



22 December 2025

To accompany both the Section 73 application and the new LBC

Dear Sirs,

Re: Planning Permission (ref: 20200663) (30.10.2020) and Listed Building Consent (ref: 20200060) — Regularisation of Works and minor amendments

Description of proposed development:- “Change of use of building from offices to 4 self-contained flats consisting of a one bedroom flat at basement level and north part of ground floor level, a bedsit flat at the remaining south part of the ground floor level, a one bedroom flat at first floor level, and a three bedroom flat at second floor level and third floor level; creation of light well at basement level on front elevation with new window to basement and two light wells on the rear elevation each with a new window to basement, alteration to existing opening to the right of the front door to create new door, removal of chimney stack and repair/refurbishment/replacement of all windows where necessary in property. (Regularisation of works and minor amendments to ref: 20200663 and 20200060)”

Location: 195 Parrock Street Gravesend Kent DA12 1EW

The submitted planning and listed building applications seek to resolve the outstanding listed building matters and aligning both the previous, extant planning and listed building consents.

In July 2025, pre-application advice was sought from Gravesham Borough Council’s Planning and Conservation teams to discuss the most appropriate route to regularise works carried out prior to the current ownership and to complete the development lawfully (GBC ref. PRE20250144). This on site meeting and further advice is still awaited.

A List of Drawing and Studies accompanying the applications is attached to this letter.

The detailed Heritage Statement attached to this application, provided by James Clague Architects, provides the genesis of the building to its present condition and details the changes made in this current submission, see S.6.1 Project Proposals – Design Intent on page 29. In particular additional details have been included in the submission to align with those previously required by condition and are intended to solidify design and development strategies in order to not delay starting works directly after approval.

There is a minor alteration to the description where the proposed front window in the 20thC addition is to be replaced with a door, fully occupying the previous opening below that proposed window. This proposed alteration to the front elevation, involving the replacement of an approved window with a door, (see pg.32 of Heritage Statement) does not conflict with the description of development, which permits alterations to existing openings and external fabric as part of the approved change of use. The amendment represents a minor design refinement and does not alter the nature, scale or intensity of the development.

As the Authority will be aware:

- the 2020 planning permission included no pre-commencement conditions and was lawfully commenced within the three-year period;
- the attached Listed Building Consent included several pre-commencement conditions that were not discharged by the previous owner;
- although works have taken place on site, no enforcement action has been taken, and the applicant wishes to regularise the position formally and transparently.

To achieve this, we are submitting:

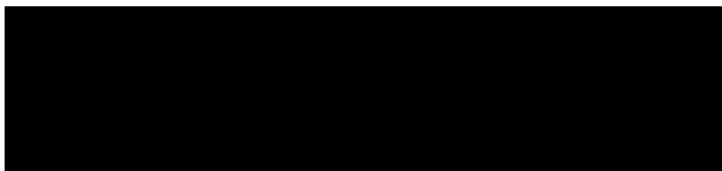
- A Section 73 application to vary the approved drawings attached to the 2020 planning permission; and
- A new Listed Building Consent application providing full details of the works undertaken and those remaining.

This combined approach allows Gravesham Borough Council to fully assess the heritage aspects while maintaining the lawful planning status of the development.

We trust that the Authority will view this cooperative approach positively. The applicant's intention is to regularise the situation, ensure heritage protection, and complete the conversion in accordance with all relevant legislation and policy.

We will welcome ongoing dialogue throughout the determination period and will provide any additional information required.

Yours faithfully,



Clare Blanch Wright MA GDip MRTPI
Chartered Town Planner
Director C.B. Wright & Associates Ltd.

List of Drawings and reports submitted

1. Planning Statement
2. Structural Appraisal Report
3. 28711_DNA and Heritage Statement
4. 28711_EX03 As Existing BF, GF and 1F Plans
5. 28711_EX04 As Existing 2F, 3F and Roof Plans
6. 28711_EX05 As Existing Sections and Elevations
7. 28711_EX06 Existing and Proposed Front and Rear Lightwells
8. 28711_EX01 2F,3F & Roof Heritage Plans
9. 28711_EX02 BF, GF & 1F Heritage Plans
10. 28711_LP01 Site Location Plans
11. 28711_SP01 Proposed Site Plan
12. 28711_PL01 Proposed BF,GF and 1F Plans
13. 28711_PL02 Proposed 2F, 3F and Roof Plans
14. 28711_PL03 Proposed Side Elevations and Sections
15. 28711_PL04 Proposed Front and Rear Elevations
16. 28711_PL05 Proposed Cycle Store Plan and Elevations
17. 28711_PL06a Proposed Front Passage Ramp, Ext. Post Boxes and Bin Storage Plans & Elevations
18. 28711_PL06b Proposed Rear Passage Ramp, and Int Post Boxes Plans & Elevations
19. 28711_PL07a & b Proposed Partition Types 01-05
20. 28711_PL08 Proposed 1F Arch Infill
21. 28711_PL09 Proposed New Internal Floors
22. 28711_PL10 Proposed Front Bay Joinery Details
23. 28711_PL11a & b Proposed Doors Types and Elevations
24. 28711_PL12 Proposed Window Types and Elevations
25. 28711_PL13 Proposed AOV Smoke Vent Details
26. 28711_PL14 Proposed Rear GF Window Joinery Details
27. 28711_PL15 Proposed Front BF Lightwell & Waterproofing System Section DD
28. 28711_PL15b Proposed Rear BF Lightwell & Waterproofing System Section DD
29. 28711_PL16a Proposed Front & Rear Gates and Railings Balustrade Details
30. 28711_PL16b Proposed Rear BF Lightwell & Ramp Safety Balustrades & Juliet Balcony Details
31. 28711_PL17 Proposed Rear BF Lightwell & Waterproofing System Section DD
32. 28711_PL18 Moulding Details, Architraves, Skirting, Dados, & Coving
33. 28711_PL19 Window and Door Schedules /ends