

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	5 Pryors Court
Address Line 1	Whitehorse Street
Address Line 2	
Address Line 3	Hertfordshire
Town/city	Baldock
Postcode	SG7 6QU

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

Easting (x)	Northing (y)
524639	234042
Description	

Applicant Details

Name/Company

Title

Mrs

First name

Linda

Surname

Balmforth

Company Name

Address

Address line 1

3 Rowan Close

Address line 2

Weston

Address line 3

Town/City

Hitchin

County

Hertfordshire

Country

GB

Postcode

SG4 7BH

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 *****

Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

The survey I commissioned in July 2025 prior to purchase of this property showed wet rot damage to the three wooden windows. The windows have deteriorated further since this date. The proposed works include the replacement of all three windows, two facing Clothall Road and one facing the alley between Pryors Court and Icknield Court. The windows will be timber casement windows opening inwards and will closely match the existing windows in the building. They will be painted brown internally and externally and will include a 60 mm window sill. The glazing specification is vacuum glazing with a 10.15 mm glazing system. The window handles will be black monkey tail handles. In summary the windows will closely match the existing windows and will have minimal to no impact on the appearance of the building. To minimise future damp problems I also propose to fit a Mechanical Heat Recovery Unit (MHRU) in the flat. This will be fitted to the wall of the flat facing the alleyway between Pryors Court and Icknield Court, with an external 220mm x 220mm white plastic vent discreetly situated under the archway. Internally there will be a similar sized white plastic vent, and control will be via an IR remote control unit.

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

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

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:

The existing windows are dark brown wooden frames with double glazing.

Proposed materials and finishes:

The proposed replacement windows are dark brown wooden frames with double glazing, designed to match the appearance of the existing windows as closely as possible. The windows will be manufactured by Schnauber of Cambridge, who have provided the following specification: Timber: Finger Jointed European Redwood Surface finishing: Internal - RAL9005; External - RAL9016 Glass: Vacuum Glass 8.15 mm (PassivGlass, Heat strengthened, Ug=0. Clear; Authentic Georgian panes – N/A; Leads – N/A Fittings: Fixed sash, Friction Hinges, Black - Bulb End handle Sash sealing: White perimeter gasket Glass sealing: Clear silicone External hardwood sill Type1

Type:

Other

Other (please specify):

Mechanical Heat Recovery Unit

Existing materials and finishes:

There is no existing Mechanical Heat Recovery Unit.

Proposed materials and finishes:

The proposal is for Procure Damp Proofing Group to fit a BSK Zephyr Decentralized Heat Recovery Device. The internal and external vents are 220 mm x 220 mm white hard plastic units. The white colouring will help the external vent blend in with the surrounding white wall.

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

Ref001 Initial pre-purchase survey showing damage due to damp
Ref002 Specialist damp proofing company survey (Procure)
Ref003 Schnauber's detailed itemised quotation for the windows
Ref004 Schnauber's brochure for the windows
Ref005 Procure Damp Proofing Group itemised quotation to fit the heat recovery unit
Ref006 BSK Zephyr Decentralized Heat Recovery Device brochure
Ref007 Scale plan drawing of the site showing the window positions and proposed heat recovery unit position
Ref008 Scale elevation drawings of the site showing the window positions and proposed heat recovery unit position
Ref009 Photograph of proposed location of external heat recovery unit vent
Ref0010 Copy of Pre-application advice letter from Senior Conservation Officer
Ref0011 Copy of subsequent email from Senior Conservation Officer

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 *****

25/02953/PRELB

Date (must be pre-application submission)

28/01/2026

Details of the pre-application advice received

Quotations from the advice received:

"Addressing the window issue first, it is quite apparent that the existing windows are not in my opinion of special interest either architecturally or historically. However, because your property is one of several forming the Pryors Court development it is important that the window type, framing width/detailing and external finish are consistent with other windows in the group to maintain a coherent external appearance. Whilst I have no objection in principle to the replacement of windows which will require listed building consent, your application should identify how the new windows to be manufactured by Schnauber, will closely replicate what is currently there and specifically the type of glazing system to be used (preference would be the slimlite system)."

"With regard to the installation of a Mechanical Heat Recovery Unit (MHRU), whilst the external alteration would be limited to a 'discreet external vent to a wall under an archway' which may be considered de minimis, considering that an application for listed building consent is required for the windows and the installation of the Drybase Flex Adhesive & Membrane System, I advise that the Heat Recovery System also forms part of that application including details of what is required internally. Are there any noise issues associated with this type of installation?"

The full pre-application advice letter received is attached. I decided not to proceed with the Drybase Flex Adhesive & Membrane System and instead propose to remedy the damp on the interior wall using traditional materials. The Senior Conservation Officer confirmed in a further email that this repair would not require Listed Buildings Consent, copy attached.

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

Mrs

First Name

Linda

Surname

Balmforth

Declaration Date

27/04/2026

☒ 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

Linda Balmforth

Date

27/04/2026