



Listening Learning Leading

Planning and Building Control Services
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P09 / E14 107 + E14 11/13

Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building.

Town and Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) Act 1990

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.

1. Applicant Name, Address and Contact Details

Form section 1: Applicant Name, Address and Contact Details. Fields include Title (Mr), First name (John), Surname (Filbee), Company name (John Filbee Properties Ltd), Street address (The chase, The Warren, Mapledurham), Town/City (Reading), County (Berkshire), Country (UK), Postcode (RG4 7TQ), Telephone number, Mobile number, Fax number, and Email address. Includes a question: 'Are you an agent acting on behalf of the applicant?' with Yes/No radio buttons.

2. Agent Name, Address and Contact Details

Form section 2: Agent Name, Address and Contact Details. Fields include Title (Mr), First Name (Chris), Surname (Tapp), Company name (Spratley Studios), Street address (43, Station Road), Town/City (Henley on Thames), County (Oxfordshire), Country (United Kingdom), Postcode (RG9 1AT), Telephone number (01491 411277), Mobile number, Fax number, and Email address (ctapp@spratley.co.uk).

3. Description of Proposed Works

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s):

Change of use of the first and second floor of 6 Bell Street from a 2 bedroom bedroom flat which also provides the workshop space for the retail unit on the ground floor to 2 self contained one bedroom flats. Internal work to include the construction of partition walls, the removal of an existing internal partition and the creation of additional door openings within the existing walls. No external works are proposed.

Has the development or work(s) already started? Yes No

4. Site Address Details

Full postal address of the site (including full postcode where available)

House:	<input type="text" value="6"/>	Suffix:	<input type="text" value="A"/>
House name:	<input type="text"/>		
Street address:	<input type="text" value="BELL STREET"/>		
Town/City:	<input type="text" value="HENLEY-ON-THAMES"/>		
County:	<input type="text" value="OXFORDSHIRE"/>		
Postcode:	<input type="text" value="RG9 2BG"/>		
Description of location or a grid reference (must be completed if postcode is not known):			
Easting:	<input type="text" value="476070"/>		
Northing:	<input type="text" value="182670"/>		

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

6. 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
- Are there any new public roads to be provided within the site? Yes No
- Are there any new public rights of way to be provided within or adjacent to the site? Yes No
- Do the proposals require any diversions/extinguishments and/or creation of rights of way? Yes No

7. Waste Storage and Collection

- Do the plans incorporate areas to store and aid the collection of waste? Yes No
- Have arrangements been made for the separate storage and collection of recyclable waste? Yes No

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? Yes No

9. Authority Employee/Member

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

Do any of these statements apply to you? Yes No

10. Demolition

Does the proposal include total or partial demolition of a listed building? Yes No

11. Listed building alterations

Do the proposed works include alterations to a listed building? Yes No

If Yes, will there be works to the interior of the building? Yes No

Will there be works to the exterior of the building? Yes No

Will there be works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? Yes No

Will there be 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, and the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

State references for these plan(s)/drawing(s):

09.319.101 Existing Plan
09.319.201 Proposed Plan

12. Listed Building Grading

If known, 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

13. Immunity from Listing

Has a Certificate of Immunity from listing been sought in respect of this building? Yes No

14. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
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15. Materials

Please provide a description of existing and proposed materials and finishes to be used in the build (demolition excluded):

Ceilings - add description

Description of *existing* materials and finishes:

Plasterboard

Description of *proposed* materials and finishes:

Plasterboard

Internal walls - add description

Description of *existing* materials and finishes:

Timber Stud and Plasterboard

Description of *proposed* materials and finishes:

Timber Stud and Plasterboard

Floors - add description

Description of *existing* materials and finishes:

Timber Floors

Description of *proposed* materials and finishes:

Timber Floors

Internal doors - add description

Description of *existing* materials and finishes:

Painted Timber

Description of *proposed* materials and finishes:

Painted Timber

Are you supplying additional information on submitted drawings or plans? Yes No

16. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer Package treatment plant Unknown
Septic tank Cess pit

Other

Are you proposing to connect to the existing drainage system?

Yes No Unknown

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

17. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

Yes No

If Yes, you will need to submit an appropriate flood risk assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

Yes No

Will the proposal increase the flood risk elsewhere?

Yes No

How will surface water be disposed of?

Sustainable drainage system Main sewer Pond/lake
 Soakaway Existing watercourse

18. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, OR on land adjacent to or near the application site:

a) Protected and priority species

Yes, on the development site Yes, on land adjacent to or near the proposed development No

b) Designated sites, important habitats or other biodiversity features

Yes, on the development site Yes, on land adjacent to or near the proposed development No

c) Features of geological conservation importance

Yes, on the development site Yes, on land adjacent to or near the proposed development No

19. Existing Use

Please describe the current use of the site:

The Ground Floor is currently used as a retail unit with the first and second floor occupied by a two bedroom flat which also provides some of the ancillary space (workshop) for the retail unit below.

Is the site currently vacant? Yes No

Does the proposal involve any of the following:

Land which is known to be contaminated? Yes No

Land where contamination is suspected for all or part of the site? Yes No

A proposed use that would be particularly vulnerable to the presence of contamination? Yes No

Application advice

If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

20. Trees and Hedges

Are there trees or hedges on the proposed development site? Yes No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

Yes No

If Yes to either or both of the above, you will need to provide a full Tree Survey with accompanying plan before your application can be determined. Your Local Planning Authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to construction - Recommendations'

21. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste?

Yes No

22. Residential Units

Does your proposal include the gain or loss of residential units?

Yes No

Market Housing - Proposed

	Number of bedrooms				Unknown
	1	2	3	4+	
Houses					
Flats/Maisonettes	2				
Live-Work units					
Cluster flats					
Sheltered housing					
Bedsit/Studios					
Unknown					

Proposed Market Housing Total

2

Market Housing - Existing

	Number of bedrooms				
	1	2	3	4+	Unknown
Houses					
Flats/Maisonettes		1			
Live-Work units					
Cluster flats					
Sheltered housing					
Bedsit/Studios					
Unknown					

Existing Market Housing Total

1

Overall Residential Unit Totals

Total proposed residential units	2
Total existing residential units	1

23. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Yes No

24. Employment

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full-time
Existing employees	0	0	0
Proposed employees	0	0	0

25. Hours of Opening

If known, please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday		Saturday		Sunday and Bank Holidays		Not Known
	Start Time	End Time	Start Time	End Time	Start Time	End Time	

26. Site Area

What is the site area?

86.60 sq.metres

27. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

NA

Is the proposal for a waste management development?

Yes No

28. Hazardous Substances

Is any hazardous waste involved in the proposal?

Yes No

29. 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)

The agent The applicant Other person

30. Certificates (Certificate A)

Certificate Of Ownership - Certificate A
Certificate under Article 7 - Town and Country Planning (General Development Procedure) Order 1995 & Regulation 6 -
Planning (Listed Buildings and Conservation Areas) Regulations 1990

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.

Title: First name: Surname:
Person role: Declaration date: Declaration made

30. Certificates (Agricultural Holdings Certificate)

Agricultural Holding Certificate
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Select Either A or B

(A) None of the land to which the application relates is, or is part of an agricultural holding.

(B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Title: First Name: Surname:
Person role: Declaration date: Declaration Made

31. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Date