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For Official use

App No:

Date Rec:

Fee:

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

Suffix

Property Name

Copyhold Hollow B And B

Address Line 1

Copyhold Lane

Address Line 2

Address Line 3

West Sussex

Town/city

Lindfield

Postcode

RH16 1XU

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

Easting (x)

533009

Northing (y)

126678

Description

Applicant Details

Name/Company

Title

Mrs

First name

Frances

Surname

Druce

Company Name

Address

Address line 1

Copyhold Hollow B And B Copyhold Lane

Address line 2

Address line 3

Town/City

Lindfield

County

West Sussex

Country

Postcode

RH16 1XU

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)

Internal refurbishment work to ceilings, walls and floors.

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

If Yes, please describe and include the planning application reference number(s), if known

LR/045/94 TILE HANG VICTORIAN PART OF BUILDING AND THE RECENTLY APPROVED EXTENSION, TO MATCH THE APPROVED TILE HANGING ON THE 16TH CENTURY PART.

LR/003/94/AP1 AMENDED PLANS: EXTENSION OF EXISTING KITCHEN. SINGLE STOREY, SINGLE ROOM EXTENSION - RECEPTION ROOM. PROVISION OF EN SUITE SHOWER ROOMS. EXPOSE ORIGINAL INGLENOOK. REMOVE EXISTING TIMBER CLADDING. ADDITIONAL WINDOWS, AMENDED PLANS RECEIVED SHOWING REVISIONS TO THE GARAGE.

LR/003/94/AP1 AMENDED PLANS: EXTENSION OF EXISTING KITCHEN. SINGLE STOREY, SINGLE ROOM EXTENSION - RECEPTION ROOM. PROVISION OF EN SUITE SHOWER ROOMS. EXPOSE ORIGINAL INGLENOOK. REMOVE EXISTING TIMBER CLADDING. ADDITIONAL WINDOWS, AMENDED PLANS RECEIVED SHOWING REVISIONS TO THE GARAGE.

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

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:

Ceilings

Existing materials and finishes:

Plasterboard and gypsum skim coat

Proposed materials and finishes:

traditional lath and haired lime plaster

Type:

Internal walls

Existing materials and finishes:

Cementitious and lime based plaster. Timber architectural mouldings.

Proposed materials and finishes:

To match existing.

Type:

Floors

Existing materials and finishes:

Chipboard

Proposed materials and finishes:

Chipboard

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

001 Design, Access and Heritage Statement

002 Location and Block Plans

003 Floor Plan

004 Photograph Library

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

If Other has been selected, please provide contact details:

Title

***** REDACTED *****

First name

***** REDACTED *****

Surname

***** REDACTED *****

Phone Number

***** REDACTED *****

Email

***** REDACTED *****

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 advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

N/A

Date (must be pre-application submission)

19/03/2026

Details of the pre-application advice received

Copy of email from Peter Davies - "Thank you for your email. I have spoken with our Conservation Officer. If all works besides drying have ceased on site and can safely remain so for the time of a Listed Building Consent application then we will wait for the application to be submitted and deal with in the normal procedure and make the site visit early during the process.

However, if this is not appropriate, such as the condition of the property requiring urgent works, please let us know and the Conservation Officer can arrange a visit asap."

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

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

- ☐ The Applicant
- ☒ The Agent

Title

Mr

First Name

Christopher

Surname

Pettit

Declaration Date

06/05/2026

☒ 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

Christopher Pettit

Date

07/05/2026