ADUR DISTRICT COUNCIL

Adur District Council

Office use
App Proc 0058/07
Date Rc 26 FEB 2007

Application for Listed Building Consent

Planning (Listed Buildings and Conservation Areas) Act 1990

Please read the notes before you fill in this form.

1 Applicant (in block capitals)

Full name : MRS JUDITH GREEN

Address (including postcode):

TWITTEN COTTAGE
19 THE STREET, LANCING
WEST SUSSEX BN15 0PN

Phone Number:

Home: [redacted]

Work: [redacted]

Extension:

Fax Number: [redacted]

Agent (if any) N/A

Full name :

Address (including postcode):

Phone Number:

Home:

Work:

Extension:

Fax Number:

2 Type of Application

	Yes	No
I am applying for Listed Building Consent to: demolish a listed building		✓
demolish part of a listed building (please see note 4)		✓
I am applying to alter or extend a listed building	✓	
I am applying to fix an advertisement or structure to a listed building		✓
I am applying to remove or change a condition on a Listed Building Consent		✓

If 'Yes', please give the condition number [ ] and the application number [ ]

3 Please give the address of the building this application relates to.

TWITTEN COTTAGE, 19 THE STREET
LANCING, WEST SUSSEX BN15 0PN

Do you own or control any land or buildings next to this site? Yes ✓ No [ ]

If 'Yes', the land or buildings should be outlined in blue on your plan

Area of land the application relates to [ ] square metres or 0.04 hectares

4 Please describe the work you want to carry out

New flush fitting conservation rooflight on east elevation

Are you applying for consent for work already carried out? Yes ☐ No ☑

If 'Yes', please tell us:

- The application number of the planning permission for the development; and — N/A
- The date the work was carried out — N/A

5 The use of the building

What is the building used for now?

Residential

If the building is not in use, what was it last used for?

N/A

What do you plan to use the building for?

Residential

6 Grants

Have you received a grant for any work involved in this application? Yes ☐ No ☑

If 'Yes', please tell us who provided the grant and the date you received it.

7 Please enclose four copies of this form and four sets of plans.
Please number your plans and write the numbers and scales against the titles here. (Please see note 7)

	Plan number	Scale
Location plan	1	1:1250
Block plan	1	1:500
Detailed plans	1	1:100

8 Signature

Signature: [redacted] **Date:** 9/2/07

Please print your name: JUDITH GREEN

Certificate under Section 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (please see note 8)

Certificate A

I confirm that: nobody except the applicant was an owner of the building or land involved at the beginning of the period of 21 days before the date of this application. ('Owner' means the freehold owner or a tenant with at least seven years of tenancy remaining).

Signature: [redacted] **Date:** 9/2/07

Please print your name: JUDITH GREEN

Notes

1. You may find it helpful to call in at our Planning Section to discuss your plans before you fill in this form.

2. You can make the application yourself or you can employ someone (an "agent") to do it for you. If an agent makes the application, we will send all letters, including the decision notice, to them.

3. **Definition of a listed building**

   A listed building is any building which:

   - is included in a list of buildings of special architectural or historic interest made by the Secretary of State under Section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990;
   - immediately before 1 January 1969 was under a Building Preservation Order under Part III of the Town and Country Planning Act 1962; or
   - is under a current Building Preservation Notice served under Section 3 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

4. **Demolishing or partly demolishing a listed building**

   You will normally need Listed Building Consent to demolish part of a listed building. However, this will depend on the amount of the demolition planned, and you should discuss your proposal with a Planning Officer, even if the demolition is minor. Some minor demolition may still need Listed Building Consent as it may be considered to be an alteration to a listed building.

   You can only demolish a listed building if:

   - you have Listed Building Consent; and
   - you have told the Royal Commission on Historical Monuments about the proposed work and have given them reasonable access to the building for at least a month after getting Listed Building Consent. In some cases, the Commission may write to say that it does not need access.

5. **Altering or extending a listed building**

   You need Listed Building Consent to alter, do work to or extend a listed building if the work would affect the building's character as a building of special architectural or historic interest. This applies to work inside and outside the building.

   Anything which is fixed to the building or forms part of the site and has done since 1 July 1948 is treated as part of the listed building (for example, walls and outbuildings). This means that you must apply for consent to alter or carry out work on any part of the building or site.

6. **Putting up an advertisement on a listed building**

   You must have Listed Building Consent to put a sign on a listed building. This may not apply if you are replacing a sign we have already agreed to with one which meets the standards we set for the first sign.

7. **How to apply for Listed Building Consent**

   Please send us four sets of your plans with the scale and north point clearly shown (5 sets for applications in Lancing and Sompting). It would help us if these plans are size A3 or A4. One copy of the plans must be coloured to show the work you are applying for.

   Your plans must all be prepared using the metric scale. You should include the following:

   - A location plan using an Ordnance Survey map at a scale of 1:1250. The site must be outlined in red.
   - A block plan at a scale of 1:500 showing the site and all neighbouring properties. You should show the location of the building (highlighted in red) and the location of any new buildings. You should show the location of any existing or proposed access. You should also highlight in blue the boundary of any other land you own which joins the site.
   - Detailed plans at a scale of 1:50 or 1:100 showing the building. Your plans, elevations and sections should use colour to show the difference between existing and new work.

Continued over the page

Your plans and sections should include all materials to be used, elevations of all sides of the building as they are now and as they will be. If the building faces onto a street, the elevations should show the details of buildings next door and the position, type and dimensions of the foundations, walls, roofs and chimneys of the buildings. Full details of all materials, colours and finishes used in the buildings as they are now should also be supplied. If you are putting up a new shopfront you must give full details of all the materials, finishes and colours you will use and an elevation to a scale of 1:20.

If you are planning to put up new buildings, you should provide details of these, even if you do not yet have planning permission.

8 Certificate

We cannot accept an application for Listed Building Consent unless there is one of four certificates with it signed by or on behalf of the applicant. Please read the declaration carefully before you sign.

If you are not the owner or a tenant with at least seven years of tenancy remaining, you will have to give notice to the owners and fill in Certificate B. certificates C and D are only relevant if you have tried to trace the other owners and have failed. You can get copies of these certificates and notices from the Planning Office. If you are the owner, fill in Certificate A on page 3.

9 Building Regulations and planning permission

These notes only cover Listed Building Consent. You may also need to apply for planning permission and for approval under the Building Regulations. You can get forms and further information from the Planning Office.

Please send your application to:

Chief Officer
Planning and Development Services
Civic Centre
Ham Road
Shoreham by Sea
West Sussex
BN43 6PR

Phone: 01273 263222
Fax: 01273 263203
E-mail: developmentcontrol@adur.gov.uk

Before sending your application please make sure you have:

- answered all the questions;
- signed and dated the application form;
- signed and dated certificate A (or certificate B if you do not own all the land);
- enclosed four sets of your plans (one must be coloured to show the work you are applying for); (5 sets for applications in Lancing and Sompting).

Remember that an agent can sign the form and certificate for you.

ADUR DIST... COUNCIL
PL... ...ION

ADC/0081/17.

22/2/17.

Twitten Cottage
19 The Street,
North Lancing
West Sussex

Access and Design Statement

Amount

This application relates to a conservation roof light on the east side roof slope of this Grade II listed cottage.

Scale and Appearance

The purpose of this roof light is to provide much needed light to the hallway, stairs and landing of the cottage, which is very dark, given there are no windows in this area. The pitch and height of the roof doesn't allow for ceiling lights.

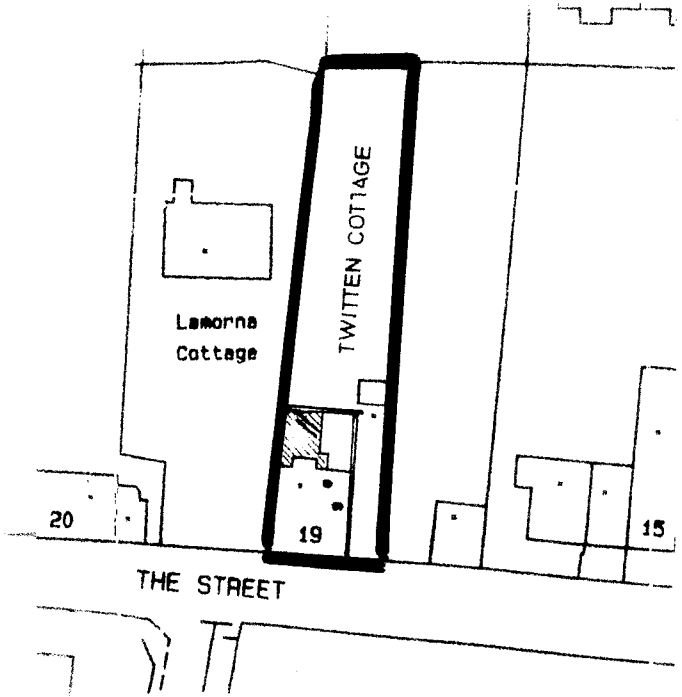
The proportion, style and materials of this conservation roof light have been chosen with great care in order to preserve the character of the cottage. The low profile of the flush fitting, small roof light is identical to the existing(approved) roof light already in situ.

Layout

As indicated on the submitted photos/ plans the roof light will be on the east side roof of the cottage and the window will be part outward opening.

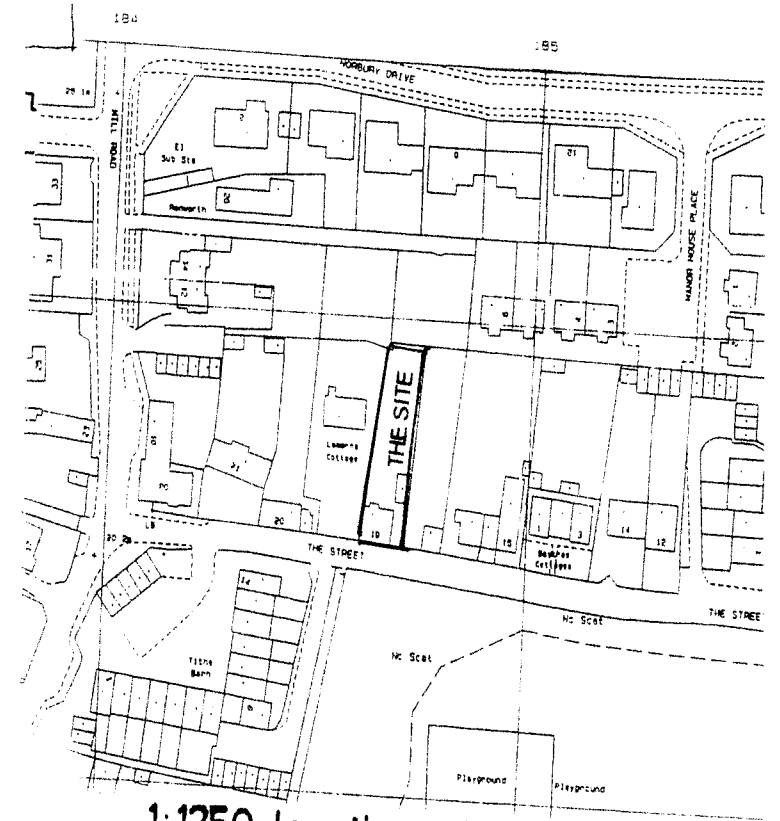
Access

This will be from the stairs inside the cottage

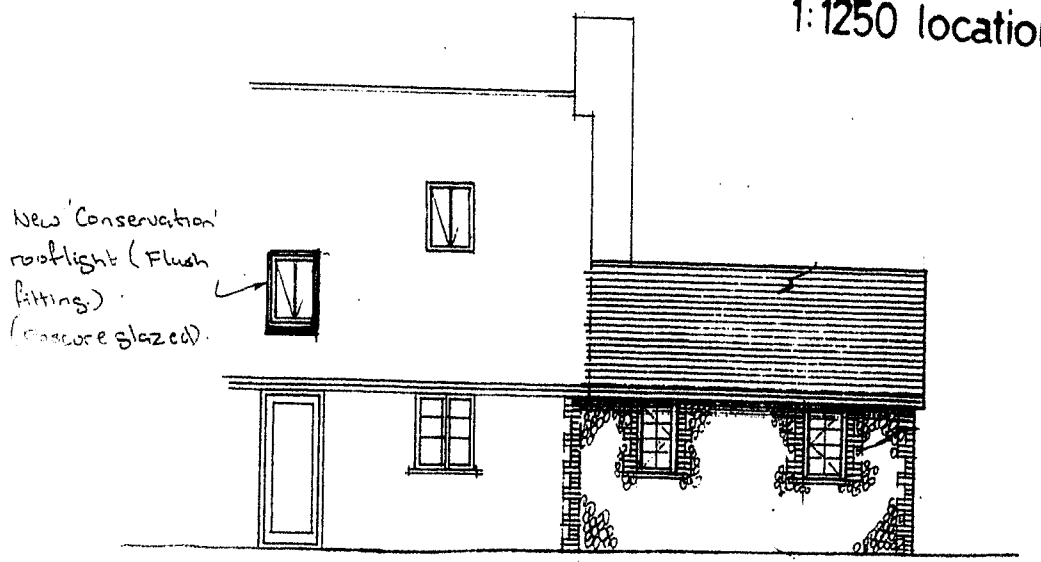


1:500 site plan

PLANNING DIVISION
PLAN NO. Arc1008/07
DATE RECEIVED 26 FEB 2007



1:1250 location plan



east elevation

1:100

Plan No 1
MRS J GREEN
Twitten Cottage
19 The Street, Lancing
West Sussex BN15 0PN
9/2/07

Proposed
Conservation Roof light
RECEIVED 16 FEB 2006


Existing View