

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:	Mr	First name:	Graham		
Last name:	Holloway				
Company (optional):					
Unit:		House number:		House suffix:	
House name:	2 The Range				
Address 1:	Upper King Street				
Address 2:					
Address 3:					
Town:	Royston				
County:	Hertfordshire				
Country:	UK				
Postcode:	SG8 9AZ				

2. Agent Name and Address

Title:	N/A	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?

In summary the advice concluded:
"In my opinion the extent of works will not require planning permission or listed building consent as this remains principally a scheme of essential repair not affecting the listed building's special character."

Full email response is included as an attachement:
Attachment 1 - North Herts Council Senior Conservation Officer

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):

As described in Attachement 2 the work is required to repair lime mortar render that was damaged during a storm in December 2024. The existing render material is a hair lime mortar with a lime wash finish and the scope of work and outline methodology show that the repair will be completed using a hair lime mortar matched by using biscuit samples. The repair will be finished with a lime wash matched to the existing colour.

Owing to other damage that has become apparent following the storm, and previous cement repairs, to the west gable end Cliveden Conservation have recommended removal of the remaining render from the west gable end and for the entire gable end to have new hair lime mortar finish.

While the west gable end is being repaired it is also intended, following a tap test survey, to repair cracks on other walls of the building. The same matched hair lime mortar and lime wash will be used for the crack/patch repairs.

The West End Gable repair is described in items 1-9 of the Outline Methodology and items A1-A6 of the Quote from Cliveden Conservation (Attachment 2).

The crack and patch repairs are described in items 10-16 of the Outline Methodology and items B1 & C1 of the Quote from Cliveden Conservation (Attachment 2).

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:

A reputable company has been contracted to carry out the repairs and they will be matching the hair lime mortar to the existing mortar on the building and they will colour match the lime wash to the existing lime wash colour.
The work is essential to make the west end gable sound and weather proof and by the use of matching materials the character of the building will not be altered.
The crack and patch repairs are necessary to ensure that there is no further deterioration of the render and this will again be carried out with matching materials, retaining the current character of the building.

Please list any supporting documentary evidence which accompanies this application:

- | | |
|----|---|
| 1. | Advice received from North Herts Council Senior Conservation Officer |
| 2. | Proposed scope of work and outline methodology from Cliveden Conservation |
| 3. | Plan showing location of building - Building is outlined in red |
| 4. | |
| 5. | |

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.

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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

[Redacted Signature]

Or signed - Agent

[Redacted Signature]

Date (DD/MM/YYYY):

10/03/2025

(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):

+44 [Redacted]

Country code: Fax number (optional):

[] []

Email address (optional):

graham@iabco.co.uk

13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

N/A [] []

Country code: Mobile number (optional):

[] []

Country code: Fax number (optional):

[] []

Email address (optional):

[Redacted Email Address]

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:

[Redacted Contact Name]

Telephone number:

[Redacted Telephone Number]

Email address:

[Redacted Email Address]