

Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.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	13
Suffix	
Property Name	Southwold House
Address Line 1	Park Crescent
Address Line 2	Worthing Central
Address Line 3	West Sussex
Town/city	Worthing
Postcode	BN11 4AH

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

Easting (x)	Northing (y)
514299	102890

Description

Applicant Details

Name/Company

Title

Mr

First name

Andrew

Surname

Dugdale

Company Name

Jordan and Cook

Address

Address line 1

31 Chapel Road

Address line 2

Address line 3

Town/City

Worthing

County

West Sussex

Country

Postcode

BN11 1EG

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

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

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

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

It is proposed to remove the existing hidden gutter behind the parapet wall at top floor. A new gulley is to be created in the same location as the existing, using the existing outlet and downpipe.

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).

22097-001C Existing and Proposed 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:

Rainwater goods

Existing materials and finishes:

Existing cast iron hopper and downpipe. Painted white at high level, black at lower level. Existing hidden gutter to be removed fully.

Proposed materials and finishes:

Existing hopper to be retained. New hidden lead box gutter with appropriate falls to new gulley location as marked on drawing 22097/001.
New leadwork to gutter, flashing, and above windows.

Type:

Roof covering

Existing materials and finishes:

Black slate tiles

Proposed materials and finishes:

Existing slate tiles to be reinstated. New slate tiles to be provided where required and to match existing. New slates to be spread evenly throughout. New felt and timber battens to be provided in line with existing. New lead stepped flashing and soakers to east and west walls where the mansard meets the Party Walls.

Type:

Windows

Existing materials and finishes:

Existing timber sash windows painted white.

Proposed materials and finishes:

New single glazed timber sash windows, painted white to match existing. New leadwork to window surrounds including window sill and reveals. New leadwork to be provided to match existing.

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

22097-001C

Design and Access Statement

Heritage Statement

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

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.

Name of Owner:

***** REDACTED *****

House name:**Number:**

117

Suffix:**Address line 1:**

St Andrews Road

Address Line 2:**Town/City:**

Worthing

Postcode:

BN13 1HR

Date notice served (DD/MM/YYYY):

23/09/2025

Person Family Name:**Name of Owner:**

***** REDACTED *****

House name:**Number:**

24

Suffix:**Address line 1:**

Pines Ave

Address Line 2:**Town/City:**

Worthing

Postcode:

BN14 9JQ

Date notice served (DD/MM/YYYY):

23/09/2025

Person Family Name:**Name of Owner:**

***** REDACTED *****

House name:**Number:**

5

Suffix:**Address line 1:**

Island Way East

Address Line 2:**Town/City:**

St Marys Island Chatham

Postcode:

ME4 3SP

Date notice served (DD/MM/YYYY):

23/09/2025

Person Family Name:

Name of Owner:

***** REDACTED *****

House name:

Flat 4

Number:

13

Suffix:

Address line 1:

Park Cres

Address Line 2:

Town/City:

Worthing

Postcode:

BN11 4AH

Date notice served (DD/MM/YYYY):

23/09/2025

Person Family Name:

Name of Owner:

***** REDACTED *****

House name:

4 Shire House

Number:

35

Suffix:

Address line 1:

Downview Road

Address Line 2:

Town/City:

Worthing

Postcode:

BN11 4QL

Date notice served (DD/MM/YYYY):

23/09/2025

Person Family Name:

Name of Owner:

***** REDACTED *****

House name:

Flat 6

Number:

13

Suffix:

Address line 1:

Park Cres

Address Line 2:

Town/City:

Worthing

Postcode:

BN11 4AH

Date notice served (DD/MM/YYYY):

23/09/2025

Person Family Name:

Name of Owner:

***** REDACTED *****

House name:

Flat 7

Number:

13

Suffix:

Address line 1:

Park Cres

Address Line 2:

Town/City:

Worthing

Postcode:

BN11 4AH

Date notice served (DD/MM/YYYY):

23/09/2025

Person Family Name:

Person Role

☒ The Applicant

☐ The Agent

Title

Mr

First Name

Andrew

Surname

Dugdale

Declaration Date

26/03/2026

☒ 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

Philip Goacher

Date

26/03/2026