



The Market Hall
Market Place
Whitehaven
Cumbria CA28 7JG
Telephone 0300 373 3730
cumberland.gov.uk

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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)	Northing (y)
297856	517556

Description

Applicant Details

Name/Company

Title

Mrs

First name

Kelly

Surname

Surtees

Company Name

Address

Address line 1

9 Corkickle

Address line 2

Address line 3

Town/City

Whitehaven

County

Country

GB

Postcode

CA28 8AA

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant 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)

The existing timber-framed, single-glazed sash windows have reached the end of their serviceable life and are in a poor state of repair. A number of the timber frames are affected by rot and deterioration, several window panes are cracked, and some of the sash windows are no longer operational due to the condition of the frames and mechanisms. In addition, some windows no longer close properly, leaving gaps that allow draughts and water ingress, and none of the existing window locks function correctly. These defects adversely affect the security, weather resistance, usability and energy efficiency of the property.

The proposal is to replace the existing windows with heritage-style uPVC vertical sliding sash windows from the Ultimate Rose Collection. The replacement windows have been selected because they are specifically designed to replicate the appearance of traditional timber sash windows, incorporating features such as ultra-slim meeting rails, concealed mechanical joints and authentic period detailing. The design is intended to preserve the historic character and appearance of the building as closely as possible.

The proposed replacement windows will follow the existing window openings and maintain the existing proportions, glazing pattern and sash arrangement of the property. While the material will change from timber to heritage-style uPVC, the intention is to retain the traditional appearance of the building (actually improving as many windows are full pane, we want to bring back the Georgian style) while providing improved thermal performance, enhanced security, reliable operation and reduced maintenance requirements.

The proposal seeks to preserve the character and significance of the listed building by replacing deteriorated windows with sympathetic heritage-style replacements that closely reflect the original design while ensuring the windows remain safe, secure and fit for purpose for the long term.

Ultimate Rose heritage sash windows are top-tier, unplasticized polyvinyl chloride (uPVC) windows designed by Roseview. They look exactly like real 19th-century timber box sashes but require no maintenance. Because they are so authentic, they are approved for many strict conservation areas in the UK

Unlike standard plastic windows that have blocky 45-degree corner welds, Ultimate Rose uses mechanical joints. This means the corners are straight, making them look like handcrafted wood. The meeting rail (where the two glass panels meet in the middle) is just 35 mm thick. This is the slimmest profile available, matching original heritage windows perfectly. Ultimate Rose features authentic, structural horns rather than fake ones that are just glued on.

These windows use advanced, hidden brushes and seals to block cold wind. You can tilt the windows inward, allowing you to clean the outside glass safely from inside the house. They are 'A' rated for keeping heat in, which lowers our heating bills

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).

Will attach planned design of windows.

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:

Woodern sash single glazed windows, front of house windows do not have the Georgian period look (astragal bars).

Proposed materials and finishes:

Ultra slim meeting rail Authentic hidden mechanical joints Deep cill options available Staff bead & chamber cover detailing Outstanding timber authenticity Designed for premium heritage STYLE Sash EXTERNAL COLOUR White Grain GLASS & HARDWARE GLASS Standard SPECIFICATION PROFILE UltimateBARS Astragal Bars INTERNAL COLOUR White Grain HANDLE COLOUR Antique Black globes, sash lifts and pole hooks and shark fins WELD Mechanical Joins

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

If Yes, please provide details

Spoken with some neighbours who already have modern UPVC sash windows installed (over 10 years ago), many other properties in Whitehaven also have them installed and they do not look any different to wooden sash.

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 *****

Reference

Date (must be pre-application submission)

28/04/2026

Details of the pre-application advice received

Talked over repair to existing but there is multiple issues with the current windows, some are rotted in places, they are single glazing which is not energy efficient, our windows do not lock and in fact one on the ground floor is actually able to open from the outside. It is extremely costly to heat the house given the size of the windows being single pane and having gaps in them where they have rotted.

These windows are also not safe if you fall into them, the front of the house do not have the authentic astragal bars either which is not the Georgian look that other properties have one the road. Furthermore we are currently adopting children, 2 siblings under the age of 2 and are concerned over their safety around the current installed windows, they are not safe or secure and we could easily be broken into, the current windows are draughty and extremely noisy from outside traffic on Inkerman terrance to the rear of the property and we are concerned about the children given they need a safe environment to settle and adapt to their new homes, having repairs done will not help this issue. Advised to submit a formal application.

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?
E.g. All the land is owned by a single individual

- ☒ 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

Kelly

Surname

Surtees

Declaration Date

06/07/2026

☒ 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

Kelly Surtees

Date

06/07/2026