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: 6

Suffix:

Property Name:

Address Line 1: Heene Terrace

Address Line 2: Heene

Address Line 3: West Sussex

Town/city: Worthing

Postcode: BN11 3NP

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

Easting (x): 514007

Northing (y): 102204

Description:

Applicant Details

Name/Company

Title

Mrs

First name

Joanna

Surname

Nutley

Company Name

Address

Address line 1

48 Homefield Road

Address line 2

Address line 3

Town/City

Worthing

County

Country

United Kingdom

Postcode

BN11 2JA

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)

Tiling of the front steps to make them safe, where the existing original stone steps are worn and cracked.

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).

Picture 1: the steps leading up to the front door, as they are today. The fire safety officer has identified them as a potential hazard.
Picture 2: the steps of the adjoining building next door, showing replacement tiles with marble nosings. This application is for us to install exactly the same black and white tiles.
Picture 3: a picture of the steps showing the measurements

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:
Other

Other (please specify):
Front steps

Existing materials and finishes:
Original stone with a cement-based screed

Proposed materials and finishes:
Original stone with ceramic black and white tiles laid on top and white marble nosings

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

- [x] Yes
- [ ] No

If Yes, please state references for the plans, drawings and/or design and access statement

Heritage statement attached

Neighbour and Community Consultation

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

- [x] Yes
- [ ] No

If Yes, please provide details

A resident at number 17 also owns a flat here in number 6, and successfully submitted a similar planning application a few years ago.

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
⊘ 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:
***** REDACTED ******

House name:
Flat 4

Number:
6

Suffix:

Address line 1:
Heene Terrace

Address Line 2:

Town/City:
Worthing

Postcode:
BN11 3NP

Date notice served (DD/MM/YYYY):
28/04/2025

Person Family Name:

Name of Owner:
***** REDACTED ******

House name:
Flat 5

Number:
6

Suffix:

Address line 1:
Heene Terrace

Address Line 2:

Town/City:
Worthing

Postcode:
BN11 3NP

Date notice served (DD/MM/YYYY):
01/05/2025

Person Family Name:

Name of Owner:
***** REDACTED ******

House name:
Flat 3

Number:
6

Suffix:

Address line 1:
Heene Terrace

Address Line 2:

Town/City:
Worthing

Postcode:

BN11 3NP

Date notice served (DD/MM/YYYY):
01/05/2025

Person Family Name:

Name of Owner:
***** REDACTED ******

House name:
Flat 2

Number:
6

Suffix:

Address line 1:
Heene Terrace

Address Line 2:

Town/City:
Worthing

Postcode:
BN11 3NP

Date notice served (DD/MM/YYYY):
01/05/2025

Person Family Name:

Name of Owner:
***** REDACTED ******

House name:
Flat 6a

Number:
6

Suffix:

Address line 1:
Heene Terrace

Address Line 2:

Town/City:
Worthing

Postcode:
BN11 3NP

Date notice served (DD/MM/YYYY):
01/05/2025

Person Family Name:

Person Role

- [x] The Applicant
- [ ] The Agent

Title

Ms

First Name

Joanna

Surname

Nutley

Declaration Date

28/04/2025

☑ 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

Joanna Nutley

Date

01/05/2025

Amendments Summary

Details of additional owners at 6 Heene Terrace