

**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)
518382	229127

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☒ Yes
☐ No

Contact Details

Primary number

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

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

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

The proposal for which Listed Building consent is sought is for the alteration of 1No. ATM which is accessible to customers via the High St façade. The ATM is to be lowered for wheelchair accessibility and receive a new non-illuminated collar surround; The replacement of existing fascia signage, Barclays branded Eagle / text signage and projecting Barclays branded Eagle signage (heritage style); Replacement of the existing automated entrance door with a new automated timber / glazed door; Installation of new branch notices, visible via the shopfront; Treatment of the façade (to the perimeter of the entire bank premise) with an anti-graffiti coating; The branch is to undergo "light" internal refurbishment comprising the adaption of existing & construction of new lightweight partition walls including self-service provision, replacement of floor finishes, MF plasterboard and suspended ceilings, replacement of fixtures, fittings & furniture and redecoration to current Barclays UK design standards. M&E works are proposed to suit the reconfigured spaces.

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

If Yes, please describe and include the planning application reference number(s), if known

Full planning & display of advertisements - application ref: PP-14519624.

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).

18864-DB3-B01-00-DR-A-02001 GF PR Downtakings
18864-DB3-B01-00-DR-A-03001 GF PR Setting Out
18864-DB3-B01-00-DR-A-20001 GF EX General Arrangement
18864-DB3-B01-00-DR-A-20101 GF PR General Arrangement
18864-DB3-B01-00-DR-A-35001 GF EX RCP
18864-DB3-B01-00-DR-A-35101 GF PR RCP
18864-DB3-B01-00-DR-A-42601 GF PR Wall Finishes Plan
18864-DB3-B01-00-DR-A-43602 GF PR Floor Finishes Plan
18864-DB3-B01-01-DR-A-02001 1F PR Downtakings
18864-DB3-B01-01-DR-A-20001 1F EX General Arrangement
18864-DB3-B01-01-DR-A-20101 1F PR General Arrangement
18864-DB3-B01-01-DR-A-41001 1F PR Wall Finishes
18864-DB3-B01-01-DR-A-42001 1F PR Floor Finishes
18864-DB3-S01-XX-DR-A-90001_Site Location Plan
Barclays Bank Hitchin - Design Access and Heritage Statement

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:

External walls

Existing materials and finishes:

Smooth rendered masonry walling, colour off-white.

Proposed materials and finishes:

Smooth rendered masonry walling, colour to be off-white to closest match the existing.

Type:

External doors

Existing materials and finishes:

Timber / glazed automated entrance door.

Proposed materials and finishes:

Timber / glazed automated entrance door - heritage style.

Type:

Ceilings

Existing materials and finishes:

MF plasterboard, suspended grid ceilings.

Proposed materials and finishes:

MF plasterboard, suspended grid ceilings.

Type:

Internal walls

Existing materials and finishes:

Lightweight partition wall construction (timber stud).

Proposed materials and finishes:

Lightweight partition wall construction (timber stud).

Type:

Floors

Existing materials and finishes:

Vinyl / carpet floor finishes.

Proposed materials and finishes:

Vinyl / carpet floor finishes.

Type:

Internal doors

Existing materials and finishes:

Timber.

Proposed materials and finishes:

Timber.

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

18864-DB3-B01-00-DR-A-20001 GF EX General Arrangement
18864-DB3-B01-00-DR-A-20101 GF PR General Arrangement
18864-DB3-B01-00-DR-A-35001 GF EX RCP
18864-DB3-B01-00-DR-A-35101 GF PR RCP
18864-DB3-B01-00-DR-A-42601 GF PR Wall Finishes Plan
18864-DB3-B01-00-DR-A-43602 GF PR Floor Finishes Plan
18864-DB3-B01-01-DR-A-20001 1F EX General Arrangement
18864-DB3-B01-01-DR-A-20101 1F PR General Arrangement
18864-DB3-B01-01-DR-A-41001 1F PR Wall Finishes
18864-DB3-B01-01-DR-A-42001 1F PR Floor Finishes
Barclays Bank Hitchin - Design Access and Heritage Statement

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

Mr

First Name

David

Surname

Cartwright

Declaration Date

27/11/2025

☒ 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

Wales Studios

Date

12/12/2025

Amendments Summary

All signage elements proposed as illuminated.