

2. Agent Name and Address

Title:		First name:			
Last name:					
Company (optional):					
Unit:		House number:		House suffix:	
House name:					
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Country:					
Postcode:					

3. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

4. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date DD/MM/YYYY:
(must be pre-application submission)

Details of pre-application advice received?

5. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic Interest? (Note: only one box must be ticked):

Grade I ☐ Grade II* ☐ Grade II ☒ Don't know ☐

6. Description of Proposed Works

Please provide a detailed description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building that are likely to be affected. A plan should also be included which clearly identifies the listed building to which your application relates (drawn to an identified scale and showing the direction of North):

The proposal is to add an extractor fan to the kitchen on the SW gable end of the house.

Internally a 125mm Envirovent Silent Design SILDES150S kitchen extractor fan would be placed at the top of the kitchen wall near the hob where it would be unobtrusive - presenting with a slim, white, square cover on a white painted wall. Electrical work inside the kitchen would be minimal as there is already wiring to the lights on the base of the adjacent wall-cupboard and the switch could be placed next to the existing light switch. On the outside of the wall a terracotta-coloured down facing baffle will be used which will be camouflaged against the brick work. Care would be taken to damage a minimum number of bricks to achieve this.

At present the only method of ventilation when cooking is to open the top half of the kitchen door and the front door and then to depend on any resulting airflow through the house. A better mechanical extraction of steam when cooking is required as a build up of moisture on the ceiling in the kitchen through to the dining hall is affecting the paintwork and potentially doing damage to the fabric of the house. As well as reducing humidity it would improve the indoor air quality. The extraction rate would conform to building regulations as it is rated at 49 l/s, exceeding the 30 l/s requirement.

7. Grounds for Application

Please state why you consider that a Certificate of Lawfulness of Proposed Works should be granted for these works i.e. why they do not require listed building consent and will not affect the character of the listed building as a building of special architectural or historic interest:

The older, more historic parts of the house will be unaffected. Approximately 4 bricks will be affected on the outside of the Victorian southwestern gable end of the house. It will be difficult to see the change as the terracotta colour of the baffle will match the brickwork. The climbing rose growing up the wall will also make it less obvious. The addition of a small extractor fan will not affect the character of the house but will in fact protect it by reducing the moisture in the air and any resulting condensation and damp. The proposed works are minimal and as such I do not believe that they make an impact which requires listed building consent. They will not be visible from the road due to the boundary hedge.

Please list any supporting documentary evidence which accompanies this application:

- | | |
|----|---|
| 1. | Site map - FarEndSiteMapFan.pdf |
| 2. | Current and proposed SW elevation - Far End Proposed New Extraction to Gable Wall.pdf |
| 3. | Proposed extraction fan - Envirovent_Silent_125_design.pdf |
| 4. | Proposed external baffle - Blauberg Terracotta baffle.pdf |
| 5. | Photograph Far End.pdf |

8. Certificate of Lawfulness of Proposed Works - Interest in Listed Building

Please state the applicant's interest in the listed building?

Owner: ☒ Yes ☐ No Lessee: ☐ Yes ☒ No Occupier: ☐ Yes ☒ No

If Yes to Lessee or Occupier please give details of the owner and state whether they have been informed in writing of this application:

Name	Address	Have they been informed in writing of the application	
		Yes	No
		☐	☐

If No to all the above, please give names and addresses of anyone you know who has an interest in the listed building:

Name	Address	Nature of interest in the listed building	Have they been informed of the application?		If they have not been informed of the application please explain why not
			Yes	No	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

9. Authority Employee / 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 following statements apply to you and/or agent? ☐ Yes ☒ No With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

10. Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all the information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The burden of proof in a Certificate of Lawfulness of Proposed Works is firmly with the applicant and therefore sufficient and precise information should be provided.

The original and 3 copies of a completed dated application form:



The original and 3 copies of such evidence verifying the information included in the application as you can provide:



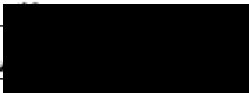
The original and 3 copies of a plan which identifies the listed building to which the application relates drawn to an identified scale and showing the direction of North:



11. Declaration

I/we hereby apply for a Certificate of Lawfulness of Proposed Works as described in this form 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.

Signed - Applicant



Or signed - Agent

Date (DD/MM/YYYY):

24/10/2025

(date cannot be pre-application submission)

WARNING:

Section 26J of the Planning (Listed Buildings and Conservation Areas) Act 1990 provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 26I(6) enables the authority to revoke a Certificate they may have issued as a result of such false or misleading information.

12. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):



13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

14. 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? *(Please select only one)*

☐ Agent

☒ Applicant

☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address: