



**Hinckley & Bosworth
Borough Council**

planning@hinckley-bosworth.gov.uk
01455 238141

Hinckley Hub
Rugby Road
Hinckley
Leics
LE10 0FR

Application for Listed Building Consent for alterations, extension or demolition of a listed building

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	20
Suffix	
Property Name	
Address Line 1	Market Place
Address Line 2	
Address Line 3	Leicestershire
Town/city	Market Bosworth
Postcode	CV13 0LE

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
440609	303057

Description

Applicant Details

Name/Company

Title

Mrs

First name

Kate

Surname

Clay

Company Name

Lawrence Orton Holdings Limited

Address

Address line 1

Clay Wealth Management Limited

Address line 2

20 Market Place

Address line 3

Town/City

Market Bosworth

County

Leicestershire

Country

Postcode

CV13 0LE

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

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

We would like to replace the three front facing upstairs windows.

The windows are very rotten and beyond repair, and as such pose a risk to further damage internally and externally to the existing building. Andy at BFJ Bespoke has given us a quote for replacing them like for like, an exact match can be replicated using hardwood construction and utilising traditional methods. The only change would be the incorporation of the slim 12mm heritage double glazing instead of a single pane. All sightlines would remain the same.

All works would be carried out from within the building so would not require scaffolding to access works needed.

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

Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

- ☐ 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).

The windows are very rotten and beyond repair, and as such pose a risk to further damage internally and externally to the existing building. Andy at BFJ Bespoke (www.bfjbespoke.net) has given us a quote for replacing them like for like, an exact match/true example can be replicated using hardwood construction and utilising traditional methods. The only change would be the incorporation of the slim 12mm heritage double glazing instead of a single pane. All sightlines would remain the same.

Materials

Does the proposed development require any materials to be used?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded

Type:

Windows

Existing materials and finishes:

Hardwood White gloss paint Single pane glass

Proposed materials and finishes:

Hardwood White gloss paint Heritage double glazing

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☐ Yes

☒ No

Neighbour and Community Consultation

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

☐ 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 *****

Date (must be pre-application submission)

07/08/2025

Details of the pre-application advice received

Hi James,

Thank you for your email and confirming the need for the replacement windows. An application for listed building consent will be required – the Council's preference for application submissions is via the Planning Portal: [What is required?](#) | [Submitting a planning application](#) | [Hinckley & Bosworth Borough Council](#)

To accompany the application as a minimum you will need to provide:

- Completed application form
- Site location plan with a red edge around the building – these can be obtained from various sources (see site location plans guidance [here](#) - [What is required?](#) | [Submitting a planning application](#) | [Hinckley & Bosworth Borough Council](#))
- Photos of each window to be replaced, giving then an identifier (e.g. first floor window 1, etc.). These could be collated on a single plan
- Drawings of the replacement windows (drawing to be a recognised scale and/or have dimensions clearly identified). The drawing should be elevational and sectional.
- The specification of the replacement windows (e.g. what is their construction material, finish etc.). This could be provided within a heritage statement, as per below. Andy will be able to confirm the specification details of the replacement windows
- A brief heritage statement confirming that the building is listed and providing a rationale for the proposal
- Please note there is no fee for a listed building consent application

I hope this helps with your submission.

Many thanks,

Paul Grundy

Senior Planning Officer (Conservation and GIS)

Tel: 01455 255671 / 07966201338

Email: paul.grundy@hinckley-bosworth.gov.uk

Web: www.hinckley-bosworth.gov.uk

Please note my working days are Tuesday to Friday

Hinckley Hub, Rugby Road, Hinckley, Leics LE10 0FR

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

Certificates under 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

Certificate Of Ownership - Certificate A

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.

Person Role

☒ The Applicant

☐ The Agent

Title

Mrs

First Name

Kate

Surname

Clay

Declaration Date

28/10/2025

☒ Declaration made

Declaration

I/We hereby apply for Listed building consent as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published 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

James Eyton

Date

27/01/2026

I have submitted drawings requested from the local planning team that I have received from BFK Bespoke - elevational and sectional. A photo of the full elevation identifying the three windows to be replaced as A, B and C.