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

Adur & Worthing councils

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.

ADUR & WORTHING
24 MAR 2014
PLANNING SERVICES

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:	CHRISTINE
Last name:	COLTHURST
Company (optional):	
Unit:	
House number:	4
House suffix:	
House name:	SMITHY COTTAGE
Address 1:	MILL ROAD
Address 2:	
Address 3:	
Town:	LANCING
County:	WEST SUSSEX
Country:	
Postcode:	BN15 0PT

2. Agent Name and Address

Title:	
First name:	
Last name:	
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	
Address 1:	
Address 2:	
Address 3:	
Town:	
County:	
Country:	
Postcode:	

ADUR & WORTHING
PLANNING SERVICES
PLAN AWDM/0370/14
DATE VALID 28 APR 2014

3. Description of Proposed Work

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

To fit demountable secondary glazing inside the windows of the two downstairs living rooms – a total of 6 windows and 2 French windows. The units will be white powder coated aluminium secondary glazing to be glazed using clear glass fitted to the wooden surrounds of the windows with screws. In the front ~~downstairs~~ dining room window there will be a timber rebate fixed to the window frame to which to attach the new frame. They will be side sliding on casement windows, up & down on the sash window, hinged on the doors – in all cases so that they are invisible from outside.

as the work already
arted without consent? ☐ Yes ☑ No

Yes, please state when the
ork was started (DD/MM/YYYY):

ate must be pre-application submission)

as the work been
ompleted without consent? ☐ Yes ☑ No

Yes, please state the date when the
ork was completed (DD/MM/YYYY):

ate must be pre-application submission)

Please provide the full postal address of the application site.

Unit: | House number: 4 | House suffix:

House name: SMITHY COTTAGE

Address 1: MILL ROAD

Address 2:

Address 3:

Town: LANCING

County: WEST SUSSEX

Postcode (optional): BN15 0PT

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: | Northing:

Description:

Grade 2 listed flint cottage

. Related Proposals

e there any current applications, previous
oposals or demolitions for the site? ☐ Yes ☑ No

If Yes please describe and include the planning application
eference 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 advic
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: Lawrence Simmons

Reference:

Date (DD/MM/YYYY): 13.3.14.
(must be pre-application submission)

Details of pre-application advice received?

email and telephone advice given that listed building consent required to fit demountable secondary glazing. Photographs and details of products to be used submitted for advice.

. Neighbour and Community Consultation

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

Yes, please provide details:

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

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			☑	☐
Internal walls			☑	☐
Floors			☑	☐
Internal doors			☑	☐
Rainwater goods			☑	☐
Boundary treatments (e.g. fences, walls)			☑	☐
Vehicle access and hard standing			☑	☐
Lighting			☑	☐
Others (add description)		Secondary glazing	☑	☐

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

If Yes, please state plan(s)/drawing(s) references: 1. Manufacturers specifications ~~already submitted~~

2. Measurements / diagram of fitments enclosed.

3 Location

4 Inside & Outside Photographs

Does the proposal include the partial or total demolition of a listed building? ☐ Yes ☑ No

Yes, which of the following does the proposal involve?

Total demolition of the listed building: ☐ Yes ☑ No

Demolition of a building within the curtilage of the listed building: ☐ Yes ☑ No

Demolition of a part of the listed building: ☐ Yes ☑ No

the answer to c) is Yes:

What is the total volume of the sted building? (cubic metres)	
) What is the volume of the part be demolished? (cubic metres)	
i) What was the (approximate) date of the rection of the part to be removed? (MM/YYYY) date must be pre-application submission)	

lease provide a brief description of the building or part of the uilding you are proposing to demolish:

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

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)

Photographs of inside and outside of windows and full manufacturers details of the product to be fitted ~~(already submitted)~~ included

Measurements and specifications ~~also now~~ included

2. Listed Building Grading

ease state the grading (if known) of the building in the list of uildings of Special Architectural or Historic interest? (Note: only ne 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 this building?

☐ Yes ☐ No ☐ Don't know

If Yes, please provide the result of the application:

One Certificate A, B, C, or D, must be completed with this application form.

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

ertify/ The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the wner* of any part of the land or building to which the application relates.

"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

igned - Applicant:	Or signed - Agent:	Date DD/MM/YYYY)
[redacted]		14.3.14

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

ertify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the da l days before the date of this application, was the owner* of any part of the land or building to which this application relate *"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.*

Name of Owner	Address	Date Notice Served

igned - Applicant:	Or signed - Agent:	Date DD/MM/YYYY)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

ertify/ 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* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

he steps taken were:

Name of Owner	Address	Date Notice Served

lotice of the application has been published in the following newspaper ;irculating 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):

igned - Applicant:	Or signed - Agent:	Date DD/MM/YYYY)

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

ertify/ 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* of any part of the land to which this application relates, but I have/ the applicant has bee unable to do so.

"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

he steps taken were:

lotice of the application has been published in the following newspaper irculating 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):

igned - Applicant:

Or signed - Agent:

Date DD/MM/YYYY)

5. Planning Application Requirements - Checklist

ease read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all formation required will result in your application being deemed invalid. It will not be considered valid until all information required by ıe Local Planning Authority has been submitted.

ıe original and 3 copies of a completed and dated)plication form: ☑

ıe original and 3 copies of a plan which identifies the nd to which the application relates and drawn to an entified 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): ☑

6. Declaration

we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional formation. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the enuine opinions of the person(s) giving them.

gned - Applicant: [redacted]

Or signed - Agent:

Date (DD/MM/YYYY): 25.4.14

(date cannot b pre-applicatio

7. Applicant Contact Details

elephone numbers

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

Country code: Mobile number (optional):

Country code: Fax number (optional):

mail address (optional): [redacted]

18. Agent Contact Details

Telephone numbers

Country code: National number: Extensio number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

9. Site Visit

an the site be seen from a public road, public footpath, bridleway or other public land? ☑ Yes ☐ No

the planning authority needs to make an appointment to carry ut a site visit, whom should they contact? *(Please select only one)* ☐ Agent ☑ Applicant ☐ Other (if different from th agent/applicant's details)

Other has been selected, please provide:

ontact name:

Telephone number: