

SUFFOLK LOCAL PLANNING AUTHORITIES

APPLICATION FOR LISTED BUILDING CONSENT

For office use only

Listed buildings are irreplaceable, and are subject to strict policies designed to protect them from unsuitable and insensitive alteration. Proposals for change need to be drawn up with care and understanding. Before filling in this form you are recommended:

- To seek professional advice from someone who specialises in listed buildings, so that your application is well presented and the reasons for making it are fully explained;
- To discuss your proposals with the Council, so that you will know what work is likely to gain approval.

In this way you can resolve many problems in advance, and a quicker decision can be made.

General information on listed buildings, and when listed building consent is required, can be obtained from your local District or Borough Council.

Your listed building application will comprise:

- this form (**three copies required**);
- the plans and other documentation showing details of the work (**three copies required**);
- Design and Access Statement (as appropriate) (**three copies required**)
- a Certificate of ownership (**one copy required**).

Guidance on plans, the Design and Access Statement and the Certificate of ownership is given below. There is no fee for making a listed building application.

IMPORTANT

Starting work to a listed building without consent is a criminal offence. Commence work only after approval has been given and any conditions and other requirements complied with. If you carry out unauthorised work you may be asked to undo it, which could be costly.

Include as much information as possible with your application. If insufficient information is submitted, or if things are not clear, you will be asked to submit additional details before your application can be registered.

Make your application in good time. Decisions on Grade II buildings are normally made within 8 weeks, although a longer period is required if the application has to be referred to the Secretary of State. A minimum of 12 weeks should be allowed for decisions on Grade II* and Grade I buildings. Please be realistic about the time it will take!

NAME & ADDRESS OF APPLICANT (AND AGENT IF APPLICABLE)

Name & Address of Applicant

Name & Address of Agent

Tesco Stores Ltd

Martin Robeson Planning Practice

c/o Agent

21 Buckingham Street

London WC2N 6EF

Telephone

Telephone 020 7930 0007

Email address

Email address Robert.Posselt@martinrobeson.co.uk

THE SITE

Address of application site (including name of parish)

Hadleigh Bridge, Bridge Street, Hadleigh, Suffolk

You must include with your application an accurate **site location plan** at a scale of 1:2500 or 1:1250, with the application site outlined in red and the boundaries of any other land owned by the applicant outlined in blue. This plan must also show:

- adjoining buildings and roads;
- the direction of north;
- the building or parts of the building where work is proposed.

Additionally, a **block plan**, usually at 1:500 scale, can be useful to show the layout of the site and buildings immediately adjoining, especially for applications for new buildings or extensions.

INFORMATION ABOUT YOUR PROPOSALS

Briefly describe the proposed works, to both the exterior and interior of the building.

An improved junction arrangement at the Bridge Street car park is proposed as part of an application for a foodstore on the Brett Works and adjoining land (see separate planning application). Part of the recently constructed southern retaining wall is to be removed and replaced on a new alignment. There will be no physical impact on the original bridge structure. (See covering letter and Supporting Statement).

It is important that you state precisely the colour and type of materials you intend to use, or submit samples or relevant trade literature. All materials must be agreed in writing with the local planning authority before any work starts. Details of finishes must also be given. If you are proposing to change the colour your building is painted, a colour chart should be submitted with a British Standard paint number if one is available.

If the proposed works involve alterations or extensions to the listed building, please give precise details of the make, type and colour of materials to be used.

Walls	N/A
Roof	N/A

Please give precise details of the materials of construction and finish of:

Windows	N/A
Doors	N/A
Fascias	N/A

STATEMENT OF JUSTIFICATION

By law, local authorities are required to have special regard to the desirability of preserving any listed building or its setting, or any features of special architectural or historic interest which it possesses.

You must demonstrate that the works proposed would not adversely affect the physical fabric or archaeological interest, and why the work you propose to carry out is necessary or desirable for the preservation of the building or its setting. If you are proposing to demolish any part of the building because it is in poor condition, evidence should be produced to support your application.

See Supporting Statement and covering letter.

DESIGN & ACCESS STATEMENT

All applications must be accompanied by a statement (a design and access statement) about the design principles and concepts that have been applied to the works; and except for applications to carry out works that affect only the interior of a listed building how issues relating to access to the building have been dealt with.

A design and access statement shall—

- (a) *explain the design principles and concepts that have been applied to the following aspects of the works—*
 - (i) *scale;*
 - (ii) *layout;*
 - (iii) *appearance; and*
- (b) *explain how the principles and concepts referred to in sub-paragraph (a) take account of—*
 - (i) *the special architectural or historic importance of the building;*
 - (ii) *the particular physical features of the building that justify its designation as a listed building; and*
 - (iii) *the building's setting.*

Except for works which only affect the interior of a listed building a design and access statement shall also—

- (a) *explain the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in relevant local development documents have been taken into account;*
- (b) *explain how the policy as to access takes account of—*
 - (i) *the special architectural or historic importance of the building;*
 - (ii) *the particular physical features of the building that justify its designation as a listed building; and*
 - (iii) *the building's setting;*
- (c) *state what, if any, consultation has been undertaken and what account has been taken of the outcome of any such consultation;*
- (d) *explain how any specific issues which might affect access to the building have been addressed; and*
- (e) *explain how features which ensure access to the building will be maintained.*

Appearance, layout and scale are defined as follows;

"Appearance" means the aspects of a building which determine the visual impression it makes, including the external built form of the building, its architecture, materials, decoration, lighting, colour and texture;

"Layout" means the way in which a building is situated and orientated in relation to other buildings, routes and spaces; and

"Scale" in relation to a building means the height, width and length of the building in relation to its surroundings.

DRAWINGS AND SUPPORTING INFORMATION

The plans, elevations and other information you submit should enable a person who doesn't know your building to clearly understand what works are proposed. If the information submitted is not adequate to do this, the additional information will be requested and a decision may take longer.

Drawings must be detailed and accurate, drawn to a metric scale (e.g. 1:200 or 1:500 for layout plans, 1:50 or larger for elevations, floor plans and sections). These need to show:

- ***the building as it now is**, both internally and externally. If your proposed work is confined to one part of the building, it will usually be sufficient just to show this part.*
- ***the changes you propose** and how the building will look as a result, both internally and externally. Changes should be highlighted by the use of colour or hatching, and fully explained.*

If you propose to alter or remove any part of the framing in a timber-framed building, your drawings should show the existing framing in the area affected and how the new work will relate to it. You may be asked for a drawing of the whole frame if this is necessary for your application to be assessed.

Large-scale drawings showing details of construction and finishes (such as mouldings) may also be required. However, provided the Council has enough information to determine your application, details such as these may be approved at a later date as a condition of listed building consent.

Other means of conveying information, such as photographs and sketches, can be useful. For example, annotated photographs can help to explain very straightforward changes, and an isometric or bird's eye sketch can show how a new addition relates to an existing building. Three sets of photographs will be essential where demolition, or alterations involving demolition, is proposed.

Specifications will provide valuable information which cannot be shown on a drawing. In some cases (for example, new plasterwork or external render) it will be necessary for the Council to approve a specification as a condition of listed building consent.

(continue on extra sheets if necessary)

PLANNING PERMISSION & BUILDING REGULATIONS APPROVAL

Remember that, as well as listed building consent, you may also need planning permission and approval under the building regulations. Approval of one does not automatically mean that other permissions will be forthcoming, as each relates to different matters.

If planning permission is required for your proposed work, please state whether you have already applied (with reference number if known) or are applying now.

<p><i>Application submitted for a foodstore development on the Brett Works and adjoining land on 15 February 2008.</i></p>
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If you are proposing major alterations or a change of use, it is important that the requirements of the Building and Fire Regulations are incorporated into your listed building application at this stage. This is because some of these requirements can be damaging to the architectural and historic character of the building, and alternatives may have to be explored before any approval can be given. It may be

necessary for you to make an application for Building Regulations approval at the same time as your listed building application.

State below the steps you have taken to comply with the Fire and Building Regulations.

N/A

THE CERTIFICATE OF OWNERSHIP

Applications for listed building consent must be accompanied by a Certificate of ownership. 'Owner' includes a person having a freehold interest or a leasehold interest with at least 7 years left. There is a penalty for knowingly or recklessly completing a false or misleading certificate.

- **If you are the sole owner** of the building to which the application relates, complete Certificate A.
- **If you are not the sole owner**, complete Certificate B. If you complete this certificate you must serve a notice on all the other owners of the building with either a freehold or leasehold interest. If your proposal encroaches in any way on a neighbour's property (such as foundations using a common boundary wall or guttering overhanging) you must complete Certificate B and serve notice on the neighbour. It will always be best to discuss such proposals with those neighbours affected before making your application.
- **If you do not know the names of any owners of the building**, then complete Certificate C or D. These certificates can be obtained from the Council.

CHECKLIST & SIGNATURE

This checklist is to help you make sure your application is complete. **Remember that if essential information is not included, your application will not be processed until you provide it.**

Tick each box if you have enclosed each of the items

- | | |
|--|-------------------------------------|
| ● Three copies of this form signed and dated | <input checked="" type="checkbox"/> |
| ● Three copies of site plan with applicant's land ownership indicated | <input checked="" type="checkbox"/> |
| ● Drawings & other documentation showing the building as it is | <input checked="" type="checkbox"/> |
| ● Drawings & other documentation showing proposals | <input checked="" type="checkbox"/> |
| ● <small>Supporting Statement including</small> Design and Access Statement (as appropriate) | <input checked="" type="checkbox"/> |
| ● Photographs (essential if part or all of the building is being demolished) | <input checked="" type="checkbox"/> |
| ● One copy of relevant certificate of ownership completed | <input checked="" type="checkbox"/> |

Signature of Applicant or Agent *Mathn Rebecca Plennie Placice*

Date 15 February 2008

PLANNING (LISTED BUILDINGS AND CONSERVATION
AREAS) ACT 1990

(Please complete either Certificate A or Certificate B (not both) and delete whichever is inappropriate)

CERTIFICATE A*

~~I HEREBY CERTIFY THAT: no person other than (myself) (the applicant)* was the owner (a) of any of the building to which the application relates at the beginning of the period of 21 days ending with the date of the accompanying application.~~

or

CERTIFICATE B*

I HEREBY CERTIFY THAT:

~~(I have)~~(The applicant has)* given the requisite notice to all the persons other than ~~(myself)~~ (the applicant)* who, at the beginning of the period of 21 days ending with the date of the accompanying application were owners (a) of the building to which the application relates, viz:-

Name of Owner	Address	Date of Service of notice
David Palk Development Manager	Suffolk County Council Headquarters Endeavour House 8 Russell Road Ipswich Suffolk IP1 3BX	15 February 2008

Signed Math P. Brown Plannus Plannus
(On behalf of Tesco Stores Ltd)*
Date 15 February 2008

Notes

(a) "owner" means a person having a freehold interest or a leasehold interest, of which not less than 7 years remain unexpired.

*Delete where inappropriate

Revised April 1992