



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

233

Suffix

Property Name

Christmas Cottage

Address Line 1

Poling Street

Address Line 2

Address Line 3

West Sussex

Town/city

Poling

Postcode

BN18 9PU

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

Easting (x)

504432

Northing (y)

104724

Description

Applicant Details

Name/Company

Title

Miss

First name

Stephanie

Surname

Keay

Company Name

Address

Address line 1

Christmas Cottage

Address line 2

Poling Street

Address line 3

Poling

Town/City

Country

United Kingdom

Postcode

BN18 9PU

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Description of Proposed Works

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

External paint: Following a survey, it is suspected that the current paint on all 3 external elevations isn't the most suited for the property as it isn't allowing the walls to breath, and there is evidence of extensive damp inside the property. We propose the remove the paint via sandblasting. This method has been chosen as it is important to get all the paint off to resolve the damp issue. The sandblasting does not damage the existing render and will just remove the paint as it will be done slowly and carefully. Please note the chosen contractor has done this previously on listed buildings. The sandblasting will be wet sandblasting, which creates less dust and therefore better visibility when undertaking the work. The doors and windows will be protected at all times. We will then allow the property to breath before re painting with a more suitable product. Sandblasting is more environmentally friendly that using chemicals to remove the paint. We will then rake out any cracks and fill with exterior filler. Re decorate render with a white micro porous paint (will match existing but better suited for this type of property).

Removal of Artex on Interior walls - nearly all walls within the house are artex. We will remove the artex using Eco Solutions X-TeX water based coatings remover. We have not tested the artex for asbestos but will treat as it contains asbestos as take the necessary precautions .X-TeX uses a working wet system meaning the artex is kept wet at all times which results in no asbestos fibres becoming airborne, and when scraped will fall directly to the floor. We also feel the is the most careful way to remove the artex. One removed we will replaster the walls.

Replacement of fire place - the property has a fairly modern looking fireplace. We would like to replace this with a traditional brick fire place with a small log burning stove. We use a specialist to survey the fireplace and recommend the best log burner to be installed.

Replacement of windows - some of the windows are in need of replacement. will replace with a like for like product. It should be noted that some of the windows in property have previously been replaced with a like for like double glazed window (prior to our ownership), so we propose to take a similar approach for replacement.

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).

Please see information contained within the Design and Access Statement

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:

External walls

Existing materials and finishes:

White paint

Proposed materials and finishes:

White microporous paint

Type:

Windows

Existing materials and finishes:

Timber frame, single glazed windows

Proposed materials and finishes:

Timber frame, double glazed windows

Type:

Ceilings

Existing materials and finishes:

Artex surface coating

Proposed materials and finishes:

smooth, painted surface coating

Type:

Internal walls

Existing materials and finishes:

Artex surface coating

Proposed materials and finishes:

smooth, painted surface

Type:

Other

Other (please specify):

fire place

Existing materials and finishes:

Grey brick

Proposed materials and finishes:

Red brick

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

Please see photographs within Design and Access Statement

Neighbour and Community Consultation

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

☒ Yes

☐ No

If Yes, please provide details

Verbal communication with immediate neighbours.

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

Mr

First Name

Martyn

Surname

White

Reference

Principal Conservation Officer

Date (must be pre-application submission)

21/01/2022

Details of the pre-application advice received

21/01/2022

Roof

Repair damaged tiles and replace missing (like for like with existing peg tiles)
Re attach fascia and guttering which has come away from roof on right side

MW response - If the works would be limited to localised areas/small number of tiles this would not require consent. This is on the basis of the materials be like for like etc.

Render

Remove paint from all 3 elevations by sandblasting
Rake out any cracks and fill with exterior filler

Re decorate render with a white micro porous paint (will match existing but better suited for this type of property)

MW response: This may well require consent, as the use of the sandblaster is of concern as it may affect the render underneath. I would to better understand the process/technique first I think. However, the use of appropriate paint, which is the same colour would be repair and acceptable

Internal

Replace sockets and light switches - MW response: this is acceptable, and does not require consent.

Remove Artex from walls and ceilings - MW response: Whilst this sounds acceptable, it would require listed building consent.

Replace living rooms carpet with a tile floor (likely local clay tile) – MW response: this is acceptable, and does not require consent.

Remove carpet from stairs and all upstairs – wood floor underneath looks good condition so will likely keep that - MW response: this is acceptable, and does not require consent.

Replace two downstairs windows – replace like for like but double glaze – MW response: this would require listed building consent. I have to be honest and state that the use of double glazing in listed buildings is still an issue and, whilst it can be acceptable in some circumstance, it is not necessary acceptable everywhere. It is difficult to provide a more detailed response without viewing the windows

There is a 1970s fireplace which we would like to replace with something more fitting the cottage – likely brick and a log burning stove. MW response: Whilst the removal of a modern fireplace sounds acceptable, this (and its replacement) would require listed building consent.

Garage

The garage is external to the property and much newer. Needs some work to the roof where there is a suspected leak. Would the works be undertaken on a like for like basis?

25/01/2022

Openreach connection - MW response: With regard to fibre broadband/openreach I would say that if the line is a buried cable entering the property at ground level (and therefore discretely located), it would not need consent

Garage - MW response: A like for like basis for the garage seems acceptable. I would also say that your approach regarding the supply of electrics to the garage is acceptable and would not need consent.

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?

- ☐ Yes
☒ No

If No, can you give appropriate notice to all the other owners?

- ☒ Yes
☐ No

Certificate Of Ownership - Certificate B

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.

Owner

Name of Owner:

Patricia Manley

House name:

Number:

25

Suffix:

P

Address line 1:

The Crescent

Address Line 2:

Rustington

Town/City:

Littlehampton

Postcode:

BN16 2PE

Date notice served (DD/MM/YYYY):

04/02/2022

Person Family Name:

Person Role

- ☒ The Applicant
☐ The Agent

Title

Miss

First Name

Stephanie

Surname

Keay

Declaration Date

07/02/2022

☒ Declaration made

Declaration

I / We hereby apply for Listed building consent as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available 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

Stephanie Keay

Date

08/02/2022