Llywodraeth Cymru
Welsh Government

SECONDARY GLAZING ONLY

ORIGINAL

Application for Planning Permission and Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Town and Country Planning Act 1990

Historic Environment (Wales) Act 2023

If printed, please complete using BLOCK CAPITALS and BLACK ink.

WREXHAM COUNTY BOROUGH COUNCIL
[redacted]
PLANNING DEPARTMENT

1. Applicant Name and Address

Title:	[redacted]
Last name:	
Company (optional):	/
Unit:	
House number:	5
House suffix:	
House name:	
Address 1:	MILL TERRACE,
Address 2:	BERSHAM.
Address 3:	
Town:	WREXHAM
County:	WREXHAM
Country:	WALES
Postcode:	LL14 4LP.

2. Agent Name and Address

Title:		First name:			
Last name:					
Company (optional):					
Unit:		House number:		House suffix:	
House name:					
Address 1:					
Address 2:	N/A				
Address 3:					
Town:					
County:					
Country:					
Postcode:					

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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):

TO FIT SECONDARY GLAZING IN FRONT ROOM TO ELIMINATE EXAUST FUMES, DRAFTS AND CONDENSATION.

Has the development or work(s) already started?	Yes ☐	No ☑
If Yes, please state the date when the development or work(s) were started (DD/MM/YYYY): (Date must be pre-application submission)	N/A	
Have the development or work(s) been completed?	Yes N/A	No N/A
If Yes, please state the date when the development or work(s) were completed (DD/MM/YYYY): (Date must be pre-application submission)	N/A	

4. Site Details

Please provide the full postal address of the application site.

Unit:		House number:	5	House suffix:	

House name:	
Address 1:	MILL TERRACE
Address 2:	BERSHAM
Address 3:	
Town:	WREXHAM
County:	WREXHAM
Postcode: (optional)	LL14 4LP

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".

Easting:		Northing:	

Description:

5. Pre-application Advice

Has pre-application advice been sought from the local planning 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 possible: ☐

Officer name: DANIEL W JONES (CONSERVATION OFFICER)

Reference:

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

Details of the pre-application advice received:

I MADE CONTACT WITH MR DANIEL W JONES ENQURING ON HOW TO GO ABOUT THE APPLICATION.

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle or 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 ☑

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.

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7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste and have arrangements been made for the separate storage and collection of recyclable waste?

Yes ☐ No ☑

If Yes, please describe:

8. Neighbour and Community Consultation

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

If Yes, please provide details:

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 ☑

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

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 a part of the 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 works 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 ☐

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):

THE FITTING OF SECONDARY GLAZING TO THE REQUIRED STANDARDS. THE UNIT WOULD NOT BE SEEN FROM OUTSIDE AS FITTINGS WOULD BE HIDDEN BEHIND INTERIOR STONE WORK.

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12. Listed Building Details

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 ☐ Grade II* ☐ Grade II ☑

Have you applied for a certificate from the Welsh Ministers stating that they do not intend to list the building?

Yes ☐ No ☑ Don't know ☐

If Yes, please provide the result of the application:

13. 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	CAST IRON + DIAMOND GLASS TO BE RETAINED	SECONDARY GLASS + SLIDING FRAMES TO FIT BEHIND		
External doors			✓	
Ceilings			✓	
Internal walls			✓	
Floors			✓	
Internal doors			✓	
Rainwater goods			✓	
Boundary treatments (e.g. fences, walls)			✓	
Vehicle access and hard standing			✓	

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Lighting			✓	
Others (add description)			✓	

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

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

ATTATCHED WITH APPLICATION.

14. Vehicle Parking

Is vehicle parking relevant to this proposal? Yes ☐ No ☑

If Yes, please provide information on the existing and proposed number of on-site parking and cycling spaces on your plans.

15. Foul Sewage

Please state how foul sewage is to be disposed of:

☐ Mains sewer ☐ Package treatment plant N/A

☐ Cess pit ☐ Septic tank

☐ Other

Are you proposing to connect to the existing drainage system? Yes ☐ No ☐

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

16. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes. The notes provide 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:

N/A

☐ 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.

17. 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'.

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18. Trade Effluent

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

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste:

N/A

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19. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units? Yes ☐ No ☑

If you answered "Yes" to the question above, please specify the existing and proposed number of market and affordable dwellings on the attached plans.

20. All Types of Development: Non-residential Floorspace

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

If you have answered Yes to the question above please add details in the following table:

Use class/type of use		Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops					
A2	Financial and professional services					
A3	Food and drink					
B1	Business					
B2	General industrial			N/A		
B8	Storage or distribution					
C1	Hotels					
C2	Residential institutions					
C2A	Secure residential					
D1	Non-residential institutions					
D2	Assembly and leisure					
Other – Please specify:						
Total						

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

Use class/type of use		Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels				
C2	Residential Institutions		N/A		
C6	Short-term lets				
Other – Please specify:					

21. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent	Not known
Existing employees		N/A		
Proposed employees				

22. 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
			N/A	

N/A

23. Site Area

Please state the site area in hectares (ha) ☐

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space? Yes ☐ No ☐

If Yes, please complete the following information regarding public open space:

Area of Land (ha):

Open Space Lost ☐ Open Space Gained ☐

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24. Assessment of Flood Risk

(Refer to Flood Map for Planning on Natural Resources Wales website www.naturalresources.wales/flooding/flood-map-for-planning/?lang=en) Yes ☐ No ☐

If Yes, and you are proposing a new building or change of use, please add details of the proposal in the following table:

Flood Zone	Residential (Number of units)	Non-residential (Area of land – hectares)
Zone 1		
Zone 2		
Zone 3		
Defended Zone		

If the proposed development is located within an area at risk from flooding, you will need to consider whether it is appropriate to submit a flood consequence assessment (refer to TAN 15 www.gov.wales/technical-advice-note-tan-15-development-flooding-and-coastal-erosion)

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 ☐

From 7 January 2019, all new developments of more than 1 dwelling house or where the construction area is 100 square metres or more, require Sustainable Drainage Systems (SuDS) for surface water designed and built in accordance with the Welsh Ministers' Statutory SuDS Standards. SuDS Schemes must be approved by your local authority acting in its SuDS Approving Body (SAB) role. Please contact your local authority for details of how to apply.

N/A

How will surface water be disposed of?

☐ Sustainable drainage system ☐ Soakaway ☐ Main sewer

☐ Existing watercourse ☐ Pond/lake

25. Existing Use

Please describe the current use of the site:

Is the site currently vacant? Yes ☐ No ☐

If Yes, please describe the last use of the site:

When did this use end (if known)? (DD/MM/YYYY)
(Date where known may be approximate)

Does the proposal involve any of the following:

Land which is known or suspected to be contaminated for all or part of the site? Yes ☐ No ☐

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

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

Does your proposal involve the construction of a new building? Yes ☐ No ☐

If Yes, please complete the following information regarding the element of the site area which is in previously developed land or greenfield land:

	Previously Developed Land	**Greenfield Land**
Area of land (ha) proposed for new development		

26. Renewable and Low Carbon Energy

N/A

Does your proposal involve the installation of a stand-alone renewable or low-carbon energy development? Yes ☐ No ☐

If you have answered Yes to the question above please state the proposed energy output capacity in MegaWatts (MW):

Renewable Energy Type	Energy Capacity (MW)
Anaerobic digestion	
Biofuels	
Biomass	
Combined heat and power (CHP)	
District heating	
Fuel cells	
Geothermal	
Ground/water/air heat pumps	
Hydropower	
Solar	
Waste heat energy	
Wind	
Other low carbon or renewable energy (please specify below)	

N/A

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:

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

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill			
Non-hazardous landfill			
Hazardous landfill			
Energy from waste incineration			
Other incineration			
Landfill gas generation plant			
Pyrolysis/gasification			
Metal recycling site			
Transfer stations			
Material recovery/recycling facilities (MRFs)			
Household civic amenity sites			
Open windrow composting			
In-vessel composting			
Anaerobic digestion			
Any combined mechanical, biological and/or thermal treatment (MBT)			

28. Hazardous Substances

N/A

Does the proposal involve the use or storage of any of the following materials in the quantities stated below?

Yes ☐ No ☐ Not applicable ☑

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)	
Ammonia (tonnes)	
Bromine (tonnes)	
Chlorine (tonnes)	
Ethylene oxide (tonnes)	
Hydrogen cyanide (tonnes)	
Liquid oxygen (tonnes)	
Liquid petroleum gas (tonnes)	
Phosgene (tonnes)	
Sulphur dioxide (tonnes)	
Flour (tonnes)	
Refined white sugar (tonnes)	
Other Amount (tonnes)	
Other Amount (tonnes)	

N/A

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Sewage treatment works			
Other treatment			
Recycling facilities construction, demolition and excavation waste			
Storage of waste			
Other waste management			
Other developments			

Please provide the maximum annual operational throughput of the following waste streams:	
Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

N/A

29. Ownership Certificates (continued)

Certificate of Ownership – Certificate D
Certificate under the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 & Listed Buildings and Conservation Areas (Procedure and Interest Rate) (Wales) Regulations 2024

I certify/The applicant certifies that:

- Certificate A, B or C 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 seven years left to run*) of any part of the land or building to which this application relates, but I have/the applicant has been unable to do so.

The steps taken were:

OWNER / OCCUPIED BY MYSELF.

Notice of the application has been published in the following newspaper (circulating in the locality of the land or building to which the application relates):	On the following date (which must not be earlier than 21 days before the date of the application):

Signed – Applicant: [redacted]

Or signed – Agent:

Date (DD/MM/YYYY): 10/3/26

30. Agricultural Holdings

N/A

Agricultural Holding Certificate
Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural Land Declaration – You Must Complete Either A or B.

(A) None of the land to w[redacted]rt of, an agricultural holding.

Signed – Applicant:

Or signed – Agent:

Date (DD/MM/YYYY): 20/02/2026

(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:

Name of Tenant	Address	Date Notice Served

Signed – Applicant: [redacted]

Or signed – Agent:

Date (DD/MM/YYYY): 10/3/26

N/A

Certificate of Ownership – Certificate C

Certificate under the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 & Listed Buildings and Conservation Areas (Procedure and Interest Rate) (Wales) Regulations 2024

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:

I have/the applicant has given the requisite notice to the persons specified below being persons who, on the day 21 days before the date of this application, were owners of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the locality of the land or building to which the application relates):	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):	

N/A

31. 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 the 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 a completed Heritage Impact Statement. ☐

If the proposed development constitutes major development, the original and 3 copies of the pre-application consultation report. ☐

The correct fee. ☐

The original and 3 copies of a design and access statement, if the proposed development:

- is within a World Heritage Site, and consists of the creation of one or more dwellings, or creates floor space of 100 square metres or more; or ☐
- constitutes "major development". ☐

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C, or D – as applicable). ☐

The original and 3 copies of the completed, dated Article 10 Certificate (Agricultural Holdings). ☐

Depending on the type and scale of proposed development, your application – in order to be validated – may also need to be accompanied by the following technical documents:

- Flood Consequences Assessment
- Biodiversity and Geological Conservation Assessment
- Tree Survey
- Coal Mining Risk Assessment – see Planning Policy Wales paragraph 6.9.26
- Rural Enterprise Dwelling Appraisal
- Retail Impact Assessment
- Noise Assessment
- Transport Assessment.

The Welsh Government's Management Manual will assist you in determining whether any of these assessments are necessary.

You should also note that your Local Planning Authority may have adopted 'Local Validation Requirements' for some major developments. Information on any "Local Validation Requirements" will be available on the Local Planning Authority's website.

32. Declaration

N/A

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 an[redacted] of the persons giving them.

Signed – Applicant:

Or signed – Agent:

Date (DD/MM/YYYY):
(date cannot be pre-application) 03 | 02 | 2026

33. Applicant Contact Details

Telephone numbers:

Country code: National number: Extension number:

[redacted] –

Country code: Mobile number (optional):

Email address (optional):

[redacted]

34. Agent Contact Details

Telephone numbers:

Country code: National number: Extension number:

Country code: Mobile number (optional):

Email address (optional):

35. 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:

[redacted]