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

Planning (Listed Buildings and Conservation Areas) Act 1990

Llywodraeth Cymru
Welsh Government

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.

Please complete using block capitals and black ink.
Incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title: First Name: Last Name:

Company (optional):

Unit: House Number: House suffix:

House Name: CORNISH HALL

Address 1: WREXHAM ROAD - A534

Address 2: HOLT

Address 3:

Town: WREXHAM

County: WREXHAM

Country: WALES

Postcode: LL13 9SW

2. Agent Name and Address

Title:	First Name:	Last Name:
Mr	DAVID	ELLIS

Company (optional): WREXHAM COUNTY BOROUGH COUNCIL

Unit: House Number: House suffix:

House Name: WCBC OFFICES

Address 1: RUTHIN ROAD

Address 2:

Address 3:

Town: WREXHAM

County: WREXHAM

Country: WALES

Postcode: LL13 7TU

3. Description of Proposed Works

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

INSTALLING A RADIATOR COVER & SECONDARY GLAZING UNIT TO BEDROOM

Has the work already started without consent? Yes ☐ No ☑

If Yes, please state when the work was started:
(DD/MM/YYYY) (date must be pre-application submission)

Has the work been completed without consent? Yes ☐ No ☑

If Yes, please state the date when the work was completed:
(DD/MM/YYYY) (date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: ☐ House Number: ☐ House suffix: ☐

House Name: CORNISH HALL

Address 1: WREXHAM ROAD A534

Address 2: HOLT

Address 3: ☐

Town: WREXHAM

County: WREXHAM

Postcode (optional): LL13 9SW

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

Easting: ☐ Northing: ☐

Description:

5. 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:

Description	Reference number

6. 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.)

Please tick if the full contact details are not known, and then complete as much as possible: ☑

Officer Name:
DANIEL W JONES

Reference:

Date (DD/MM/YYYY) (must be pre-application submission): 01/09/2025

Details of pre-application advice received?

PICTURES OF PROPOSED WORK SENT. DANIEL REPLIED ADVISING APPLICATION NEEDED.

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

Yes ☐ No ☑

If Yes, please provide details:

8. Authority Employee/Member

With respect of 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

If Yes, please provide details of the name, relationship and role:

9. Materials

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

	Existing (where applicable)	Proposed	Not applicable	Don't know
External walls			✓	
Roof covering			✓	
Chimney			✓	
Windows		WOOD FRAMED SECONDA		

External doors			✓	
Ceilings			✓	
Internal walls			✓	
Floors			✓	
Internal doors			✓	
Rainwater goods			✓	
Boundary treatments (e.g. fences, walls)			✓	
Vehicle access and hard-standing			✓	
Lighting			✓	
Others (add description)		WOOD CONSTRUCTED RA		

Are you supplying additional information on submitted drawings or plans?

Yes ☐ No ☐

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

10. Demolition

Does the proposal include the partial or total demolition of a listed building?

Yes ☐ No ☑

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building: Yes ☐ No ☑

b) Demolition of a building within the curtilage of the listed building: Yes ☐ No ☑

c) Demolition of part of a listed building: Yes ☐ No ☑

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres) N/A

ii) What is the volume of the part to be demolished?(cubic metres) N/A

iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY)(date must be pre-application submission) N/A

Please provide a brief description of the building or part of the building you are proposing to demolish:

N/A

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

N/A

11. Listed Building Alterations

Do the proposed work include alterations to a listed building?

Yes ☑ No ☐

If Yes, do the proposed works include: (you must answer each of the questions)

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, 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):

PICTURES ATTACHED ON EMAIL.

12. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I	☐	Ecclesiastical Grade I	☐		
Grade II*	☐	Ecclesiastical Grade II*	☐		
Grade II	✓	Ecclesiastical Grade II	☐	Don't know	☐

13. Immunity From Listing

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

Yes ☐ No ☐ Don't know ✓

If Yes, please provide the result of the application:

14. Certificates

One Certificate A,B,C, or D, must be completed with this application form

Certificate Of Ownership – Certificate A. Certificate under the Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012.

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.

Signed - Applicant:	Or signed - Agent:	Date:(DD/MM/YYYY)
	D.ELLIS	03/09/2025 (Date cannot be pre-application)

Certificate Of Ownership - Certificate B. Certificate under the Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012.

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 (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 this application relates.

Name of Owner:	Address:	Date Notice Served:

Signed - Applicant:	Or signed - Agent:	Date:(DD/MM/YYYY)
		(Date cannot be pre-application)

Certificate Of Ownership - Certificate C. Certificate under the Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012.

I certify/The Applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of the land or building, or of a part of it , but I have/the applicant has been unable to do so.

The steps taken were:

Name of Owner:	Address:	Date Notice Served:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:	Or signed - Agent:	Date:(DD/MM/YYYY)
		(Date cannot be pre-application)

Certificate Of Ownership – Certificate D. Certificate under the Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012.

I certify/The Applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, 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 to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:	Or signed - Agent:	Date:(DD/MM/YYYY) (Date cannot be pre-application)

15. Planning Application Requirements – Checklist

Please read the following checklist to make sure you have sent all the information in support of your 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.

The original and 3 copies of a completed and dated application form:	✓
The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:	✓
The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:	✓
The original and 3 copies of the completed dated Ownership Certificate (A, B, C, or D – as applicable):	✓
The original and 3 copies of a design and access statement:	✓

16. Declaration

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

I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed - Applicant:	Or signed - Agent:	Date:(DD/MM/YYYY) (Date cannot be pre-application)
	D.ELLIS	03/09/2025

17. Applicant Contact Details

Telephone Numbers

Country Code:	National Number:	Extension Number:
Country Code:	**Mobile Number (optional):**	**Fax Number (optional):**

Email address (optional):

18. Agent Contact Details

Telephone Numbers

Country Code:

National Number:

Extension Number:

Country Code:

Mobile Number (optional):

Fax Number (optional):

Email address (optional):

david.ellis@wrexham.gov.uk

19. 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)

Agent ☐ Applicant ☑ Other ☐ (If different from the agent/applicant's details)

If other has been selected, please provide:

Contact Name:

Telephone Number:

Email address:

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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