

Householder Application for Planning Permission for works or extension to a dwelling; Listed
Building Consent for alterations, extension or demolition of a listed building

Town and Country Planning Act 1990 (as amended); 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	Old Church House
Address Line 1	Gurneys Lane
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Holwell
Postcode	SG5 3SN

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

Easting (x)	Northing (y)
516549	233372

Description

Applicant Details

Name/Company

Title

First name

Gemma

Surname

Nicolson

Company Name

Address

Address line 1

Old Church House

Address line 2

Holwell

Address line 3

HITCHIN SG5 3SN UNITED KINGDOM

Town/City

Hitchin

County

Country

GB

Postcode

SG5 3SN

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

The proposal seeks Listed Building Consent for the replacement of the existing non original and deteriorated windows, doors and frames with new Douglas fir timber units designed to replicate the traditional appearance of the 17th century cottage. The new cottage pane casement windows will use slim line sealed glazing units that provide improved thermal performance while maintaining the visual qualities of historic single glazing. The replacement doors will incorporate toughened slim line units for safety and durability. All opening methods match existing arrangements, and the joinery will be finished with black heritage style ironmongery consistent with the established character of the building. The design, materials and detailing have been selected to preserve the architectural integrity and historic significance of the listed building, resulting in no adverse impact on its appearance or contribution to the wider setting.

Consent is also sought for the installation of two discreet Douglas fir timber support beams beneath each of the two existing door canopies. These supports are required to provide essential structural stability and prevent further load being transferred onto the historic fabric. The beams are simple, traditional in appearance and fully reversible, ensuring no harm or permanent alteration to the original structure. This represents a minimal and sympathetic intervention that safeguards the building’s long term integrity while preserving its external character. The proposal further includes replacing an existing modern casement window in the lounge with a new set of timber double doors. This alteration affects a non historic section of the building and will match the proportions, detailing and appearance of the existing double doors already present in the same room. The new doors will use traditional joinery, slim line glazing and black heritage ironmongery to ensure full visual continuity. The change enhances usability and architectural coherence without affecting historic fabric.

The works accord with the National Planning Policy Framework (NPPF), particularly Section 16. In line with Paragraph 199, great weight has been given to conserving the listed building’s significance, with all design choices made to preserve its established character. The replacement windows and doors are like for like in appearance, ensuring the visual contribution of the existing fenestration is maintained. As the proposals result in no harm to the building’s architectural or historic interest, they comply with Paragraph 202, which supports alterations that sustain or enhance the significance of heritage assets. All improvements are discreet, reversible and fully consistent with national and local conservation policy.

Has the 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

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- ☐ Yes
☒ No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed 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).

Documents attached to application
Heritage statements for each of the proposals.
Design drawings
Full window plans
Floor plans
Individual window and door measurement list

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:

Non original John Carr standard window design - storm proof sashes Soft wood - possibly pine Aluminium stays and latches Brown varnish Sealed unit

Proposed materials and finishes:

Cottage pane window design Douglas fir Timber Slim line sealed unit White Painted finish Black ironmongery traditional monkey tail latches and window stays and door handles

Type:

External doors

Existing materials and finishes:

Pine 15 pane glazed double door sets Brown stained varnish Mixed handles

Proposed materials and finishes:

2 x 3/4 glazed double exterior door sets with 8 glazed panes 2 x stable exterior doors with 6 glazed panes Cottage pane design with butt beading to bottom 1/3 on double door sets Cottage pane design with butt beading to bottom 1/2 on stable doors x 2 Douglas fir Toughened slim line units White painted finish Black traditionary ironmongery handles and locks

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

Documents attached to application
Heritage statements for each of the proposals.
Design drawings
Full window plans including photographs
Floor plans for window locations
Individual window and door measurement list

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- ☐ Yes
☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes
☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ☐ Yes
☒ No

Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
☒ No

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☐ Yes
☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

26/00714/PRELB

Date (must be pre-application submission)

19/03/2026

Details of the pre-application advice received

Summary

Based on the information submitted at pre app stage for Replacement windows and external doors.
The information submitted with the pre application request to replace the existing windows with replacement timber windows is supportable in principle based on a full listed building submission.

Discussion

In principle the replacement of the existing windows and doors with new timber replacement is supportable.

However, the details submitted with the pre application request is lacking to offer any advice other than an in-principle support.

The listed building application will need to be much more detailed to include the following:

1. A Heritage Statement setting out if the existing windows are original, what contribution they make to the significance of the listed building if any. If the replacement will cause harm.
2. The reasons for the replacements which have already been stated in this pre application request but will need to be supported by larger images of each window and door to be replaced and why.
3. Details of the replacement windows full joinery details of the proposed new timber doors/windows to a metric scale and 1:1 scale drawings of the proposed glazing, opening methods and window and doors furniture.
4. Are the frames also being replaced? If so, details will be required

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 and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & 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

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ 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* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☒ The Applicant
- ☐ The Agent

Title

Mrs

First Name

Gemma

Surname

Nicolson

Declaration Date

08/07/2026

☒ Declaration made

Declaration

I/We hereby apply for Householder planning & 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

Gemma Nicolson

Date

22/07/2026

Amendments Summary

Ref letter received 3rd July 2026, application has been updated as requested with:

PDF sectional drawings

O/S Location plan

Amendment to Certificate A

Official list entry number on Heritage statements