



Arun District Council
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737756
www.arun.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

Kents Farm House

Address Line 1

Brookpit Lane

Address Line 2

Address Line 3

West Sussex

Town/city

Climping

Postcode

BN17 5QU

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

Easting (x)

500750

Northing (y)

101772

Description

Applicant Details

Name/Company

Title

Ms

First name

Abi

Surname

Field

Company Name

Address

Address line 1

Kents Farm House

Address line 2

Brookpit Lane

Address line 3

Town/City

Climping

County

Country

United Kingdom

Postcode

BN175QU

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant 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)

Replacement of existing windows (7 no. in total) plus 1 no. exterior door with identical style.

9 no. windows were replaced under a previous listed building planning application (CM/41/22/DOC) by the previous owners as part of a wider programme of restoration works. However, additional works are required to restore and maintain the complete building and this application covers the replacement of the remaining 7 no. windows and 1 no. door that are located round the sides and rear of the building that are in a poor state of repair and provide inadequate security, safety and energy efficiency with the timber frames being a combination of badly rotten and / or warped and therefore unable to be closed adequately and securely. None of the windows and doors to be replaced are in the front facade of the building which is the main area of concern under the buildings Listing, which will remain unaltered with the exception of the small attic room window at the very top of the building which is badly damaged. It is proposed to replace the units to match what is already there and therefore in the same style as those previously granted permission for which is in keeping with the style of the property. This will ensure the appearance of the building is unaltered whilst providing the necessary security and energy efficiencies required for family living that are not currently catered for due to damage, ill-fitting and single glazing. Kents Farmhouse has been poorly maintained for a number of years. The resulting degradation of several of the windows, particularly on the elevations away from the public road, means they are beyond economic repair and require replacement. Without replacement, continued exposure to wind and rain will cause further damage to the fabric and issues within the building and put the building beyond viable use. Several of the windows do not close or seal properly and allow rainwater, insects, vermin and cold air into the house causing significant issues with humidity, damp and mold. They are beyond economic repair or draught-proofing. 9 windows have already been replaced during partial renovations by previous owners and the new proposed windows will therefore match the newer ones. The proposal has been carefully designed to avoid harming the integrity and significance of the heritage assets and their settings and uses the most thermally efficient and environmentally sustainable materials available. They will be manufactured by Timber Windows who specialise in Listed buildings heritage windows and will be made to match the existing window styles like-for-like and painted in a heritage white, minimizing the impact of the change on the street scene. The proposed design aims to limit the visual intervention of the work and to preserve the character of the building, thus maintaining the contribution the building makes to the surrounding area. By matching the window frame styles, the historic form and legibility will be retained.

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

The previous property owners submitted a planning application for works that included:

- * Replacement of 9 no. windows
- * Works to the basement / cellar to create a light well
- * Construction of a staircase to allow access to the existing 17th century second floor rooms.

The above are covered under application CM/50/20/PL which was approved. A considerable amount of the works covered under this planning application were completed by the previous owners and is proposed to be completed.

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 works cover the replacement of 7 no. windows and 1 no. door only.

Attachments include:

Kents Farm_windows position_planning (this is a drawing that highlights the windows and door that are proposed to be replaced)

Kents Farm House_Schedule of materials and finishes (this document shows details of the materials for each window and door and also has photos of the exterior of each unit to be replaced for comparison)

Kents Farm House_photos (this is a document that contains photos of each unit to be replaced - interior and exterior))

Also attached are additional details of the replacement windows from the manufacturer, Timber Windows Southern Ltd, who specialise in listed building windows and door replacement.

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:

Existing windows are all white-painted, single-glazed, timber framed windows of varying styles (refer to document "Kents Farm House Schedule of Materials" for pictures of existing windows and door to be replaced).

Proposed materials and finishes:

Please refer to document "Kents Farm House Schedule of Materials" for detailed information. Windows and door to be replaced on a like-for-like basis style wise with timber frames and specialist double-glazing Krypton filled 6mm by Timber Windows, specialising in heritage listed building windows and door replacements to ensure keeping with the buildings heritage and to ensure that visually the units do not alter the appearance of the property.

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

Kents Farm House Schedule of materials and finishes

Kents Farm House - Design & Access Statement

Kents Farm House - Photos

Neighbour and Community Consultation

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

☒ Yes

☐ No

If Yes, please provide details

A new property is being built directly opposite Kents farm House and informal discussions have been held with the owner of this property with regards planning requirements.

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

Via email ref Listed building works

Date (must be pre-application submission)

14/05/2025

Details of the pre-application advice received

An email was issued to the Conservation Office at Arun DC reference: Listing building works - informal advice request for Kents Farm House on 14th May 2025 requesting some information on the completion status of a previous planning application submitted by previous owners (CM/51/20/L) and seeking advice on the requirements for a new application for replacement windows. A response was received from Mr Martyn White on 4th June which outlined the previous application status and also stated that regarding a new application for replacement windows, that these would need to be constructed from timber and be replaced on a like for like basis and if double glazing were included would need to be the slimmer, heritage style units. He also stated that the windows at the front of the building greatly contribute to the significance of the home so would require careful consideration. This is why this application at this stage covers the replacement of the windows only that are not on the front of the building and are in a poor state of repair.

A follow on email was issued to Mr Martyn White on 1st July with details of the replacement windows for comment. A response was not received.

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

Miss

First Name

Abi

Surname

Field

Declaration Date

20/07/2026

☒ 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

Abi Field

Date

20/07/2026