



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**

Title:	Mr	First name:	H	Surname:	Scott-Moncrief		
Company name:							
Street address:	Basford Hall, Basford Hall Road Basford			Telephone number:	Country Code	National Number	Extension Number
Town/City:	Leek			Mobile number:			
County:	Staffordshire			Fax number:			
Country:	United Kingdom			Email address:			
Postcode:	ST13 7ER						
Are you an agent acting on behalf of the applicant?				<input checked="" type="radio"/> Yes <input type="radio"/> No			

**2. Agent Name, Address and Contact Details**

Title:	Mr	First Name:	Rob	Surname:	Duncan		
Company name:	Rob Duncan Planning Consultancy Ltd						
Street address:	70 Ferndale Road			Telephone number:	Country Code	National Number	Extension Number
Town/City:	Lichfield			Mobile number:			
County:	Staffordshire			Fax number:			
Country:	United Kingdom			Email address:			
Postcode:	WS13 7DL			info@robduncanplanning.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):

Conversion and Extension of Folly Tower to Holiday Let

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"/>	Suffix:	<input type="text"/>
House name:	<input type="text" value="Folly Tower"/>		
Street address:	<input type="text" value="Basford Hall Road"/>		
	<input type="text" value="Basford"/>		
Town/City:	<input type="text" value="Leek"/>		
County:	<input type="text"/>		
Postcode:	<input type="text" value="ST13 7ER"/>		

Description of location or a grid reference  
(must be completed if postcode is not known):

Easting:	<input type="text" value="398901"/>
Northing:	<input type="text" value="351282"/>

Description:

Grade II Folly Tower

#### 5. 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:	<input type="text" value="Mrs"/>	First name:	<input type="text" value="Gill"/>	Surname:	<input type="text" value="Bayliss"/>
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Reference:

Date (DD/MM/YYYY):  (Must be pre-application submission)

Details of the pre-application advice received:

The building definitely needs a beneficial use and holiday accommodation would be appropriate. Considers that the proposal would provide a quirky property and visitors are more likely to accept an unconventional style of living. Raised no objection to the proposed extension that is on the site of an earlier building, and considers that its discrete design does not compete with the main building. A preference for the use of stone was identified.

#### 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. 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

#### 9. Demolition

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

10. 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):

Please see drawings AL07A, AL08A, AL11 and AL12

11. 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

12. Immunity from Listing

Has a Certificate of Immunity from listing been sought in respect of this building?

☐ Yes☒ No

13. 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
Cars	0	2	2
Light goods vehicles/public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	0	0	0
Other (e.g. Bus)	0	0	0
Short description of Other			

14. Materials

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

External walls - add description

Description of *existing* materials and finishes:

Hollington Sandstone

Description of *proposed* materials and finishes:

Hollington Sandstone to match existing

Roof covering- add description

Description of *existing* materials and finishes:

Gravel / Roofing Felt / Plywood

Description of *proposed* materials and finishes:

Plywood Roof Deck, Sarnafil single ply roof covering and Stanton Moor Gritsone paving slabs as per drawing AL07A

Windows - add description

Description of *existing* materials and finishes:

n/a

Description of *proposed* materials and finishes:

Slim double glazed galvanised steel framed casement windows to Tower; Powder coated aluminium framed double glazed clerestory windows to extension (Grey finish)

External doors - add description

Description of *existing* materials and finishes:

Vertically boarded timber

Description of *proposed* materials and finishes:

Framed and vertically boarded treated timber

## 14. Materials (continued)

### Vehicle access and hard standing - add description

Description of *existing* materials and finishes:

n/a

Description of *proposed* materials and finishes:

Bodpav system with grass or gravel infill

### Lighting - add description

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

### Others - add description

Other

Handrail

Description of *existing* materials and finishes:

n/a

Description of *proposed* materials and finishes:

Powder coated steel handrail and posts fixed behind existing crenulated parapet (Black finish)

Are you supplying additional information on submitted drawings or plans?



Yes



No

If Yes, please state plan(s)/drawing(s) references:

Please see accompanying plans

## 15. 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

## 16. 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

## 17. 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

18. Existing Use

Please describe the current use of the site:

Unknown

Is the site currently vacant? ☐ Yes ☒ No

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

19. 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 your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. 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 design, demolition and construction - Recommendations'.

20. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? ☐ Yes ☒ No

21. Residential Units

Does your proposal include the gain or loss of residential units? ☐ Yes ☒ No

22. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☐ Yes ☒ No

23. 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

24. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) 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	
Other							<input checked="" type="checkbox"/>

25. Site Area

What is the site area?

26. 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:

n/a

Is the proposal for a waste management development? ☐ Yes ☒ No

27. Hazardous Substances

Is any hazardous waste involved in the proposal? ☐ Yes ☒ No

28. 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

29. Certificates (Certificate A)

Certificate Of Ownership - Certificate A  
Certificate under Article 14 – Town and Country Planning (Development Management Procedure) (England)  
Order 2015 & 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, and that none of the land to which the application relates is, or is part of, an agricultural holding (*“agricultural holding” has the meaning given by reference to the definition of “agricultural tenant” in section 65(8) of the Act*).

Title:  First name:  Surname:

Person role:  Declaration date:  ☒ Declaration made

30. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

☒ Date