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: 41

Suffix:

Property Name:

Address Line 1: The Green

Address Line 2:

Address Line 3: West Sussex

Town/city: Southwick

Postcode: BN42 4FY

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

Easting (x): 524090

Northing (y): 105317

Description:

Applicant Details

Name/Company

Title

Dr

First name

Jack

Surname

Parsons

Company Name

Address

Address line 1

41 The Green

Address line 2

Southwick

Address line 3

Town/City

Brighton

County

Country

United Kingdom

Postcode

BN42 4FY

Are you an agent acting on behalf of the applicant?

◯ Yes
⊘ No

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)

The proposed work is to conduct repairs with historically appropriate materials to amend age-related wear and degradation to windows and timber structures on the front of the property. We intend to use two local companies: Steel Frame Window Refurbishment Ltd, and Manorwood Construction Ltd. Both firms specialise in heritage building restoration. The proposed works are as follows:

1. On the front of the property (east elevation), conduct ex-situ refurbishment on the three first-floor crittall and leaded windows, which have suffered from age-related degradation and corrosion.

2. On the front of the property (east elevation), conduct timber repair works to the timber surrounds of the three first-floor crittall and leaded windows.

3. On the front of the property (east elevation), conduct timber repair works to the wooden outside decorative shutters present on two of the three first-floor crittall and leaded windows.

4. On the front of the property (east elevation), conduct timber repair works to the timber front door surround and hood.

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 accompanying Heritage Statement with detailed schedule of works

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:
Windows

Existing materials and finishes:
Steel frame with lozenge-leaded glass - frame painted black

Proposed materials and finishes:
Steel frame with lozenge-leaded glass - frame painted black

Type:
Other

Other (please specify):
Timber window surrounds

Existing materials and finishes:
Timber window surround painted in white

Proposed materials and finishes:
Timber window surround painted in white - timber retained wherever possible and treated/restored. Where new timber sections are required these will be of an appropriate hardwood such as oak, and will be seamlessly spliced into the existing structure

Type:
Other

Other (please specify):
Timber front door surround

Existing materials and finishes:
Timber front door surround painted in white

Proposed materials and finishes:
Timber front door surround painted in white - timber retained wherever possible and treated/restored. Where new timber sections are required these will be of an appropriate hardwood such as oak, and will be seamlessly spliced into the existing structure

Are you supplying additional information on submitted plans, drawings or a design and access statement?

◯ Yes
⊘ No

Neighbour and Community Consultation

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

⊘ Yes
◯ No

If Yes, please provide details

Neighbours consulted:

#37 The Green
#39 The Green
#43 The Green
#45 The Green

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- [x] Yes
- [ ] No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- [ ] The agent
- [x] The applicant
- [ ] Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- [ ] Yes
- [x] 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
- [x] 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?

- [x] Yes
- [ ] No

Certificate Of Ownership - Certificate A

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.

Person Role

- [x] The Applicant
- [ ] The Agent

Title

Dr

First Name

Jack

Surname

Parsons

Declaration Date

22/07/2025

☑ 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

Jack Parsons

Date

22/07/2025