



planning.general@gravesham.gov.uk / 01474 33 73 91
 Civic Centre, Windmill Street, Gravesend DA12 1AU

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

St Andrews Arts Centre

Address Line 1

Royal Pier Road

Address Line 2

Address Line 3

Kent

Town/city

Gravesend

Postcode

DA12 2BD

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

Easting (x)

564912

Northing (y)

174416

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☒ Yes
☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

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

Internal works comprising construction of partitions to create additional WC and extended storage room; refurbish existing WC; new kitchenette; remove redundant services and install new electrical and drainage to suit new layouts; specialist repairs to stained glass windows; replacement heating system; removal of timber stage structure and lightweight lobby to side door; relocation of baptismal font.
External works comprising refurbishment of existing doors D001 and D002.

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

If Yes, please describe and include the planning application reference number(s), if known

PRE20260017 Internal and external alterations. Observations sent 05/06/2026
20251118 & 20251118 Application for Listed Building Consent; Proposed internal reconfiguration of services area, new external doors and installation of new stage. Application returned.
PRE20250159 Redevelopment to provide an improved accessibility to the building, with improved entrance door, functional accessible WC, additional WC and internal lobby with automated door. Observations sent 02/10/2025
20210997 Application for the approval of condition 3 attached to Listed Building Consent reference no 20181030 relating to rebuilding of facing brick wall. Application withdrawn
20181058 Consultation on application for a marine licence. Observations Sent 02.11.2018
20181030 Application for Listed Building Consent for the repair of river wall at north west corner. Permitted

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).

SJA3472/P01 - HERITAGE, DESIGN AND ACCESS STATEMENT
SJA3472/P02 - ARCHAEOLOGICAL STATEMENT
SJA3472/P03 - DOOR WORKS METHOD STATEMENT
SJA3472/P04 - FLOOD RISK ASSESSMENT
1054132 01(00) - ADAS HERITAGE IMPACT ASSESSMENT
L-04-26-Q - CROUDACE STAINED GLASS WINDOW REPAIR REPORT

SJA3472/PL01 LOCATION PLAN & CONTEXT PHOTOGRAPHS
SJA3472/PL02 SITE/BLOCK PLAN
SJA3472/PL03-17 EXISTING AND PROPOSED PLANS, SECTIONS AND ELEVATIONS
SJA3472/PL41-43 SCHEDULES
SJA3472/PL51 DEMOLITION
SJA3472/PL71-72 EXISTING AND PROPOSED RCP's
SJA3472/PL101-105 EXISTING INTERNAL ELEVATIONS INCLUDING DEMOLITION
SJA3472/PL106-111 PROPOSED INTERNAL ELEVATIONS

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:

Other

Other (please specify):

Electrical services

Existing materials and finishes:

Plastic conduit in various profiles, exposed cables fixed directly to walls.

Proposed materials and finishes:

Galvanised steel, conduit, as suggested by the Gravesham Borough Council Services team.

Type:

Internal walls

Existing materials and finishes:

Historic, stone, building fabric. Occasional lightweight partitions in timber stud and plasterboard.

Proposed materials and finishes:

Lightweight partitions in timber stud and plasterboard: finishes within Main Hall to have a polished, panelled hardwood appearance as suggested in the pre-application feedback.

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

- ☒ Yes
☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

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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

First Name

Surname

***** REDACTED *****

Reference

PRE20260017

Date (must be pre-application submission)

05/06/2026

Details of the pre-application advice received

Refer to formal notice issued 05/06/2026.

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

If yes, please provide details of their name, role, and how they are related:

***** REDACTED *****

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

Is the land owned by multiple individuals where the details of all individuals are known by the Applicant?

E.g. The land is owned by 2 people and the applicant can provide details of those owners.

- ☒ Yes
☐ No

Certificate Of Ownership - Certificate B

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.

Owner

Name of Owner: ***** REDACTED *****
House name: Civic Centre
Number:
Suffix:
Address line 1: Windmill Street
Address Line 2: Gravesend
Town/City: KENT
Postcode: DA12 1AU
Date notice served (DD/MM/YYYY): 25/06/2026
Person Family Name:

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

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First Name

Tamsin

Surname

Presnell

Declaration Date

26/06/2026

☒ 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

shelley lafferty

Date

26/06/2026