ARUN
DISTRICT COUNCIL

H/2/12/L.

Arun Civic Centre
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

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:	MRS
First name:	CATRIONA
Last name:	SMITH
Company (optional):	-
Unit:	
House number:	2
House suffix:	
House name:	ST NICHOLAS COTTAGES
Address 1:	HOUGHTON
Address 2:	
Address 3:	
Town:	ARUNDEL
County:	WEST SUSSEX
Country:	
Postcode:	BN18 9LW

2. Agent Name and Address

Title:	MRS
First name:	SARAH
Last name:	WHEELER
Company (optional):	-
Unit:	
House number:	
House suffix:	
House name:	THE OLD BAKERY
Address 1:	CHURCH ST.
Address 2:	AMBERLEY
Address 3:	
Town:	ARUNDEL
County:	WEST SUSSEX
Country:	
Postcode:	BN18 9NE

3. Description of Proposed Work

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

A. REMOVAL OF PARTITION/STUD WALL TO CREATE OPEN PLAN DINING AREA

B. DRY LINING AND PLASTERING OF INTERNAL WALL TO IMPROVE INSULATION [redacted]

C. EXTEND OPENING LEADING FROM LOUNGE TO CONSERVATORY TO OPEN SPACE, INSTALLING APPROPRIATE LINTEL AS NECESSARY

D. RENOVATE EXISTING HARDWOOD, DOUBLE-GLAZED CONSERVATORY BY REPLACING EXISTING ROTTEN WOODWORK WITH NEW HARDWOOD AND GLASS – TOTAL REPLACEMENT NECESSARY.

$Date: 2010-09-10 #$ $Revision: 2999 $

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: 2 | House suffix:

House name: -

Address 1: 2 ST NICHOLAS COTTAGES

Address 2: HOUGHTON

Address 3:

Town: ARUNDEL

County: WEST SUSSEX

Postcode (optional): BN18 9LW

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: MR MARTYN WHITE

Reference: NOT GIVEN

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

Details of pre-application advice received?

GENERAL ADVICE ON LISTED BUILDING CONSENT FORMS AND COMPLETION OF FORM.

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ☑ Yes ☐ No

If Yes, please provide details:

THE NEIGHBOURS AT NO1 NICHOLAS COTTAGES ARE AWARE AND SUPPORT PROPOSALS.
NO1 NICHOLAS COTTAGES HAS RECENTLY BEEN EXTENSIVELY RENOVATED

8. Authority Employee / Member

With respect to the Authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ☐ Yes ☑ No

If Yes, please provide details of the name, relationship and role

ARUN DISTRICT COUNCIL H/2/12/L

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			☑	☐
Roof covering			☑	☐
Chimney			☑	☐
Windows			☑	☐
External doors			☑	☐
Ceilings	PLASTERBOARD AND PLASTER IN STUDY AREA WHERE WALL TO BE REMOVED	SAME REPLACED AS NECESSARY	☐	☐
Internal walls	• PLASTER STUD WALL IN GROUND FLOOR KITCHEN	• REMOVAL OF STUD WALL MAKING GOOD CEILING WITH NEW BOARD + PLASTER AS EXISTING CEILING	☐	☐
Floors	• BRICK WALLS LOUNGE	• CELOTEX DRY LINING AND PLASTER FINISH	☑	☐
Internal doors	HARDWOOD FRENCH DOORS LEADING TO CONSERVATORY	REMOVAL OF DOORS AND EXTENSION OF OPENING OF 400mm EITHER SIDE. PLASTER FINISH. LINTEL AS NECESSARY.	☐	☐
Rainwater goods			☑	☐
Boundary treatments (e.g. fences, walls)			☑	☐
Vehicle access and hard standing			☑	☐
Lighting	DOWN LIGHTERS IN KITCHEN AREA	MATCH DOWNLIGHTERS (6) IN OPEN PLAN SPACE WHERE STUD WALL REMOVED	☐	☐
Others (add description)	CONSERVATORY. REPLACE EXISTING CONSERVATORY HARDWOOD/DOUBLE GLAZING	NEW HARDWOOD AND DOUBLE GLAZING TO RENOVATE ROTTING EXISTING FRAME. REPLACE GLAZING WITH SOLAR GLAZING IF AGREED.	☐	☐

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

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

A. SITE LOCATION
B. FLOOR PLAN OF GROUND FLOOR WITH PROPOSED WORK OUTLINED IN RED.
C. DRAWINGS OF CONSERVATORY
D. DETAIL OF DOUBLE GLAZED WINDOW OF CONSERVATORY.
E. SAMPLE OF PROPOSED GLASS FOR CONSERVATORY.

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:

THE EXISTING CONSERVATORY IS TO BE DISMANTLED AND THEN REPLACED WITH A NEW ONE, SAME SIZE, HEIGHT AND FLOOR PLAN IN HARD WOOD AS EXISTING CONSERVATORY.

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

A SUBSTANTIAL PROPORTION OF THE WOODEN FRAMES OF THE EXISTING CONSERVATORY ARE ROTTEN AND CANNOT BE REPAIRED, THEREFORE THE WHOLE STRUCTURE NEEDS TO BE REPLACED.

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):

- THE INTERNAL STUD WALLS (PART OF AN APPROVED EXTENSION) REF H/1/03/BR. AND NOT PART OF THE ORIGINAL BUILDING.
- THE MAJORITY OF THE PROPERTY HAS PLASTER WALLS. THE INTERNAL WALL TO BE DRY LINED AND PLASTERED WILL INCREASE THE INSULATION IN THE DOWNSTAIRS ROOMS.
- THE INTERNAL FRENCH DOORS TO CONSERVATORY WILL BE REMOVED TO OPEN UP THE LOUNGE. THE ENTRANCE WILL BE EXTENDED AND APPROPRIATE [redacted] LINTEL INSTALLED.

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: [redacted]

Date DD/MM/YYYY): 15.02.2012

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):

$Date: 2010-09-10 #$ $Revision: 2999 $

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

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:

[redacted]

Date (DD/MM/YYYY): 15 02.2012 (date cannot be pre-application)

17. Applicant Contact Details

Telephone numbers BEST CONTACT VIA EMAIL

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

[redacted]

18. Agent Contact Details

Telephone numbers

Country code: [redacted] National number: Extension number:

Country code: [redacted] Mobile number (optional):

Country code: Fax number (optional): —

Email address (optional):

[redacted]

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:

$Date: 2010-09-10 #$ $Revision: 2999 $