



FOR ASSISTANCE IN COMPLETING THIS FORM CONTACT

Economy and Environment
Planning Service
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Application for Planning Permission; Listed Building Consent for alterations, extension or
demolition of a listed building

Town and Country Planning Act 1990 (as amended); 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)

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

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Miss

First name

Lauren

Surname

Gabbittas

Company Name

Buttress

Address

Address line 1

41 Bengai Street

Address line 2

Address line 3

Town/City

Manchester

County

Country

United Kingdom

Postcode

M4 6AF

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

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

The scheme proposes the conversion of the Grade II listed Holy Trinity Church, Parkfield to a single residential dwelling.

The design proposal aims to balance creating a new dynamic space with the sensitivity of the historic architecture. The proposal removes the existing pews in the nave allowing to install new walls and mezzanine floors with a connected balcony landing and staircases. Existing liturgical items will be retained and/or adapted into the proposal where possible. New internal walls will be clear of any obstruction including arches, beams and corbels. As a result, any division of space will sit either side of the buttresses.

Main access into the building will remain through the nave from the south west corner. The west end proposes to inhabit a free standing kitchen and dining space without impacting the existing fabric. Alterations to the nave propose levelling the floor and installation of new walls and a new first floor mezzanine to the north side of the church. On ground level, this space will inhabit a utility, bathroom and office with storage on either side of the new walls. On first level, two bedrooms with separate en-suites. The first floor mezzanine will sit above the window heights to mitigate any work resulting being intrusive to the church's historic features.

In the south transept an additional first floor will sit at a lower level to consider the interaction between the arches into this space. On ground level this will occupy an enclosed living space with a full height void adjacent to the key stained glass window to minimise obstruction. On first level, a master bedroom with en-suite and balcony with views looking over the nave.

A new glazed screen proposes to separate the chancel from the main space within the church without obstructing the view from the east to west end. This space proposes minimal alteration to the church's original appearance to celebrate its history in its full integrity.

The scheme proposes to adapt the vestry and organ chamber into two bedrooms with en-suits with minimal structural alternations to these spaces.

The site proposes for a double garage and off street parking cutting into the sloping landscape of the churchyard to minimise visual obstruction from Sunny Brow Road and Archer Park.

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

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).

This application should be read in conjunction with the following drawings and documents:

9221 (01)001 Site Plan as Existing

9221 (01)002 Ground Floor Plan as Existing

9221 (01)003 Roof Plan as Existing

9221 (01)100 Location Plan

9221 (02)001 Elevations as Existing

9221 (03)001 Sections as Existing

9221 (04)001 Ground Floor Plan as Proposed

9221 (04)002 Mezzanine Floor Plan as Proposed

9221 (04)003 Roof Plan as Proposed

9221 (04)004 Site Plan as Proposed

9221 (05)001 Elevations as Proposed

9221 (06)001 Sections as Proposed

9221 (06)010 Site Section as Proposed

9221 (50)001 Proposed Drainage Strategy

9221 Holy Trinity, Parkfield_Design and Access Statement

9221 Heritage Impact Assessment

Materials

Does the proposed development require any materials to be used?

- ☒ Yes
- ☐ No

Type:

Internal walls

Existing materials and finishes:

The existing internal walls are plastered throughout and painted. There are limited internal sandstone details to doors and columns, otherwise the rest of the walls are plastered. The chancel has finely carved stone reredos with relief of the Last Supper within an openwork canopy. The walls are affected by damp in a number of locations, notably along part of the south wall, to the transept and the north wall throughout. There is also flaking in the whole of the building. The east wall has painted plaster. This appears to be sound.

Proposed materials and finishes:

The existing internal walls are to undertake a project to insulate the church using a breathable thermal insulation. Internal walls to be replastered and repainted with a lime plaster paint. Walls to be painted in a neutral colour scheme. New internal walls to be plastered and painted in a neutral colour scheme, except for one wall in the Office to be painted dark. Balcony Walkway to have glazed sections to create an open view of the full length of the church. The scheme proposes for a new pelmet to sit above below the ceiling exposed timbers with LED recessed lighting. The finish will match the existing timber trusses to the ceiling and roof to minimise the visual impact on the historic fabric. New curtain walling will separate the Chancel and the Nave to allow for a comfortable living environment whilst allowing natural light into both spaces.

Type:

Windows

Existing materials and finishes:

Diamond leaded glass and a number of stained glass windows. All of the windows have internal ferramenta and the stained glass is protected by external metal or glass guards. There is minor damage to a number of the windows. The west end has two elements of the protective glazing missing and broken, which require replacement. The plain leaded 'quarries' are not protected externally. The window to the organ chamber is fully boarded externally. It is assumed that this has been vandalised.

Proposed materials and finishes:

All windows are to be retained with repairs to the to the stained glass windows and the window to the organ chamber to be restored as existing. Replacement of damaged protective glazing to the stained glass windows. New openings in the diamond leaded windows to allow natural ventilation through the church. Secondary glazing to all windows. Motorised conservation rooflights and blinds to the north pitch, south transept and vestry roofs. Rooflights to be between the rafter to ensure the casement sits flush to the roofline and reduce visual impact.

Type:

Ceilings

Existing materials and finishes:

The ceiling consists of plastered soffit to the underside of the roof structure with exposed timber ribs. It is painted plain white plaster. The painted scheme in the chancel area is red.

Proposed materials and finishes:

Existing ceiling to be insulated, plastered and painted in a neutral colour scheme. Ceilings to the new proposed internal walls will be plastered and painted in a neutral colour scheme.

Type:

Internal doors

Existing materials and finishes:

The existing internal doors are solid oak. The south door to entrance porch has strap hinges.

Proposed materials and finishes:

Main door into church to be replaced for an aluminium and glass door. The existing internal doors to remain as existing. New internal doors will be solid oak. Fire doors to be manufactured to the same specification where required.

Type:

Chimney

Existing materials and finishes:

The existing chimney is made of sandstone. It is in poor condition and leaning.

Proposed materials and finishes:

The chimney is to be reconstructed and gable cappings re-bedded to match existing.

Type:

External doors

Existing materials and finishes:

All external doors are solid oak doors. The south door to the entrance porch has stap hinges.

Proposed materials and finishes:

All existing external doors to be oiled and ironmongery painted, except for the main door into church to be replaced for an aluminium and glass door. External metal gate to be replaced with frameless glass door.

Type:

Lighting

Existing materials and finishes:

There is currently no external lighting to the building. Existing streetlamp is not in working condition. Existing internal lighting fixtures to be retained and relocated to balance the internal appearance between the existing and proposed.

Proposed materials and finishes:

New external LED recessed ground lighting to softly illuminate key routes through the site without impacting the external fabric of the building. The existing streetlamp will be restored to match as existing. New internal lighting fixtures suspended in the main space of the nave and over kitchen island. LED recessed lighting will be situated in the pelmet and new proposed ceilings. Wall lighting throughout church to illuminate large spaces. Integrated lighting to the staircase design.

Type:

Roof covering

Existing materials and finishes:

The high roof is a relatively simple double pitch in slate falling on each side to cast iron eaves gutters. The apse end has a faceted slate roof. The organ chamber is a flat roof that abuts the south transept and the choir. North Roofs: Plain blue slates and clay ridge. South Roofs: Plain blue slates and clay ridge. Metal ogee eaves gutter on stone brackets throughout.

Proposed materials and finishes:

The existing lead flashing on the main roof to be replaced to match the existing. The roof to the South Transept valley contains dry rot. The valley supporting timbers will need to be replaced and as a minimum the bottom of the rafters to the first purlin. The flat roof to the Organ room to be removed and replaced.

Type:

Rainwater goods

Existing materials and finishes:

The existing rainwater pipes are plastic throughout and incongruous with the metal gutters.

Proposed materials and finishes:

The existing plastic rainwater pipes should be replaced with metal rainwater pipes and hopper throughout. Lead flashing will need replacing on the vestry roof.

Type:

Vehicle access and hard standing

Existing materials and finishes:

A tarmac drive rises to the right of the churchyard and there is a pedestrian gateway with partial stone slab footpath. The stone flag path to the south porch and vestries has been stolen, with the majority of the large sandstone slabs missing.

Proposed materials and finishes:

The stolen paths will be replaced to match the existing. The scheme proposes for a double garage and off street parking cutting into the sloping landscape of the churchyard to minimise visual obstruction from Sunny Brow Road and Archer Park. The driveway will consist of natural stone gravel with edging, enough for a turning point for two vehicles.

Type:

External walls

Existing materials and finishes:

The external walls are in a good quality sandstone with a hewn finish. This stone is laid in courses and is on random lengths. Ashlar buttresses, quoins, dressed weatherings, and dressed three-pointed windows are complemented by stone cappings to gables. The stone is generally in a good condition and has weathered well considering its exposed location. Pointing is in a poor condition at low level, where wet/dry and freeze/thaw actions have eroded the mortar. South Elevation: The south elevation is articulated with the entrance porch, the south transept and the organ chamber. These structures, built of the same stone and detailing as the main body of the church, are in a good condition externally. Gates have been introduced to secure the open porch. East Elevation: The apsidal chancel is a semi-dodecagon in form and is supported on a series of buttresses with narrow lancet windows. North Elevation: The north elevation is much simpler than the south, with no transept and only the vestries towards the chancel. There is a side door to the fifth bay, and buttresses at each bay. Grass growing up to the stonework has accelerated the decay of mortar at low level. West Elevation: The west end has a large five-bay, stained glass three-pointed arch window. At its peak is a small belltower housing a single bell in an open frame.

Proposed materials and finishes:

The existing stonework to be repointed at low level to a height of approximately 300mm in lime mortar where there is evidence of decay of

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

The churchyard is a relatively small plot, with no burials. There is a steeply sloping embankment to the south, with a number of self-set trees (predominantly to the east). There is a small path to the north and east and domestic boundaries to the house (historically the vicarage) to the north. To the west of the building is a tarmac drive leading to the vicarage, and a set of steps to the road. A brick retaining wall forms the boundary to the back of pavement.

Proposed materials and finishes:

The scheme proposes a natural timber fence to the perimeter grounds to provide additional security.

Type:

Other

Other (please specify):

Garage

Existing materials and finishes:

A grassed churchyard slopes steeply up from the south boundary.

Proposed materials and finishes:

A new double garage and off street parking cutting into the sloping landscape of the churchyard to minimise visual obstruction from Sunny Brow Road and Archer Park. The garage proposes a Bekstone stone laid with concrete with a domestic pitch roof with concrete roof tiles.

Type:

Floors

Existing materials and finishes:

Choir: Stone steps with encaustic tiles, timber boards to choir stalls. There is some slight settlement in places, but it is generally sound. Chancel: Encaustic tiles throughout. Some open joints, but generally sound. Nave: The walkway is a solid floor with timber boards to the pews. Encaustic tiles to the font at the rear. And a raised timber platform to the west. A parquet floor to the south transept.

Proposed materials and finishes:

Wooden flooring in the main space of the church and ground floor bedrooms to be levelled with underfloor heating. Existing floor finish the the Chancel to be retained and restored. Carpet floor finish to the Living Space and mezzanine bedrooms. Tiled floor finish to mezzanine bathrooms.

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

This application should be read in conjunction with the following drawings and documents:

9221 (01)001 Site Plan as Existing
9221 (01)002 Ground Floor Plan as Existing
9221 (01)003 Roof Plan as Existing
9221 (01)100 Location Plan
9221 (02)001 Elevations as Existing
9221 (03)001 Sections as Existing
9221 (04)001 Ground Floor Plan as Proposed
9221 (04)002 Mezzanine Floor Plan as Proposed
9221 (04)003 Roof Plan as Proposed
9221 (04)004 Site Plan as Proposed
9221 (05)001 Elevations as Proposed
9221 (06)001 Sections as Proposed
9221 (06)010 Site Section as Proposed
9221 (50)001 Proposed Drainage Strategy
9221 Holy Trinity, Parkfield_Design and Access Statement
9221 Heritage Impact Assessment

Site Area

What is the measurement of the site area? (numeric characters only).

1988.35

Unit

Sq. metres

Existing Use

Please describe the current use of the site

The use of the site is currently a redundant church.

Is the site currently vacant?

- ☒ Yes
☐ No

If Yes, please describe the last use of the site

Holy Trinity was built as a sister church to the Parish Church of St Leonard. The church was consecrated in 1862 and was intended to accommodate up to 500 worshippers.

The building has since been de-consecrated and is therefore excluded from Ecclesiastical Exemption, and subject to regular planning controls.

When did this use end (if known)?

dd/mm/yyyy

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

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

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

Please refer to the following drawings:

9221 (04)003 Roof Plan as Proposed

9221 (04)004 Site Plan as Proposed

9221 (06)010 Site Section as Proposed

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☒ Yes
☐ No

Vehicle Type:

Light goods vehicles / Public carrier vehicles

Existing number of spaces:

0

Total proposed (including spaces retained):

1

Difference in spaces:

1

Vehicle Type:

Cars

Existing number of spaces:

0

Total proposed (including spaces retained):

1

Difference in spaces:

1

Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains sewer
☐ Septic tank
☐ Package treatment plant
☐ Cess pit
☐ Other
☐ Unknown

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 the plan(s)/drawing(s) references

Please refer to drawing:

9221 (50)001 Proposed Drainage Strategy

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☐ Yes
☒ No

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
☐ Existing water course
☐ Soakaway
☒ Main sewer
☐ Pond/lake

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 may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Biodiversity and Geological Conservation

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?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

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

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all 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.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- ☒ Yes
☐ No

If Yes, please provide details:

Please refer to drawing 9221 (04)004 Site Plan as Proposed and the Design and Access Statement.

Have arrangements been made for the separate storage and collection of recyclable waste?

- ☒ Yes
☐ No

If Yes, please provide details:

Please refer to drawing 9221 (04)004 Site Plan as Proposed and the Design and Access Statement.

Residential/Dwelling Units

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

- ☒ Yes
☐ No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- ☐ Market Housing
☐ Social, Affordable or Intermediate Rent
☐ Affordable Home Ownership
☐ Starter Homes
☒ Self-build and Custom Build

Self-build and Custom Build

Please specify each type of housing and number of units proposed

Housing Type:
Houses

1 Bedroom:
0

2 Bedroom:
0

3 Bedroom:
0

4+ Bedroom:
1

Unknown Bedroom:
0

Total:
1

Proposed Self-build and Custom Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown Bedroom Total	Bedroom Total
	0	0	0	1	0	1

Existing

Please select the housing categories for any existing units on the site

- ☐ Market Housing
- ☐ Social, Affordable or Intermediate Rent
- ☐ Affordable Home Ownership
- ☐ Starter Homes
- ☐ Self-build and Custom Build

Totals

Total proposed residential units

1

Total existing residential units

0

Total net gain or loss of residential units

1

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ☒ Yes
- ☐ No

Please add details of the Use Classes and floorspace.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)

Use Class:

D1 - Non-residential institutions

Existing gross internal floorspace (square metres):

325

Gross internal floorspace to be lost by change of use or demolition (square metres):

0

Total gross new internal floorspace proposed (including changes of use) (square metres):

495

Net additional gross internal floorspace following development (square metres):

170

Totals	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
	325	0	495	170

Loss or gain of rooms

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

☐ Yes

☒ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

☐ Yes

☒ No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

☐ Yes

☒ No

Is the proposal for a waste management development?

☐ Yes

☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- ☐ Yes
☒ No

Trade Effluent

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

- ☐ 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 *****

Reference

PREAPP/00122/21

Date (must be pre-application submission)

25/04/2022

It is acknowledged that the Church has been vacant for some years and its condition is continuing to deteriorate (including evidence of dry rot). It is also understood that previous attempts to find a commercial or community use for the Church have not been successful and for these reasons residential re-use is now being considered.

The sum of any works necessary for the conversion of the church to a dwelling are likely to result in less than substantial harm to the significance of the designated heritage asset.

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 and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & 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

Can you give appropriate notice to **all** the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- ☒ Yes
☐ No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- ☒ I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- ☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years to run.

** 'agricultural tenant' has the meaning given in section 65(8) of the Town and Country Planning Act 1990.

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:**Number:****Suffix:****Address line 1:**

Church House

Address Line 2:

31 Great Smith Street

Town/City:

London

Postcode:

SW1P3AZ

Date notice served (DD/MM/YYYY):

15/06/2023

Person Role

☒ The Applicant☐ The Agent

Title

First Name

Surname

Declaration Date

☒ Declaration made**Declaration**

I / We hereby apply for Full planning & listed building consent as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available 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

Date

03/07/2023