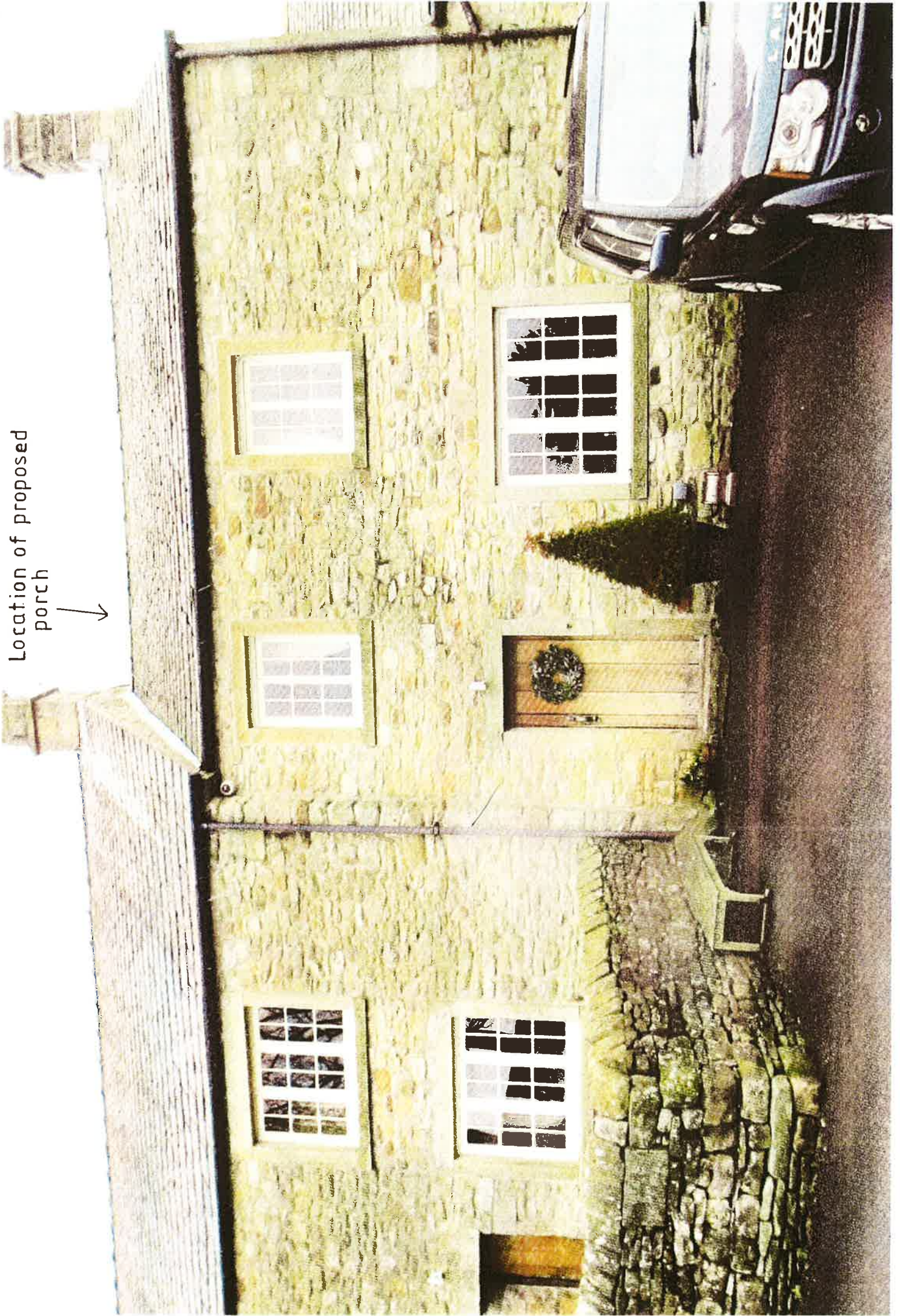


Location of proposed porch





**RIBBLE VALLEY
BOROUGH COUNCIL**

Council Offices, Church Walk, Clitheroe, Lancashire. BB7 2RA Tel: 01200 425111 www.ribblevalley.gov.uk

For office use only

Application No

Date received

Fee paid £

Receipt No:

Application for listed building consent for alterations, extension or demolition of a listed building. Planning (Listed Buildings and Conservation Areas) Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

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.

It is important that you read the accompanying guidance notes as 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:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Description of Proposed Work

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

NEW PORCH TO FRONT ELEVATION.

3. Description of Proposed Work (continued)

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:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

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:

Reference:

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

Details of pre-application advice received?

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 to the Authority, I am: Do any of these statements apply to you?
 (a) a member of staff Yes No
 (b) an elected member
 (c) related to a member of staff
 (d) related to an elected member

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		NATURAL STONE	<input type="checkbox"/>	<input type="checkbox"/>
Roof covering		SLATE	<input type="checkbox"/>	<input type="checkbox"/>
Chimney			<input type="checkbox"/>	<input type="checkbox"/>
Windows		TIMBER	<input type="checkbox"/>	<input type="checkbox"/>
External doors			<input type="checkbox"/>	<input type="checkbox"/>
Ceilings			<input type="checkbox"/>	<input type="checkbox"/>
Internal walls			<input type="checkbox"/>	<input type="checkbox"/>
Floors			<input type="checkbox"/>	<input type="checkbox"/>
Internal doors			<input type="checkbox"/>	<input type="checkbox"/>
Rainwater goods			<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing			<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input type="checkbox"/>	<input type="checkbox"/>
Others (add description)			<input type="checkbox"/>	<input type="checkbox"/>

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

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

4343-1-1
 PHOTOGRAPH OF PART FRONT ELEVATION
 LOCATION PLAN.
 HERITAGE STATEMENT.

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)	
ii) What is the volume of the part to be demolished?(cubic metres)	
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	

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

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

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

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):

NEW PORCH TO THE FRONT (S.E.)
ELEVATION.

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 Regulation 6 of the 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.

Signed - Applicant: Or signed - Agent: Date DD/MM/YYYY:

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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:

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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:

14. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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:

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 other plans and drawings or information necessary to describe the subject of the application:



The original and 3 copies of a plan which identifies the land to which the application relates and drawn to an identified scale and showing the direction of North:



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, if required (see help text and guidance notes for details):



16. Declaration

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

Signed - Applicant:

Or signed - Agent:

[Signature]

Date (DD/MM/YYYY):

7/6/13

(date cannot be pre-application)

17. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

18. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

01200 423178

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

cad@sunderlandpeacock.com

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

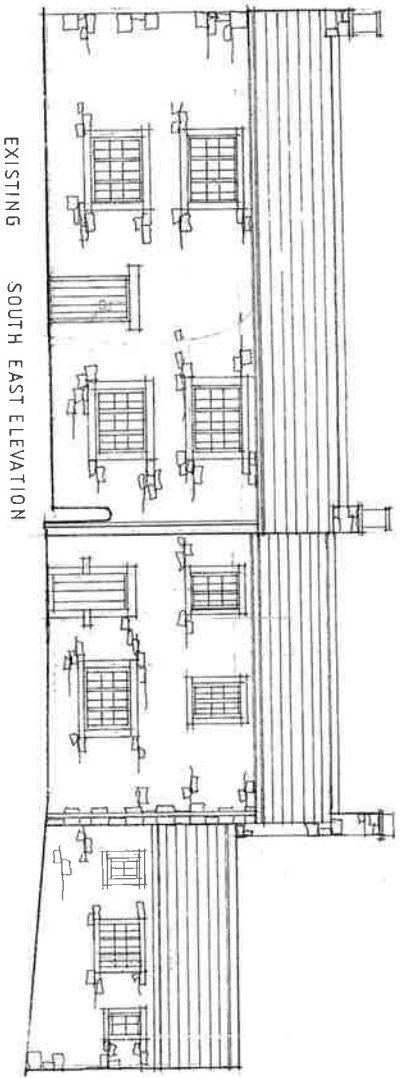
Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

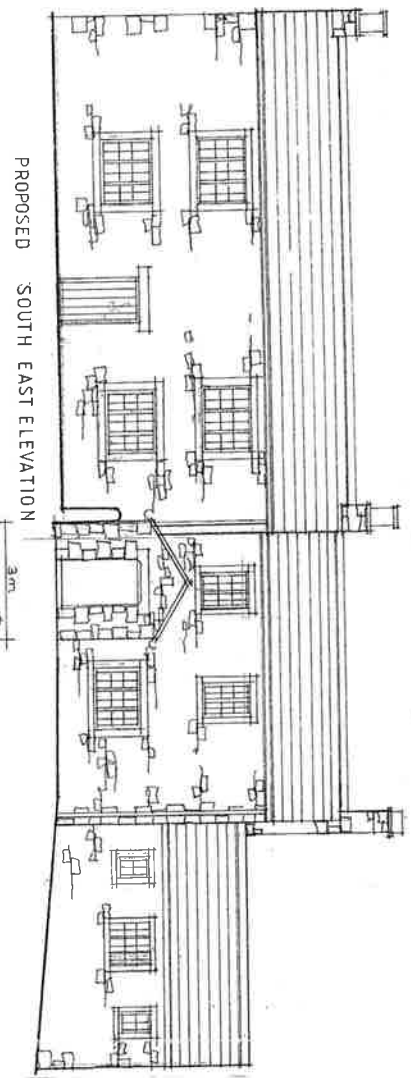
Contact name:

Telephone number:

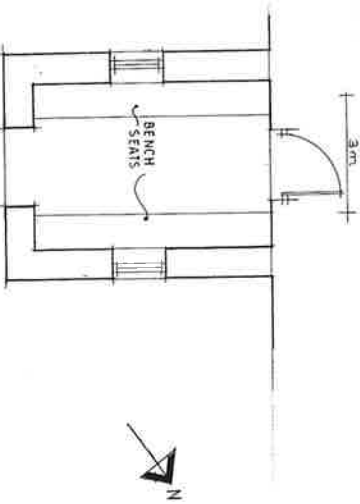
Email address:



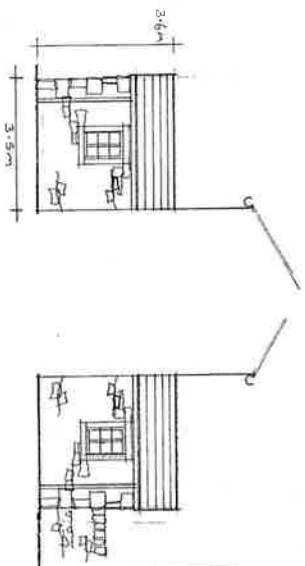
EXISTING SOUTH EAST ELEVATION



PROPOSED SOUTH EAST ELEVATION



PORCH PLAN 1:50



Client

M. & Mrs MORRIS

Job Title

PROPOSED NEW PORCH AT
WOLFEN HALL
CHIPPING

Drawing Title

EXISTING AND PROPOSED
ELEVATIONS AND PLAN

Scale	Date	Drawn
1:50	JUN 13	LKR

SUNDERLAND PEACOCK ARCHITECTS



SUNDERLAND PEACOCK & ASSOCIATES LTD
LANCASHIRE ROAD, CHIPPING
T 01208 423174 F 01208 427258
www.sunderlandpeacock.com



RIBBLE VALLEY BOROUGH COUNCIL

Development Department

Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Telephone: 01200 425111

Fax: 01200 414488

Planning Fax: 01200 414487

Town and Country Planning Act 1990

REFUSAL OF LISTED BUILDING CONSENT

APPLICATION NO: 3/2013/0578

DECISION DATE: 09 August 2013

DATE RECEIVED: 19/06/2013

RECEIVED

14 AUG 2013

APPLICANT:

Mr & Mrs L Morris
Wolfen Hall
Chipping
Preston
Lancs

AGENT:

Sunderland Peacock & Associates Ltd
Hazelmere
Pimlico Road
Clitheroe
Lancs
BB7 2AG

PARTICULARS OF PROPOSED WORKS: New porch to front elevation.

AT: Wolfen Hall Chipping Preston Lancashire

Ribble Valley Borough Council hereby give notice that **Listed Building Consent has been refused** for the execution of the works referred to above for the following reasons(s):

- 1 The proposal has an unduly harmful impact upon the character (including setting) and significance of the listed building because of the porch's incongruity and dominance in the formal and symmetric front elevation, the prominence given to a secondary element of the facade and the obscuring of important historic features.

Note(s)

- 1 For rights of appeal in respect of any reason(s) attached to the decision see the attached notes.

The Local Planning Authority operates a pre-planning application advice service which applicants are encouraged to use. Whether or not this was used, the Local Planning Authority has endeavoured to work proactively and positively to resolve issues and considered the imposition of appropriate conditions and amendments to the application to deliver a sustainable form of development.


JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES



**HERITAGE STATEMENT
AND
DESIGN AND ACCESS STATEMENT**

WOLFEN HALL, CHIPPING

LISTED STATUS GRADE II

For Mr and Mrs Morris

June 2013

SUNDERLAND PEACOCK & ASSOCIATES LTD
HAZELMERE, PIMLICO ROAD, CLITHEROE,
LANCASHIRE BB7 2AG
T 01200 423178 **F** 01200 427328
E info@sunderlandpeacock.com
www.sunderlandpeacock.com

EXISTING SITE AND KNOWN HISTORY

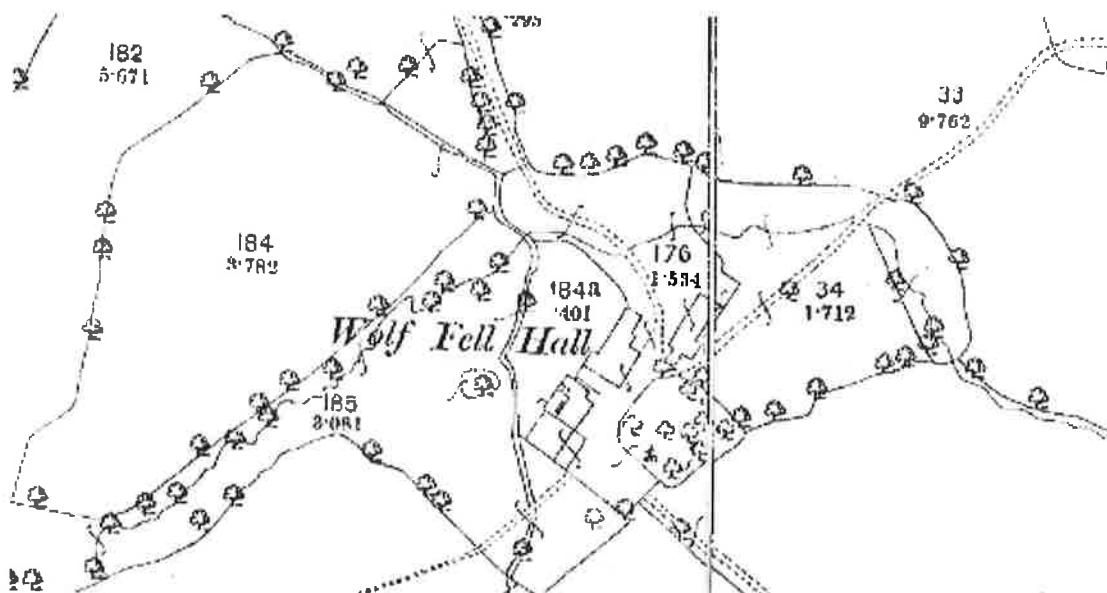
Wolfen Hall is located approximately 2km North West of the village of Chipping. The house is the main residence serving the Wolfen Hall Estate. The house occupies a central and private position within the heart of the 860 acre estate, Wolfen Hall dates back to possibly the 16th century.

Wolfen Hall is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990; the property is grade II listed. The list entry reads as follows:-

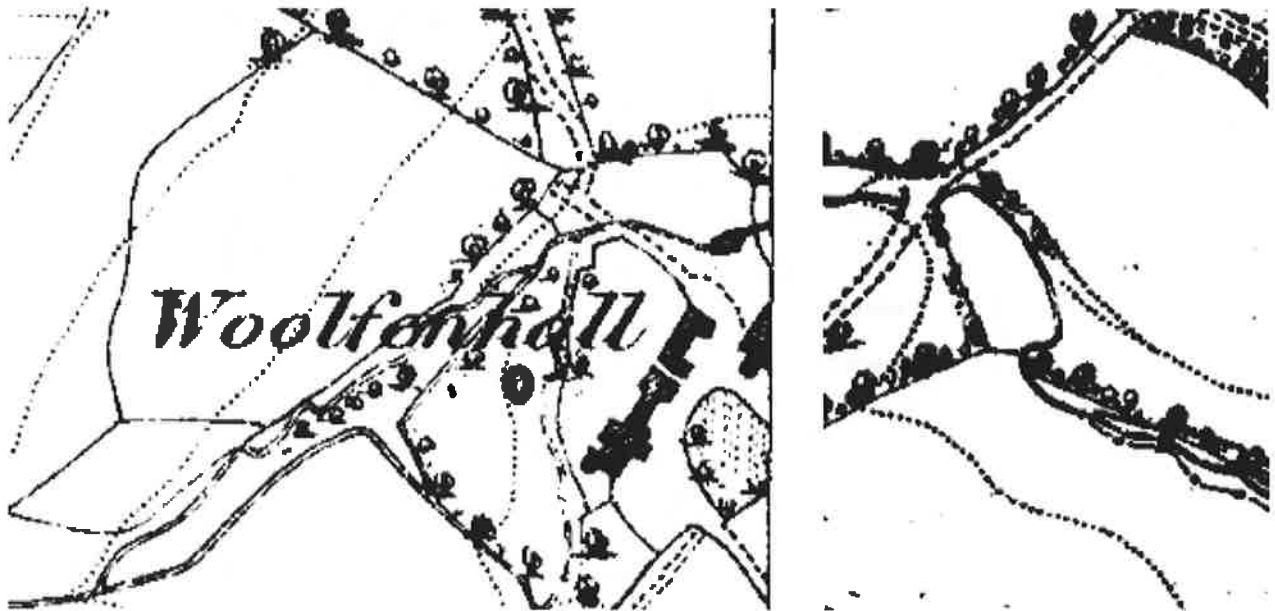
SD 64 SW CHIPPING

4/103 Wolfen Hall II

House, possibly C16th, altered 1867-8. Slobbered rubble with steep slate roof. 2 storeys, 2 bays, with end stacks. Windows have plain stone surrounds with wooden casements. The door, between the bays, has plain reveals. The chimney caps have copings and weathered offsets. At the rear is a parallel range which appears to be of a later date. Interior. The right-hand room has, in its rear wall, a blocked 5-light tall wooden- mullioned window with wooden lintel and sill and splayed wooden jambs. Between the hall and the left-hand room is a timber-framed wall which rises through the 1st floor. A main post, against the front wall of the house, is tenoned into the tie beam at 1st floor ceiling level. The rear wall of the left-hand room, separating it from the stair hall at the rear, is also timber framed with many redundant peg holes suggesting re-use or reconstruction. Between the entrance hall and stair hall is a chamfered wooden door surround with 4-centred head. The dog-leg stair has been reconstructed but retains its C17th handrail and moulded newel. A stone wall, now dividing the rear wing but formerly an external wall, has a blocked window with wooden mullions. A drawing in the Weld collection at the Harris Art Gallery, Preston, dated 1841, shows the house extending further to the right (north-east) where a later C19th extension now adjoins. The drawing also shows a chamfered doorway with an ogee head. This feature is not necessarily of medieval date. Smith, T.C. History of Chipping. Preston, 1894, p. 226.



OS First Edition 1:2,500 scale from circa 1853 - 1896, showing Wolfen Hall or "Wolf Fell Hall"



OS First Edition 1:10,000 scale from circa 1843 - 1848, showing Wolfen Hall or "Woolfen Hall"

PROPOSAL

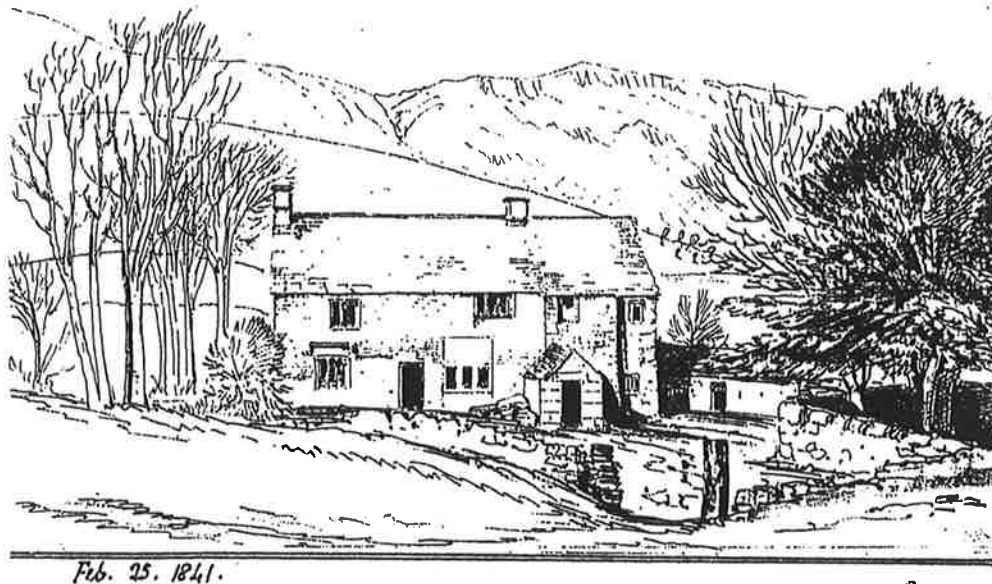
The proposal involves the construction of a porch to the South East elevation of Wolfen Hall. The porch measures 3m x 3.5m on plan with an overall height of 3.6m. Access to the house from the proposed porch will be via an existing door opening, the existing door opening will not be altered and the existing door will also be retained.

The proposed porch will be constructed from random rubble with stone quoins at the corners. The porch will have a blue slate roof and a window to both the North East and South West elevations. The proposed windows will have plain natural stone surrounds and painted timber windows to match the existing windows to the South East elevation. The opening into the porch will be left open, with a plain natural stone head.

JUSTIFICATION FOR THE PROPOSED WORKS

The proposed porch will provide the owners of Wolfen Hall with the additional storage they require for coats and boots. It will also ensure visitors to Wolfen Hall can wait in the dry before the door is answered and they enter Wolfen Hall.

As illustrated in the painting by John Weld below from 1841, Wolfen Hall previously had an open porch on the South West elevation. The existing porch of 1841 is very similar in style to the porch proposed in the submitted planning application.



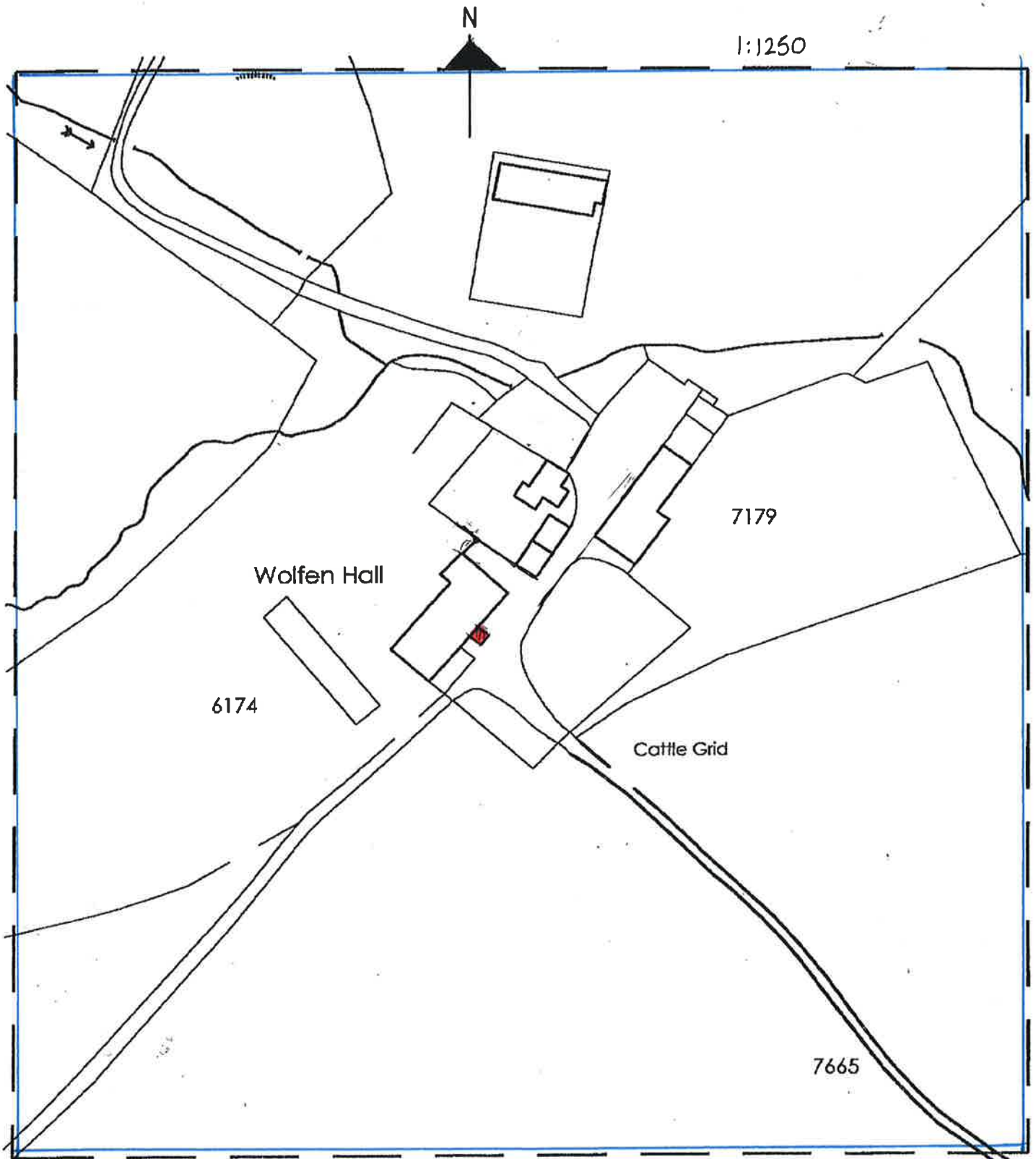
Painting by John Weld of Leagram Hall the original is at Lancashire Record Office

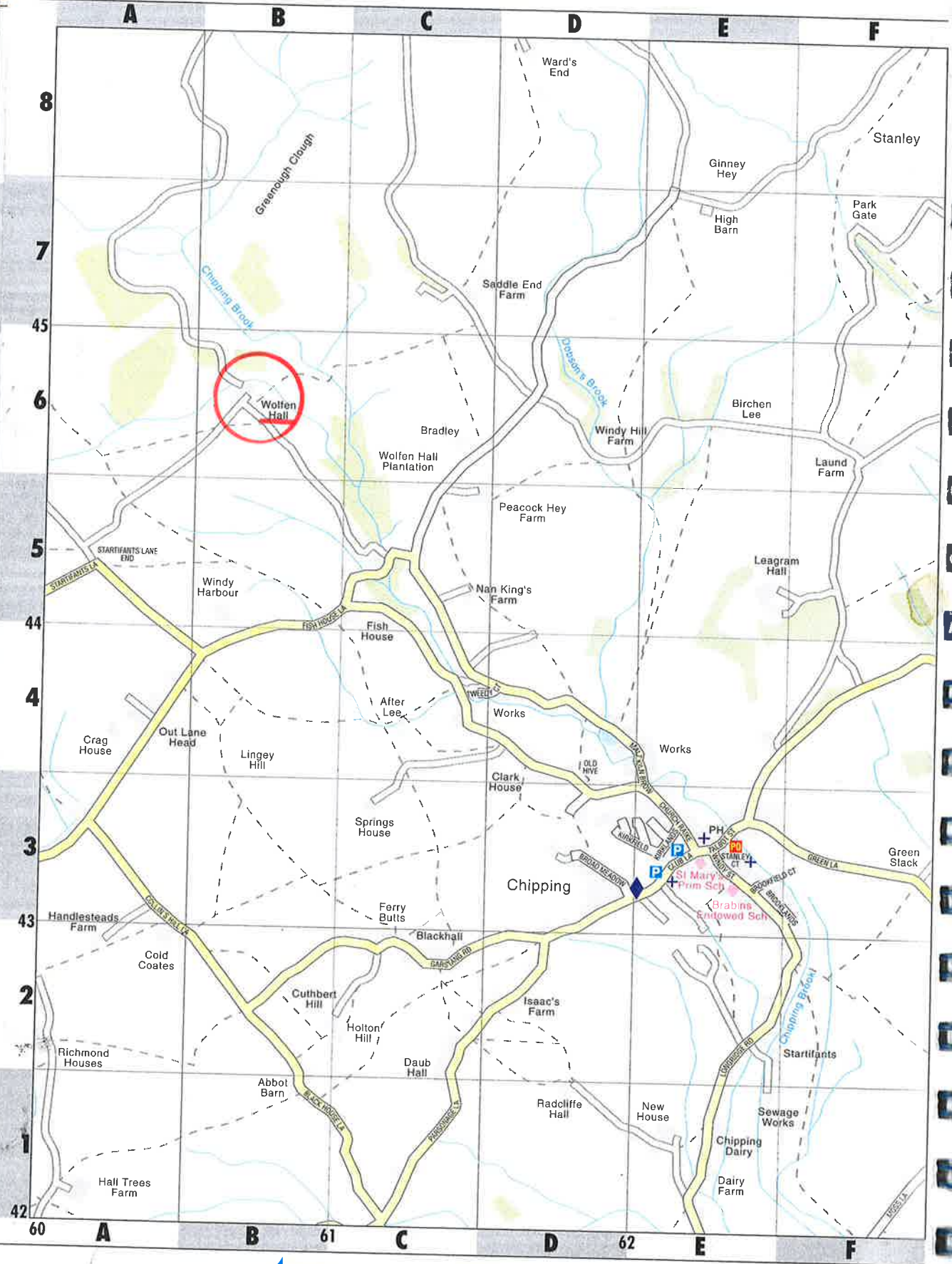
EVALUATION OF THE IMPACT OF THE SCHEME

The proposed porch to Wolfen Hall has been designed to minimize^S the impact it will have on the listed building. The existing door opening and door will remain unaltered. The new porch walls will obviously butt up to the existing wall, however they will not cause any damage to the fabric of the listed building, consequently these changes are reversible and as a result do not have an adverse affect on Wolfen Hall.

LOUISE GILL

location plan 1:1250





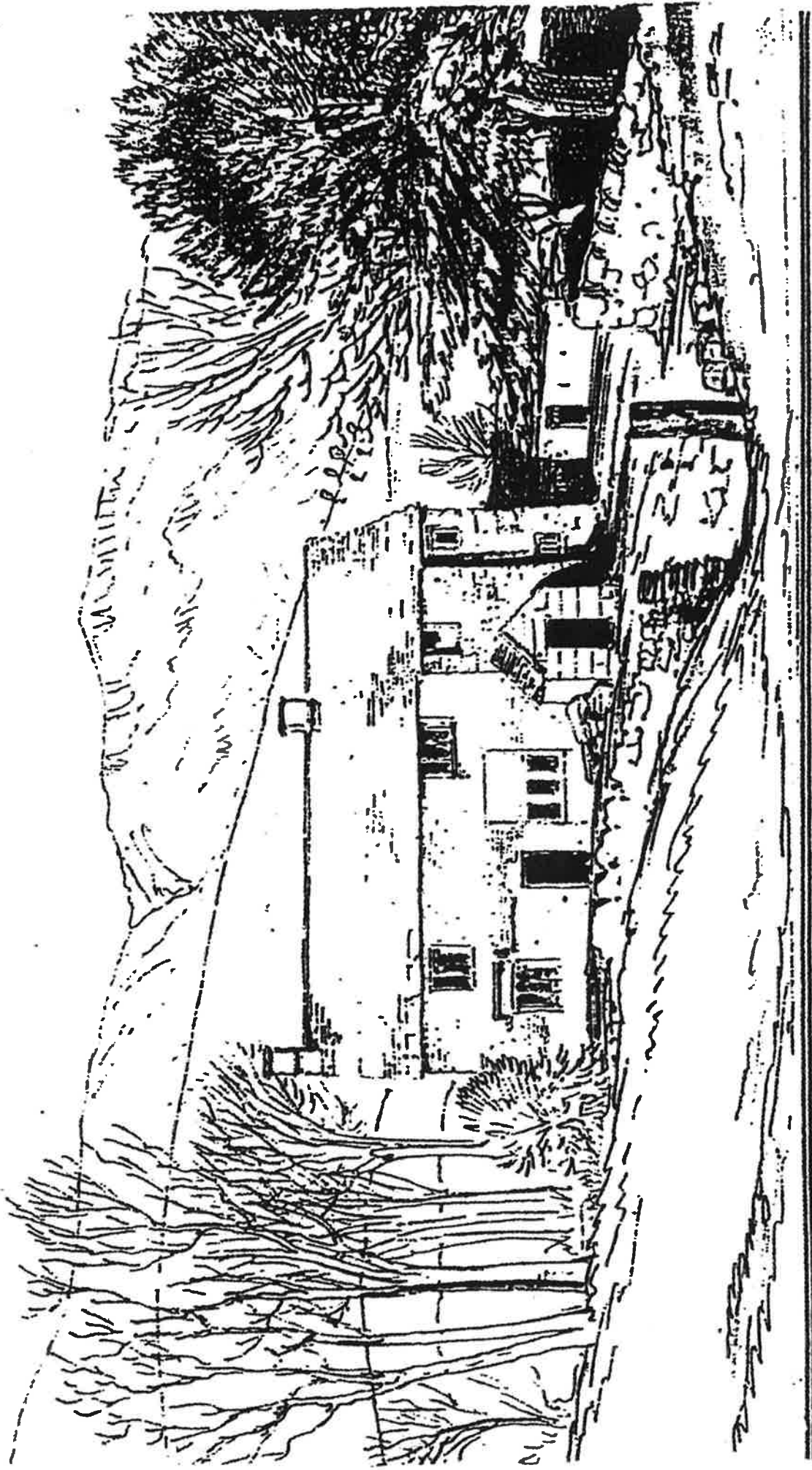
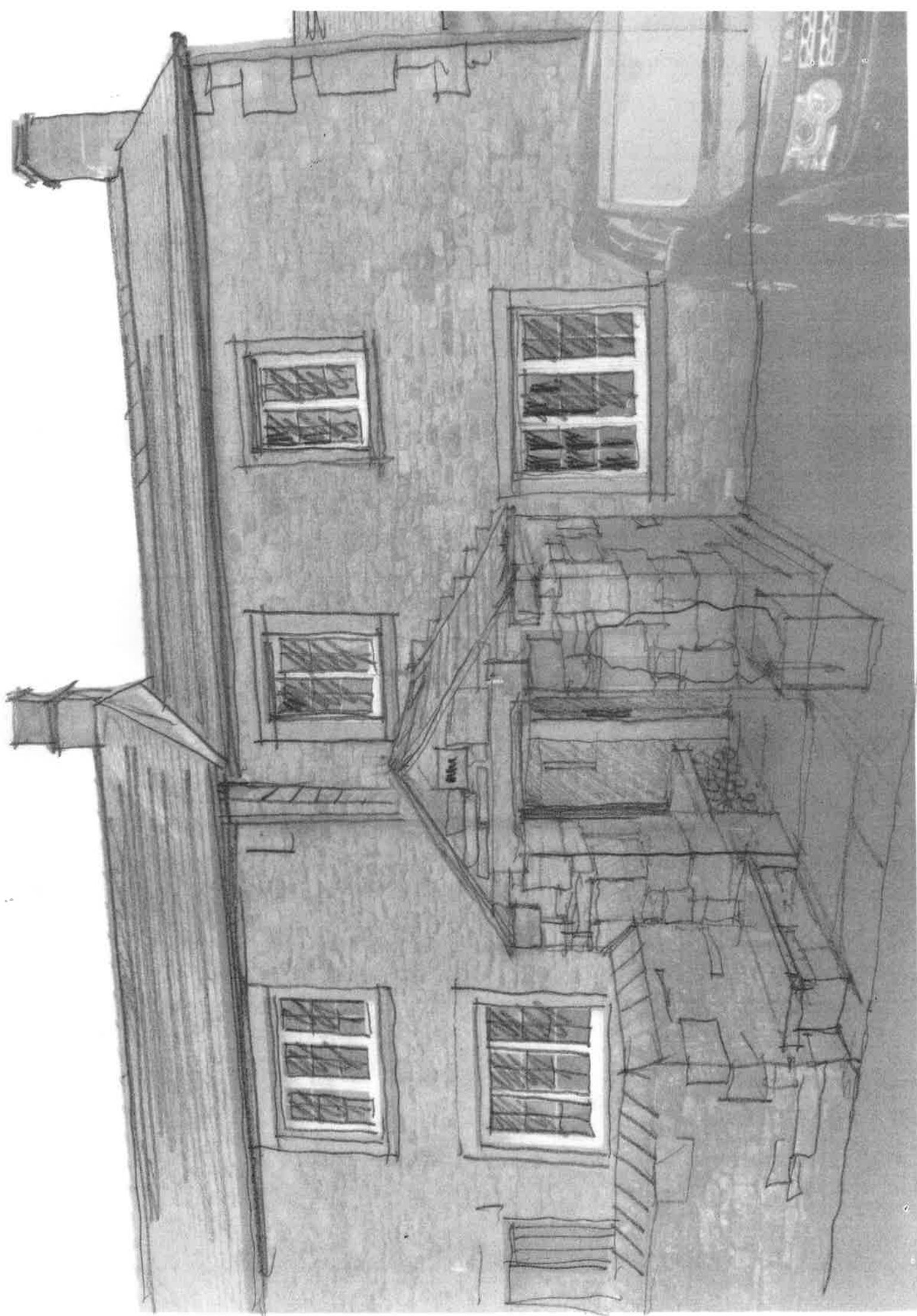


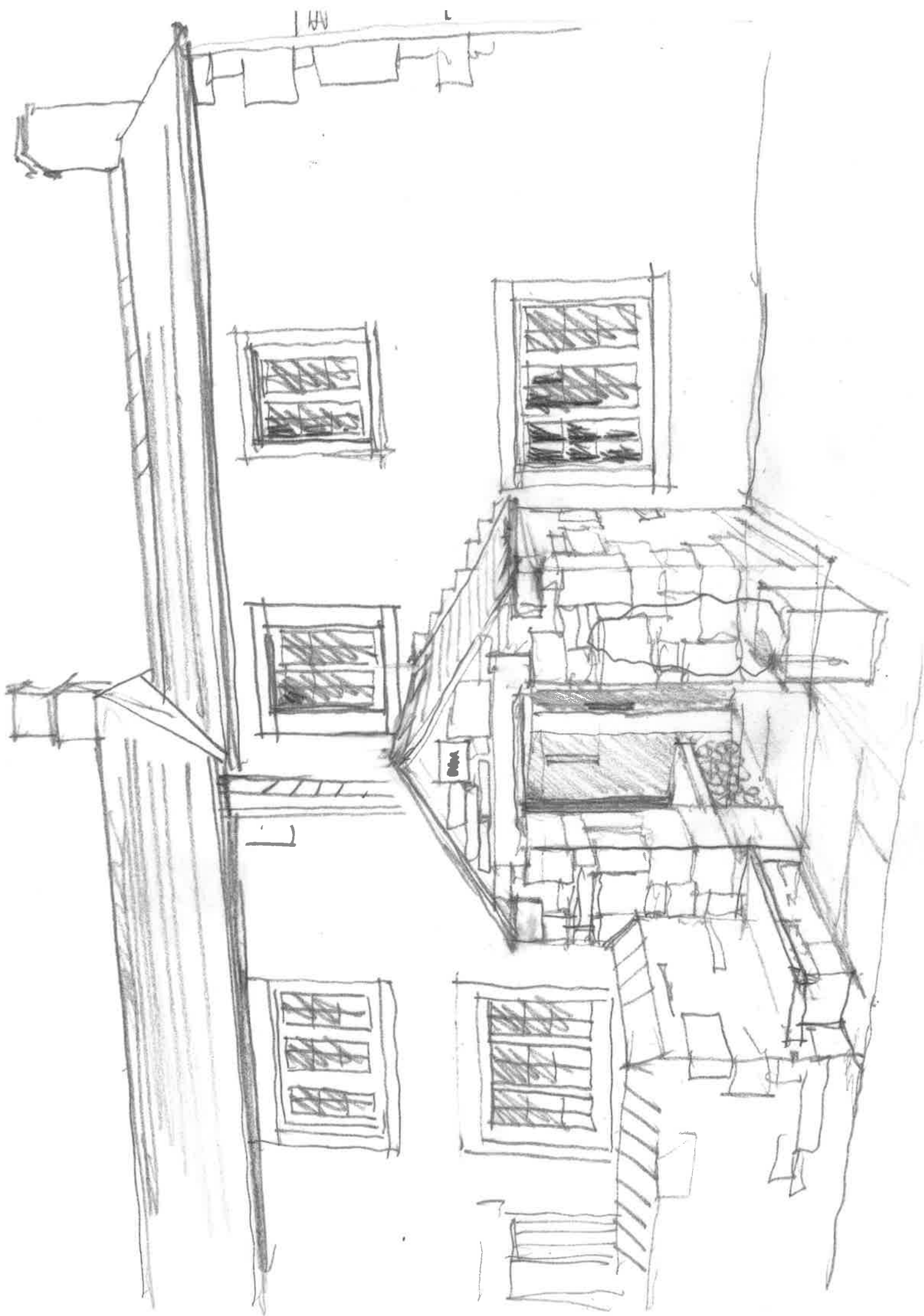
Fig. 25. 1841.

Wolf House. near Chipping.

Painting by John Weld of Leagram Hall the original is at Lancashire Record Office







Linda Nuttall

From: Linda Nuttall on behalf of Duncan Isherwood
Sent: 23 October 2013 13:10
To: 'john.macholc@ribblevalley.gov.uk'
Subject: App Nos 3/2013/0578/P(LBC) and 3/2013/0579/P - Wolfen Hall - new porch - refused 9th August 2013
Attachments: 3283_001.pdf; 3284_001.pdf; 3285_001.pdf

John

Thank you for giving us the opportunity to discuss this application prior to an appeal being commenced.

As you know, both we and our clients were very surprised by this decision, given the history of this building, the evidence of there having been a porch previously and the extent to which the historic fabric has been lost on this section of the building.

We have therefore commissioned Stephen Haigh MA, a local Buildings Archaeologist to carry out an investigation into the history of the building, its merit and the significance of the proposed porch extension with reference to its past and present appearance. This report is attached.

A very high proportion of country houses and farms in this borough have a single storey open fronted porch – does this mean that all those buildings are therefore damaged by “the incongruity and dominance of the front elevation, the prominence given to a secondary element of the façade” ... etc. Quote – policy reasons for refusal.

The reference to the “obscuring of the important historic features” should be read in conjunction with Stephen Haigh’s report. There is no loss of historic fabric as it has all been altered very recently (in particular see photos 1 and 2).

I would ask that you look carefully at the many quoted paragraphs and in particular, the NPPF which your officer has quoted extensively from. In the reasons for refusal paras 131 and 132 are quoted. These have been cherry picked from a particular section of the NPPF headed ‘Conserving and Enhancing the Historic Environment’. Most of these paragraphs are discussing policies relating to loss of heritage assets rather than a small extension to a previously altered listed building. In addition, under the section ‘Legislation, Policy and Guidance’ a reference has been made to NPPF policies. The wording of many of these paragraphs taken out of their context could be ambiguous., eg. para 187 is quoted.

We would appreciate your guidance on this matter and would be very pleased to resubmit should you be minded to reconsider the proposals.

Thank you and kind regards.

Duncan

Duncan N Isherwood RIBA
Sunderland Peacock and Associates Ltd.
Hazelmere, Pimlico Road, Clitheroe, Lancashire, BB7 2AG
Tel: (01200) 423178, Fax: (01200) 427328

This email and any files transmitted with it are confidential and solely for the use of the individual or company to whom it is addressed. If you have received this email in error please notify us on 01200 423178.

WOLFEN HALL, CHIPPING, LANCASHIRE, PR3 2NZ:

HERITAGE STATEMENT IN SUPPORT OF PROPOSED FRONT PORCH

1 Introduction

- 1.1 This heritage statement has been produced at the request of Mr & Mrs Morris, via their agents Sunderland Peacock & Associates Ltd, to accompany an application to Ribble Valley Borough Council for planning and listed building consent for the addition of a porch at Wolfen Hall, (NGR: SD 60656 44752), which is grade II listed. It provides a summary of the significance of the heritage asset and its setting, in accordance with Paragraph 128 of the *National Planning Policy Framework* and has been produced by Stephen Haigh MA, a buildings archaeologist with over 15 years professional experience in the region, following a site visit on 13 September 2013.

2 Identified heritage assets

- 2.1 Wolfen Hall Farm comprises a group of various buildings occupying an outlying location 2km north-west of Chipping village, at the foot of Parlick and Wolf Fell, the southern end of the Bowland fells, and in the Forest of Bowland AONB. The Hall itself comprises a single dwelling, created from the amalgamation of the farmhouse with other adjoining buildings, and stands at the south-west end of the farm group.



Photo 1: the present Wolfen Hall

- 2.2 Wolfen Hall has been listed (grade II) as a building of special architectural and historic interest since 1983 (National Heritage List no: 1072289), and is the only designated heritage asset in the vicinity. It is described in the list as:

House, possibly C16th, altered 1867-8. Slobbered rubble with steep slate roof. 2 storeys, 2 bays, with end stacks. Windows have plain stone surrounds with wooden casements. The door, between the bays, has plain reveals. The chimney caps have copings and weathered offsets. At the rear is a parallel range which appears to be of a later date. Interior: The right-hand room has, in its rear wall, a blocked 5-light tall wooden mullioned window with wooden lintel and sill and splayed wooden jambs. Between the hall and the left-hand room is a timber-framed wall which rises through the 1st floor. A main post, against the front wall of the house, is tenoned into the tie beam at 1st floor ceiling level. The rear wall of the left-hand room, separating it from the stair hall at the rear, is also timber framed with many redundant peg holes suggesting re-use or reconstruction. Between the entrance hall and stair hall is a chamfered wooden door surround with 4-centred head. The dog-leg stair has been reconstructed but retains its C17th handrail and moulded newel. A stone wall, now dividing the rear wing but formerly an external wall, has a blocked window with wooden mullions. A drawing in the Weld collection at the Harris Art Gallery, Preston, dated 1841, shows the house extending further to the right (north-east) where a later C19th extension now adjoins. The drawing also shows a chamfered doorway with an ogee head. This feature is not necessarily of medieval date.

Smith, T.C. *History of Chipping*. Preston, 1894, p. 226.

- 2.3 The small scale and position of the proposed development mean that the only heritage asset to consider in this application is the grade II listed Wolfen Hall itself (including its setting).

3 Historical background

- 3.1 Wolfen Hall (formerly known as Wolfhouse and other variants) has medieval origins as a settlement, and may for a time have served as a manor house, but the property changed hands at various times during the seventeenth century and in later years descended the social scale to become a tenanted farm, until the late twentieth century.
- 3.2 One important historical event as regards the present application is the extensive alterations which were carried out at the Hall in 1867-8¹, and the broadly contemporary construction of new adjoining buildings at its north-east end. It is also important to note that these adjoining buildings were altered substantially during later years, and again when they were incorporated into the residential accommodation, it is believed under planning consents of c.1999.
- 3.3 Two illustrations of Wolfen Hall made before the 1860s alterations, by John Weld of Leagram Hall in 1841, are useful in showing how much the exterior has been altered since then (figures 1 & 2 below).

¹ Smith, T 1894 *History of Chipping*



Figure 1: John Weld's sketch of Wolfen Hall, 1841²

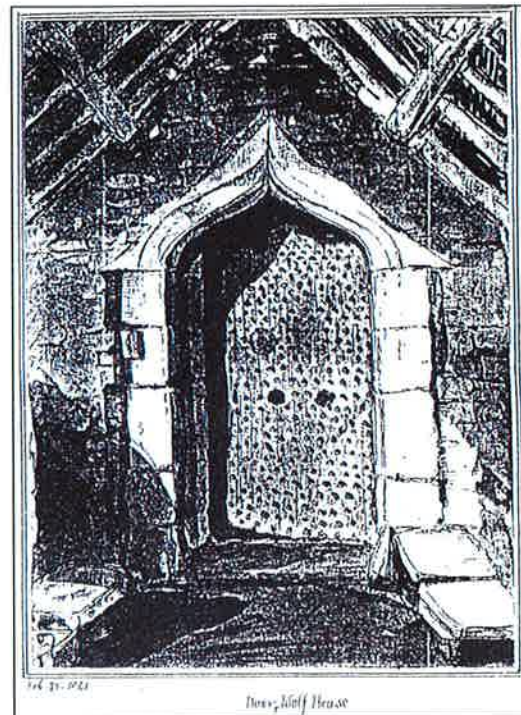


Figure 2: John Weld's sketch of the doorway within the porch at Wolfen Hall, 1841

- 3.4 Figure 1 shows the main house with an irregular arrangement of windows, at least one of which has a hood mould, with an approximately central doorway. Beyond a straight joint or set-back to the right of this part of the building are two further narrow bays, apparently unheated, with a small stone, gabled porch positioned at the junction between these and the main house. The separate illustration of the doorway, set within the porch, shows an ogee arch and large moulded jambs of medieval character (figure 2). The first edition Ordnance

² Lancashire Archives DP 386/1

Survey 1:10560 map also shows this porch (figure 3), but it appears to have been removed in the 1860s works, when the north-east end appears to have been rebuilt (see figure 4).



Figure 3: OS 1:10,560 map, 1846 (Lancs, sheet 45)



Figure 4: OS 1:2500 map, 1892 (Lancs, sheet 45.8)

3.5 The site was visited by a field investigator in 1958, whose external inspection noted that:

The present structure is a plain stone built two-storey farmhouse with all modern features. There are no architectural features by which it may be dated. Adjoining outbuildings and farmbuildings on the NE side are of a late date of construction..... The present structure may be a complete or partial rebuilding employing materials from a preceding building on the site.³

3.6 Also during the twentieth century, the front of the farm buildings which adjoined the north-east end of the house was altered to create a wide opening in order to serve as a garage, the appearance of which is shown in photograph 2 below, taken in the 1980s or 1990s.

3.7 Episodes of extensions and alterations to the Hall were given listed building and planning consent in 1995, 1999, and 2000, the aspects of which relevant here were the replacement of the garage doorway by a window, and the insertion of a new window opening at first floor level, over the adjacent entrance.

³ English Heritage Pastscape Monument no 43824, consulted 11 October 2013



Photo 2: Photograph of 1980s/1990s, showing garage occupying north-east end

4 Architectural appraisal of the house

- 4.1 Despite the rather sweeping dismissal of the Wolfen Hall farmhouse made in 1958, that it was then a relatively modern building, it is clear from a brief internal inspection and the listed building description that much earlier elements do survive inside the south-west part, though it is also clear, and supported by graphic evidence, that the present front of that part of the house largely belongs to the 1860s. The remodelling of the fenestration carried out at that time and the present blue/green slate roof result in a generally bland façade which is to all intents and purposes indistinguishable from houses of the mid 1860s, which gives no indication of the building's more historic origins, or indeed is in a style distinctive to the local vernacular.
- 4.2 The north-east end of the house appears to have been entirely rebuilt in the 1860s, as no architectural features demonstrably earlier than that date were observed within it. The doorway used as the main entrance into the dwelling has tie-stone jambs and must have replaced the ogee arched doorway observed by Weld in 1841, but its size and proportions are agricultural rather than domestic so it was clearly intended as the entrance to a shippon or stable, rather than part of the dwelling. The three windows in this elevation are all post-1999 in their present forms, the ground floor window having been created to replace the garage doorway noted above, though all have been treated so as to resemble nineteenth century openings. The interior of this part of the range now forms the kitchen and other domestic areas. Further to the north-east, the single storey end of the range is equally very modern in character.



Photo 3: Present appearance of the site for the proposed porch



Photo 4: Single storey part of the range

- 4.3 The immediate setting of the listed building is also worth noting: apart from the small walled garden to the early part of the house, the frontage is dominated by an extensive tarmac forecourt which in character is modern, uniform and monotonous.

5 Assessment of heritage significance

- 5.1 It is clear that the house merits its listed status only by virtue of its internal features surviving from the early post-medieval or late medieval phase, and that without them, it is very doubtful that it would be designated as a heritage asset. The extent and precise nature of these significant features has not been properly established, but as far as has been ascertained they are confined to and visible

only in the interior of the taller, south-west part of the house. The north-east end of the building appears to date entirely from the 1860s and the 150 years following and is barely recognisable as the former farm building it once was. In summary, the exterior of the house as a whole has very limited aesthetic and evidential values, which reduce the building's overall heritage significance.

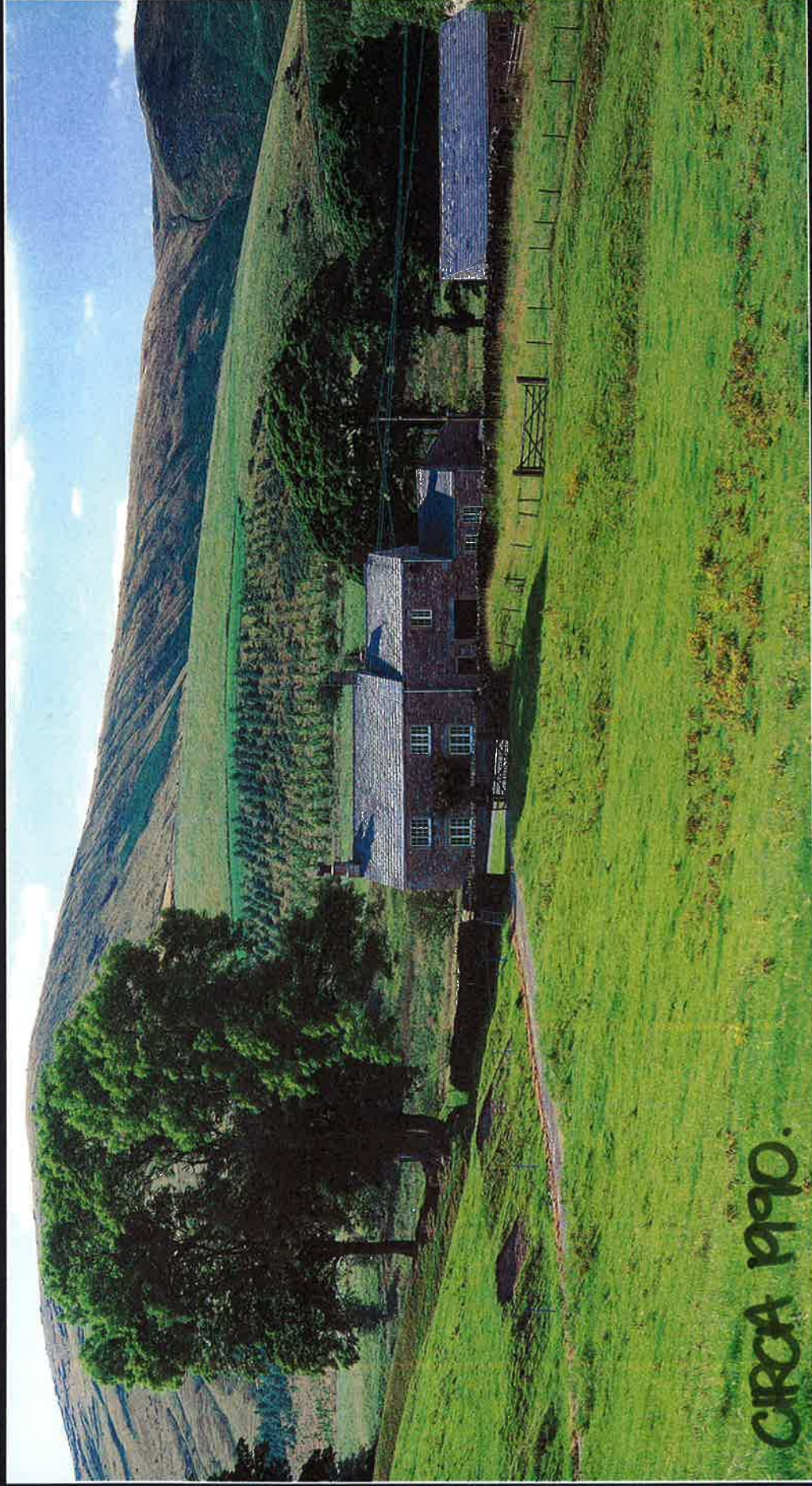
6 Assessment of impact of the proposed porch

- 6.1 The proposed porch would be a minor addition to the building range and has been designed with historical precedence in mind, and though it is not intended to be a faithful restoration of the porch demolished in the 1860s, its form and materials are in keeping with the present building and with similar gabled porches in the district. It has not been designed to be distinctive or dominant, but rather to blend with the existing fabric of the listed building, and it would also serve to enhance the historic structure by breaking the monotony of the existing tarmac forecourt. Its position, adjoining for the most part what is believed to be a wholly late nineteenth century part of the range (and one which was much modified in later years), is intended so as to impinge as little as is practically possible on the façade of the main and historically most significant part of the house, though it should be borne in mind that that façade is largely the product of 1860s work which greatly reduced the building's aesthetic and evidential value. As such, it respects, rather than slights, the building's hierarchy. The existing nineteenth century doorway into the building, to be enclosed within the porch, would be left intact and would remain visible inside the new structure, as would the set-back between the two parts of the range which adjoin here. The manner in which the proposed porch disregards symmetry by being off-set to the window above, and overlies this join between the two buildings, contribute to, rather than detract from, the visual appearance of the elevation, by adding a further element to the palimpsest.

Stephen Haigh, MA
11 October 2013

SAVILLS

INTERNATIONAL PROPERTY CONSULTANTS



THE WOLFEN HALL ESTATE

Lancashire

DATE INSPECTED:

TELEPHONE CALLS: YES / NO
DATE:

Ribble Valley Borough Council

DELEGATED ITEM FILE REPORT - REFUSAL

Ref: AD/CMS

Application No:	3/2013/0578/P (LBC) & 3/2013/0579/P (PA)
Development Proposed:	New porch to front elevation at Wolfen Hall, Chipping

CONSULTATIONS: Parish/Town Council

Parish Council - No comments or observations received.

CONSULTATIONS: Highway/Water Authority/Other Bodies

No observations received.

CONSULTATIONS: Additional Representations

No representations have been received.

RELEVANT POLICIES:

Planning (Listed Buildings and Conservation Areas) Act 1990.
Policy ENV20 - Proposals Involving Partial Demolition/Alteration of Listed Buildings.
Policy ENV19 - Listed Buildings (Setting).
Policy G1 - Development Control.
Policy H10 - Residential Extensions.
Policy ENV1 - Area of Outstanding Natural Beauty.
Policy SPG – "Extensions and Alterations to Dwellings"

Ribble Valley Core Strategy Regulation 22 Submission Draft
Policy DMG1 – General Considerations.
Policy DME4 – Protecting Heritage Assets.
NPPF.
HEPPG.

POLICY REASONS FOR REFUSAL:

Harmful impact upon the character and significance of the listed building because of the incongruity and dominance in front elevation, the prominence given to a secondary element of the facade and the obscuring of important historic features. RVDLP Policies ENV19, G1 and H10, NPPF paragraph 131 and 132, SPG 'Extensions and Alterations to Dwellings' and RVCSReg.22SD Policies DME4 and DMG1.

COMMENTS/ENVIRONMENTAL/AONB/HUMAN RIGHTS ISSUES/RECOMMENDATION:

Wolfen Hall is a Grade II listed (22 November 1983) house, possibly 16th century, altered 1867-1868. The list description suggests the core of the building to be the two bay two storey element with early and very interesting fabric. There is a later parallel range to the rear and a 19th century extension to the right. Further to the right, and maintaining the vernacular linearity of the farmstead (see pages 45 and 47 of English Heritage's 'Historic Farmsteads, Preliminary Character Statement: North West Region', 2006), is a collection of traditional stone farm buildings (including the 'Keepers Cottage' conversion). The 1845 Ordnance Survey Map shows that there have been changes to the building footprint but the overall historic farmstead plan and layout has been retained. There is strong intervisibility between

buildings on this site.

Whilst the farmstead is isolated within the Forest of Bowland Area of Outstanding Natural Beauty it is prominent in public views (particularly from Parlick and Wolf Fell which overshadow the site; public rights of way include the footpaths which pass immediately to the south of the Hall and steading).

Relevant planning history

No pre-application advice was sought in respect of the proposals.

3/1999/0188 – EXTENSIONS AND ALTERATIONS. PP granted 10 June 1999.

3/1999/0189 – EXTENSIONS AND ALTERATIONS. LBC granted 10 June 1999.

3/1999/ 0832 – EXTENSIONS AND ALTERATIONS. PP granted 13 January 2000.

3/1999/0833 – EXTENSIONS AND ALTERATIONS. LBC granted 13 January 2000.

3/1995/0487 - TAKE DOWN GABLE WALL AND REBUILD AS EXISTING INCLUDING REBUILDING CHIMNEY AND INCORPORATE 3 No. NEW WINDOWS. LBC granted 11 September 1995.

An extensive site history relates to the farm stead outbuildings.

Legislation, policy and guidance

Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states that when considering applications for listed building consent, special regard shall be had to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

Section 38(6) of the Planning and Compulsory Purchase Act 2004 states that the determination of planning applications must be made in accordance with the development plan unless material considerations indicate otherwise.

Section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states that in considering whether to grant planning permission for development that affects a listed building or its setting, the local planning authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

Mrs Justice Lang's recent judgement in **East Northamptonshire** has confirmed that 'desirability' means '*sought-after objective*' and that '*in order to give effect to the statutory duty under section 66(1), a decision-maker should accord considerable importance and weight to 'the desirability of preserving ... the setting' of listed buildings when weighing this factor in the balance with other 'material considerations' which have not been given this special statutory status*'.

The Ribble Valley Districtwide Local Plan (June 1998) is particularly relevant at Policies ENV20, ENV19, G1, H10 and ENV3.

The NPPF is particularly relevant at paragraph 6, 7, 8, 14, 17, 56 - 57, 60 - 61, 64, 126, 128 - 135, 137, 187- 190, 196-197 and 215- 216.

The HEPPG is particularly relevant at paragraph 80, 82, 113 – 121, 142-143, 152, 158 – 161, 178 – 189 and 192.

The Ribble Valley Core Strategy Regulation 22 Submission Draft is particularly relevant at Policies DME4 and DMG1.

English Heritage state that whilst 'The Setting of Heritage Assets' (English Heritage, October 2011) contains references that are now out of date, it still contains useful advice and case studies. It is stated that:

'the cumulative impact of incremental small-scale changes may have as great an effect on the setting of a heritage asset as a large-scale development' (4.5).

.. arguments about the sensitivity of a setting to change should not be based on the numbers of people visiting it. This will not adequately take account of qualitative issues, such as the importance of quiet and tranquillity as an attribute of setting; constraints on the public to routinely gain access to a setting because of remoteness or challenging terrain; or the importance of the setting to a local community who may be few in number' (2.4).

'where a development in the setting of a heritage asset is designed to be distinctive or dominant and, as a result, it causes harm to the asset's significance, there will need to be justification for that harm' (Setting and Urban Design).

'Extensions and Alterations to Dwellings: Ribble Valley Borough Council supplementary planning guidance' (adopted September 2000) states:

'Any extension should reflect the character of the original house and the wider locality' (5.2). An accompanying illustration suggests that this policy applies to window details;

'As a general rule any extension should not dominate the original house. This is particularly important in relation to buildings of historic or architectural importance' (5.2);

'Size – the size of an extension is an important consideration. Over-large extensions can dominate the original dwelling, they are also more likely to harm the amenities of neighbours' (5.2)

'In Conservation Areas and open countryside size controls will be more strictly applied. Extensions which lead to properties becoming significantly more prominent will not be allowed. Part of the character of these areas is the stock of relatively small cottages ... it should be noted that even small extensions can be prominent if they are not carefully sited and designed ... the cumulative impact of a number of smaller extensions can be as damaging as single over intensive proposals. Therefore all applications will be assessed with regard to the original dwelling' (5.2);

'Windows and doors - The type of windows and doors used, and their positioning are an important part of any development. It is often best to follow the style of the original house' (5.2).

'Conservation Principles, Policies and Guidance for the Sustainable Management of the Historic Environment' (English Heritage, 2008) identifies four groups of heritage values: Evidential, Historical, Aesthetic and Communal.

'Constructive Conservation in Practice' (English Heritage, 2008) states "Constructive Conservation is the broad term adopted by English Heritage for a positive and collaborative approach to conservation that focuses on actively managing change.

The aim is to recognise and reinforce the historic significance of places, while accommodating the changes necessary to ensure their continued use and enjoyment ...

... The Principles also underline the importance of a systematic and consistent approach to conservation. In order to provide this consistency, we are guided by a values-based approach to assessing heritage significance”.

Submitted information

A Heritage Statement and Design and Access Statement has been submitted:

(i) this includes a painting from 1841 showing a porch in a similar location to that now proposed.

Conclusions

It is evident from the planning history that this listed building has lost some of its significance as a result of modern (including unauthorised) works. It is also evident from the list description and the 1841 Weld painting (submitted heritage statement) that the front elevation was significantly remodelled and partly re-built between the mid-C19 and listing date - the front elevation now has a formal and symmetric character.

In my opinion and mindful of HEPPG paragraph 178 and 180, the proposed porch would be a dominant intrusion to the building range which is largely defined by the formality and simplicity of openings. Its attachment to a relatively recent addition (late C19 extension) confuses the building heirachy. It is also off-set to the window above and is located at the join of the late C19 and earlier builds – presumably a reference to the 1841 Weld painting and a previous façade appearance which was deliberately superseded before listing date. In my opinion and mindful of restoration considerations at HEPPG paragraphs 158-162 and 'Conservation Principles, Policies and Guidance for the Sustainable Management of the Historic Environment' paragraphs 126-137, the proposed work is unacceptable.

The elevation plans to 3/1999/0188 suggest the door surround to the late C19 extension to be a historic feature (3/1999/0188 also shows that two of the three adjoining windows are modern). In my opinion and mindful of HEPPG paragraph 187, the obscuring of this important historic feature is unacceptable.

In my opinion, the proposal will not result in any public benefits (NPPF paragraph 134).

RECOMMENDATION: That listed building consent and planning permission be refused.

The Planning Inspectorate

For official use only
(Date received)

3-Feb-2014 14:12

LISTED BUILDING CONSENT OR CONSERVATION AREA CONSENT APPEAL FORM (Online Version)

Your appeal and essential supporting documents must reach the Inspectorate within 6 months of the date of receipt of the Local Planning Authority's decision notice or, for 'failure' appeals, within 6 months of the date by which they should have decided the application.

WARNING: If any of the 'Essential supporting documents' listed in Section K are not received by us within the 6-month period, the appeal will not be accepted.

APPEAL REFERENCE: APP/T2350/E/14/2213092

A. APPELLANT DETAILS

The name of the person(s) making the appeal must appear as an applicant on the consent application form.

Name Mr len morris

Address Wolfen Hall Farm
Chipping
PRESTON

Phone no.

Fax no

Postcode PR3 2NZ E-mail morrismarybeth@aol.com

Please confirm how you wish to correspond with us: Electronically, via the email address specified above
On paper, by post.

B. AGENT DETAILS FOR THE APPEAL (if any)

Name Mr duncan isherwood

Address hazelmere
pimlico road
clitheroe
lancashire

Your reference dni /wolfen

Phone no. 01200423178

Fax no

Postcode BB7 2AG E-mail duncan@sunderlandpeacock.com

Please confirm how you wish to correspond with us: Electronically, via the email address specified above
On paper, by post.

C. LOCAL PLANNING AUTHORITY (LPA) DETAILS

Name of the LPA Ribble Valley Borough Council

LPA's reference number 3/2013/0578

Date of the LBC/CAC application 19 Jun 2013

Date of the LPA's decision (if issued) 09 Aug 2013

O. APPEAL DOCUMENTS

We will not be able to validate the appeal until all the necessary supporting documents are received.

Please remember that all supporting documentation needs to be received by us within the appropriate deadline for the case type. If forwarding the documents by email, please send to **appeals@pins.gsi.gov.uk**. If posting, please enclose the section of the form that lists the supporting documents and send it to PO Box 2606, Bristol, BS1 9AY.

You will not be sent any further reminders.

Please ensure that anything you do send by post or email is clearly marked with the reference number:

APP/T2350/E/14/2213092

Please ensure that a copy of your appeal form and any supporting documents are sent to the local planning authority.

```
*****
* The Documents Listed Below Will Follow By Post *
*****
===== FULL STATEMENT OF CASE =====
** FULL STATEMENT OF CASE

===== ESSENTIAL SUPPORTING DOCUMENTS =====
** 01. A copy of the original listed building consent/conservation area consent
application sent to the LPA.
** 02. A copy of the site ownership certificate and ownership details submitted to the
LPA at application stage (this is usually part of the LPA's planning application
form) .
** 03. A copy of the LPA's decision notice (if issued). Or, in the event of the failure
of the LPA to give a decision, if possible please enclose a copy of the LPA's letter
in which they acknowledged the application.
** 04. A site plan (preferably on a copy of an Ordnance Survey map at not less than
10,000 scale) showing the general location of the proposed development and its
boundary. This plan should show two named roads so as to assist identifying the
location of th
** 05. Copies of all plans, drawings and documents sent to the LPA as part of the
application. The plans and drawings should show all boundaries and coloured markings
given on those sent to the LPA.
** 05i. A list of all plans, drawings and documents (stating drawing numbers) submitted
with the application to the LPA.
** 06. Copies of any additional plans, drawings and documents sent to the LPA but which
did not form part of the original application (e.g. drawings for illustrative
purposes).
** 06i. A list of all plans, drawings and documents (stating drawing numbers) which did
not form part of the original application.
** 07. A copy of the design and access statement sent to the LPA (Note: this does not
apply to applications for conservation area consent).
** 08. Additional plans, drawings or documents relating to the application but not
previously seen by the LPA.
** 08i. Please provide a list of all plans and drawings (stating drawing numbers)
submitted but not previously seen by the LPA.
** 10. Any relevant correspondence with the LPA.
** 11. A copy of a draft statement of common ground if you have indicated the appeal
should follow the hearing or inquiry procedure.
```

D. APPEAL SITE ADDRESS

Address wolfen hall
chipping
preston

Postcode PR3 2NZ

Grid Reference: Easting 3606680

Northing 4447610

Is the appeal site within a Green Belt? YES NO

Are there any health and safety issues at, or near, the site which the Inspector would need to take into account when visiting the site? YES NO

E. SUPPORTING INFORMATION

Please tick ✓

1. If the building is listed, please indicate the grade of the building Grade I Grade II* Grade II
2. Has a grant been made under sections 3A or 4 of the Historic Buildings and Ancient Monuments Act 1953? YES NO
3. Does the appeal relate to an application for conservation area consent? YES NO

F. DESCRIPTION OF THE DEVELOPMENT

Size of the whole appeal site (in hectares) Area of floor space of proposed development (in square metres)

10

Has the description of the development changed from that stated on the application form? YES NO

If YES, please state below the revised wording, and enclose a copy of the LPA's agreement to the change.
new porch to front elevation

G. REASON FOR THE APPEAL

This appeal is against the decision of the LPA to:-

Please tick **one** box only ✓

- 1 Refuse listed building consent/conservation area consent for the development described on the application form or in Section F.
- 2 Grant listed building consent/conservation area consent for the development subject to conditions to which you object.
- 3 Refuse to vary a condition(s) in a previous grant of listed building consent/conservation area consent.
- 4 Refuse to remove a condition(s) in a previous grant of listed building consent/conservation area consent.
- or**
- 5 Failed to give notice of its decision within the appropriate period (usually 8 weeks) on an application for listed building consent/conservation area consent.

H. CHOICE OF PROCEDURE

There are 3 possible procedures:- written representations, hearings and inquiries. You should consider carefully which method suits your circumstances before selecting your preferred option by ticking the box.

1. THE WRITTEN REPRESENTATIONS PROCEDURE _____ ✓

This is normally the simplest, quickest and most straightforward way of making an appeal.

Please answer the questions below.

- a) Could the Inspector see the relevant parts of the appeal site sufficiently to judge the proposal from public land? YES NO
- b) Is it essential for the Inspector to enter the site to check measurements or other relevant facts? YES NO

If so, please explain below or on a separate sheet.

2. THE HEARING PROCEDURE _____

If you are proposing that this appeal follows the hearing procedure, you must submit a draft statement of common ground. **You must give detailed reasons below or in a separate document why you think a hearing is necessary.**

- a) If you are proposing that this appeal follows the hearing procedure, you must liaise with the LPA and agree two alternative dates on which a hearing could take place. The dates should not fall on a Monday but should be between the period 7 - 11 weeks from submission of your appeal.

Please note that failure to provide at least one agreed date will result in a date being fixed by the Planning Inspectorate.

- b) Is there any further information relevant to the hearing which you need to tell us about? If so please explain below. YES NO

3. THE INQUIRY PROCEDURE _____

If you are proposing that this appeal follows the inquiry procedure, you must submit a draft statement of common ground. **You must give detailed reasons below or in a separate document why you think an inquiry is necessary.**

- a) How long do you estimate the inquiry will last? No. of days
(Note: We will take this into consideration, but please bear in mind that our estimate will also be informed by others' advice and our own assessment.)
- b) How many witnesses do you intend to call? No. of witnesses
- c) How long do they need to give their evidence? No. of days
- d) If you are proposing that this appeal follows the inquiry procedure and have estimated that it will last no more than 2 days, you must liaise with the LPA and agree two alternative dates on which an inquiry could open and enter the details below. The opening date should not fall on a Monday or a Friday but should be between the period 10 – 17 weeks from submission of your appeal.
Please note that failure to provide at least one agreed date will result in a date being fixed by the Planning Inspectorate.

- e) Is there any further information relevant to the inquiry which you need to tell us about? If so, please explain below. YES NO
Please continue on a separate sheet if necessary.

I. FULL STATEMENT OF CASE

If you have chosen the written representations procedure, your **FULL** grounds of appeal must be made; otherwise we will return the appeal form. You should give a clear explanation of why you disagree with each of the LPA's reasons for not granting listed building consent or conservation area consent, if appropriate.

Do you intend to submit a planning obligation (a section 106 agreement or a unilateral undertaking) with this appeal? YES NO

Do you intend to submit a costs application with this appeal? YES NO

** See separate documents **

J. SITE OWNERSHIP DETAILS

We need to know who owns the appeals site. If you do not own the appeal site or only own a part of it, we need to know the name(s) of the owner(s) or part owner(s). We also need to be sure that any other owner knows that you have made an appeal. **YOU MUST TICK WHICH OF THE CERTIFICATES APPLIES.**

If you are the sole owner of the whole appeal site, certificate A will apply: Please tick **one** box only ✓

CERTIFICATE A

I certify that, on the day 21 days before the date of this appeal, nobody except the appellant, was the owner of any part of the building to which the appeal relates:

OR

CERTIFICATE B

I certify that the appellant (or the agent) has given the requisite to every one else who, on the day 21 days before the date of this appeal, was the owner (see Note (i) of the *Guidance Notes* for a definition) of any part of the building to which the appeal relates, as listed below:

Owner's name	Address at which the notice was served	Date the notice was served
--------------	--	----------------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

CERTIFICATES C & D

If you do not know who owns all or part of the appeal site, complete either Certificate C or Certificate D in the *Guidance Notes* and attach it to the appeal form.

K. ESSENTIAL SUPPORTING DOCUMENTS

You **must** send the documents listed 1-7 below with your appeal form. Please tick the boxes to show which documents you are enclosing.

- 1 A copy of the original **listed building/conservation area consent application** sent to the LPA.
- 2 A copy of the **site ownership certificate and ownership details** submitted to the LPA at application stage (this is usually part of the LPA's planning application form).
- 3 A copy of the **LPA's decision notice** (if issued). Or, in the event of the failure of the LPA to give a decision, if possible please enclose a copy of the LPA's letter in which they acknowledged the application.
- 4 A **site plan** (preferably on a copy of an Ordnance Survey map at not less than 10,000 scale) showing the general location of the proposed development and its boundary. This plan should show two named roads so as to assist identifying the location of the appeal site or premises. The application site should be edged or shaded in red and any other adjoining land owned or controlled by the appellant (if any) edged or shaded blue.
- 5 Copies of all **plans, drawings and documents** sent to the LPA as part of the application. The plans and drawings should show all boundaries and coloured markings given on those sent to the LPA.
Please number them clearly and list the numbers here or on a separate sheet:
- 6 Copies of all **additional plans, drawings and documents** sent to the LPA but which did not form part of the original application (e.g. drawings for illustrative purposes).
Please number them clearly and list the numbers here or on a separate sheet:
- 7 A copy of the **design and access statement** sent to the LPA (Note: This does not apply to applications for conservation area consent).

You must sent copies of the following, if appropriate:

- 8 Additional plans, drawings or documents relating to the application but **not previously seen by the LPA**.
Please number them clearly and list the numbers here or on a separate sheet:
- 9 If the appeal is against the LPA's refusal or failure to decide an application which relates to a **condition**, we must have a copy of the original permission with the condition attached.
- 10 Any relevant **correspondence** with the LPA.
- 11 A copy of a draft statement of common ground if you have indicated the appeal should follow the hearing or inquiry procedure.

L OTHER APPEALS

If you have sent other appeals for this or nearby sites to us and these have not been decided, please give details and our reference numbers.

M CHECK SIGN AND DATE

(All supporting documents must be received by us within the 6 month time limit)

I confirm that I have sent a copy of this appeal form and relevant documents (including the full statement of case) to the LPA (*if you do not your appeal will not normally be accepted*).

I confirm that all sections have been fully completed and that the details of the ownership (section J) are correct to the best of my knowledge.

Signature

Date 3 February 2014

Name (in capitals) Mr duncan isherwood

On behalf of (if applicable) Mr len morris

The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of our registration under the Data Protection Act 1998. Further information about our Data Protection policy can be found in the guidance leaflet.

N. NOW SEND

- **Send a copy to the LPA**
- **You may wish to keep a copy of the completed form for your records.**

Send a copy of the appeal form to the address from which the decision notice was sent (or to the address shown on any letters received from the LPA). There is no need to send them all the documents again; send them any supporting documents (including your full statement of case) not previously sent as part of the application. If you do not send them a copy of this form and documents, we may not accept your appeal.

When we receive your appeal form, we will write to you letting you know if your appeal is valid, who is dealing with it and what happens next.