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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

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

Dr

First name

Graham

Surname

Scott

Company Name

Address

Address line 1

2 Edinburgh Way

Address line 2

Address line 3

Town/City

East Grinstead

County

Country

United Kingdom

Postcode

RH19 4RU

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

Demolition and replacement of the front porch building with a new entrance area to the church.

Changes to the side hall roof shape and alteration side hall elevation along with internal changes to the side hall. Addition of amendments to previous consents - new internal staircase to replace existing.

This work has already been started under consent DM/22/0738 but changes were made to the original design due to difficulty with electricity and gas service supply. This has been discussed with Katherine Williams (Senior planning officer) and on advice we now submit this revised application.

I have answered the below question (has the development or work already been started without consent) as "no" work as started but under DM/22/0738.

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

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building

- ☐ Yes
☒ No

b) Demolition of a building within the curtilage of the listed building

- ☐ Yes
- ☒ No

c) Demolition of a part of the listed building

- ☒ Yes
- ☐ No

If the answer to c) is Yes

What is the total volume of the listed building?

1313.00	Cubic metres
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What is the volume of the part to be demolished?

65.00	Cubic metres
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What was the date (approximately) of the erection of the part to be removed?

Month

May

Year

1911

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

Late nineteenth century or early twentieth century front entrance addition to be demolished and replaced with new entrance area; north pitch of roof of small hall to be removed. Existing modern internal timber staircase to be stripped out along with bulkheads.
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Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

The existing structure is of limited architectural merit and suffers from poor thermal insulation and recurrent water ingress, which detracts from the visual integrity of the principal elevation of the listed building. Its removal will enable the creation of a more sympathetic and functional entrance area, enhancing the visibility of the lower portion of the principal elevation and allowing for a new design of high architectural quality that respects the character of the heritage asset. Additionally, the proposed adjustment to the roof pitch of the side hall will address longstanding weathering issues at the junction with the church hall sidewall. This alteration will also improve the visual connection to the previously obscured south elevation, contributing positively to the building's overall appearance and heritage value.

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

Resubmission of lapsed consent for the demolition and replacement of the front porch building with a new entrance area to the church. Changes to the side hall roof shape and alteration side hall elevation along with internal changes to the side hall. Addition of amendments to previous consents - new internal staircase to replace existing. Amendment to the design of the north end of the proposed new addition. Planning application reference: DM/22/0738

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).

In answer to the question, the following files will be uploaded

01 Location Plan
02 Site Plan
03 GF Plan as Existing
04 FF Plan as Existing
05 Roof Plan as Existing
06 Elevations as Existing
11 GF as Proposed
12 FF as Proposed
13 Roof Plan as Proposed
14 Elevations as Proposed
202510 West Street Church Photographs

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:

Brickwork

Proposed materials and finishes:

Kingspan Facades Oxidised 0010 cladding

Type:

Roof covering

Existing materials and finishes:

Porch - Felt roofing Side Hall - Slate tiles

Proposed materials and finishes:

Porch - Waterproof concrete Side Hall - slate tiles

Type:

Windows

Existing materials and finishes:

Metal framed, white painted

Proposed materials and finishes:

Powder coated aluminium frame windows, colour black, Low-E, argon filled.

Type:

External doors

Existing materials and finishes:

Painted timber

Proposed materials and finishes:

Powder coated aluminium frame, colour black, Low-E, argon filled.

Type:

Ceilings

Existing materials and finishes:

Painted plaster

Proposed materials and finishes:

Painted plaster

Type:

Floors

Existing materials and finishes:

Carpet

Proposed materials and finishes:

Karndean Vinyl

Type:

Internal doors

Existing materials and finishes:

Timber, paint

Proposed materials and finishes:

Timber (oak) , lacquer

Type:

Lighting

Existing materials and finishes:

Fluorescent and LED

Proposed materials and finishes:

LED recessed lighting and pendant lighting

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

11 GF as Proposed

12 FF as Proposed

13 Roof Plan as Proposed

14 Elevations as Proposed

202510 West Street Church Design and Access Statement

Neighbour and Community Consultation

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

☒ Yes

☐ No

If Yes, please provide details

This has been conducted as per the previous application

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/22/0738

Date (must be pre-application submission)

11/09/2025

Details of the pre-application advice received

Building works commenced under planning permission reference DM/22/0738. Following this, we submitted a non-material amendment application to adjust certain design elements, which became necessary due to the existing location of the gas and electricity supply infrastructure. We had understood that this amendment had been approved in full; however, we were later informed that not all aspects of our proposed changes were included in the approval.

To clarify the situation and determine the appropriate next steps, we held a site meeting on 11th September 2025 with the Senior Planning Officer (Katherine Williams) and her colleagues from the planning department.

This application is now submitted following the advice of the Senior Planning Officer, to regularise the works and ensure full compliance with planning requirements.

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

Dr

First Name

Graham

Surname

Scott

Declaration Date

27/09/2025

☒ 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

Graham Scott

Date

01/10/2025