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App No: .....

Date Rec: .....

Fee: .....



## Householder Application for Planning Permission for works or extension to a dwelling; Listed Building Consent for alterations, extension or demolition of a listed building

Town and Country Planning Act 1990 (as amended); 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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Julian

Surname

Date

Company Name

Address

Address line 1

Whitehouse Farm Cottage

Address line 2

Staplefield Lane

Address line 3

Town/City

Staplefield

County

West Sussex

Country

Postcode

RH17 6AU

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

Agent Details

Name/Company

Title

Miss

First name

Luisa

Surname

Sommerer

Company Name

Sommerer Architecture & Living Ltd

Address

Address line 1

55 Renfields

Address line 2

Address line 3

Town/City

Bolnore

County

Country

United Kingdom

Postcode

RH16 4UG

## Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Description of Proposed Works

Please describe the proposed works

Internal and external alterations including replacement of windows, small extension to kitchen and new parking area

Has the 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

## Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

☐ Yes

☒ No

## Demolition of Listed Building

## **Demolition of Listed Building**

Does the proposal include the partial or total demolition of a listed 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 refer to proposed plans, design access and heritage statement, as well as design statement for reference.

## **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:**

External walls

**Existing materials and finishes:**

A mixture of ashlar stone, red flemish brick bond and stretcher brick bond

**Proposed materials and finishes:**

Flemish brick bond. Traditional red brick to match existing.

**Type:**

Roof covering

**Existing materials and finishes:**

A mixture of Horsham slate, red clay roof tiles and modern slate

**Proposed materials and finishes:**

Wood cored lead flat roof to new extension. Replacement of existing red clay tile roof with red clay tiles to match existing in colour and style and salvage existing tiles where possible. Replacement of modern slate roof with new slate roof.

**Type:**

Rainwater goods

**Existing materials and finishes:**

PVCu guttering and downpipes

**Proposed materials and finishes:**

All existing PVCu guttering and downpipes to be replaced with traditional cast iron downpipes and gutters.

**Type:**

Windows

**Existing materials and finishes:**

Predominately modern steel windows and a few timber casement Windows

**Proposed materials and finishes:**

Flush painted hardwood timber casement windows to main house. Natural timber casement windows to proposed extension. Refer to 2403-Window and Door Schedule for reference.

**Type:**

External doors

**Existing materials and finishes:**

Timber cottage style doors

**Proposed materials and finishes:**

New proposed door to main house to be painted hardwood timber in a cottage style with a glass panel. New proposed doors to extension to be natural hardwood timber in a cottage style with a glass panel.

**Type:**

Internal doors

**Existing materials and finishes:**

Predominately Ledge and brace painted timber doors or panelled timber doors

**Proposed materials and finishes:**

IDFF03, IDFF06 and IDDF04: Painted Ledge and brace timber doors;IDGF08: Painted panelled double door with glass panel; IDGF07: Cottage door with vertical boarding and glass panel

**Type:**

Vehicle access and hard standing

**Existing materials and finishes:**

Gravel

**Proposed materials and finishes:**

Gravel to match existing and cobbled edge

**Type:**

Ceilings

**Existing materials and finishes:**

It seems that many areas within the house have a plasterboard ceiling, however there may also be some older lath and plaster ceilings.

**Proposed materials and finishes:**

The majority of the ceiling remain unchanged, however in room G10 the existing modern ceiling boards are to be replaced with lime plaster over plasterboard.

**Type:**

Floors

**Existing materials and finishes:**

Timber floor boards

**Proposed materials and finishes:**

Timber floor boards to F7 Store Concrete floor with tiles to G7 Utility room extension

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

Proposed plans, Design Access and Heritage statement, Design Statement

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

☐ Yes

☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

☐ Yes

☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

☐ Yes

☒ No

## Parking

Will the proposed works affect existing car parking arrangements?

☐ Yes

☒ No

## Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☒ Yes  
☐ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

Please refer to existing 2403-00-01 and proposed site plan 2403-01-01

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☒ Yes  
☐ No

If Yes, please show on the plans, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings

None of the existing trees will be removed. They are all to be retained.  
The only shrubs, labelled as H1, to be affected have been highlighted on plan 2403-01-01 proposed site plan. These are to be removed in order to extend the existing driveway.

## Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)\*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

- ☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

\*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

## 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

# 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

\*\*\*\*\* REDACTED \*\*\*\*\*

First Name

\*\*\*\*\* REDACTED \*\*\*\*\*

Surname

\*\*\*\*\* REDACTED \*\*\*\*\*

Reference

DM/24/2445

Date (must be pre-application submission)

09/10/2024

Details of the pre-application advice received

Reduction in scheme presented within pre-app to the main house and less new development.

## 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 and Agricultural Land Declaration

## Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & 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

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ 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\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

\* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run.  
\*\* 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

**NOTE:** You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

Miss

First Name

Luisa

Surname

Sommerer

Declaration Date

24/03/2025

☒ Declaration made

### Declaration

I/We hereby apply for Householder planning & 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

Luisa Sommerer

Date

24/03/2025