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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

Mr

First name

Lance

Surname

Brown

Company Name

Great Walstead School

Address

Address line 1

Great Walstead School, Walstead House East Mascalls Lane

Address line 2

Address line 3

Town/City

Lindfield

County

West Sussex

Country

Postcode

RH16 2QJ

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

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)

Replacement of existing roof coverings (pitched and flat) and rainwater goods, replacement and repair of the existing windows, masonry repairs and replacement hanging tiles, other fenestration works including oak framing and chimney repairs, along with internal plaster replacement works

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).

PL.101 Ground and First Floor General Arrangement As Proposed
PL.102 Second Floor General Arrangement and Roof Plan As Proposed
PL.103 South East and North East Elevations As Proposed
PL.104 South West and North West Elevations As Proposed

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:

Oak timber framing; Plain clay hanging tiles; Facing brick (fair faced and painted); Render

Proposed materials and finishes:

Oak timber framing retained, but with repairs as detailed to best match the existing; Plain clay hanging tiles, replaced where noted, to match existing. Re-use as any of the existing tiles as possible; Painted facing bricks to be removed from north elevation, and set aside for re-use. Any new bricks to be well-matched reclaimed bricks; Render: Lime render to be applied to the base of the wall to the south west elevation as noted, to receive a breathable paint finish

Type:

Roof covering

Existing materials and finishes:

Plain clay tiles to pitched roof; Lead to some flat roofs; Three-layer felt to some flat roofs.

Proposed materials and finishes:

Plain clay tiles to pitched roof to be removed and set aside for re-use. Any new, replacement tiles to be matching/close matching reclaimed items; Lead to some flat roofs, to be removed and replaced with new lead coverings; Three-layer felt to be removed, and replacement flat roof coverings to be laid in lead.

Type:

Windows

Existing materials and finishes:

Timber framed with painted finish, single-glazed; Metal framed with painted finish, single-glazed; Metal-framed rooflight windows with painted finish, single-glazed

Proposed materials and finishes:

Replacement timber framed windows to receive a painted finish to match the existing, and be fitted with single-glazed panes; Repairs to metal-framed windows, to include re-painting and replacement single-glazed panes where necessary; Replacement rooflight windows in conservation-style frames with a powder-coated finish in black to match the existing, and be fitted with double-glazed panes;

Type:

Internal walls

Existing materials and finishes:

Plaster finish - carlite and lime

Proposed materials and finishes:

The incorrect plaster has been used in relation to the walls on the inner face of the chimney stack in the sitting room. The existing carlite plaster is acting as a sponge. The carlite plaster is to be removed, and replaced with a lime based plaster

Type:

Rainwater goods

Existing materials and finishes:

Cast iron and asbestos cement rainwater goods

Proposed materials and finishes:

All existing rainwater goods to be removed, and new cast iron items installed, finished in black.

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

Ground Floor Plan As Existing
First Floor Plan As Existing
Second Floor Plan As Existing
Roof Plan As Existing
Elevations As Existing
PL.101 Ground and First Floor General Arrangement As Proposed
PL.102 Second Floor General Arrangement and Roof Plan As Proposed
PL.103 South East and North East Elevations As Proposed
PL.104 South West and North West Elevations As Proposed
Design and Access Statement, including the Planning Statement
Heritage Statement
Structural Engineer's Detail Drawing for Oak Framing Repairs
Estimate for works - Great Walstead - Headmasters House - REDACTED

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

Pre-application Advice

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

- ☐ Yes
☒ 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?

E.g. All the land is owned by a single individual

☒ 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

Rob

Surname

Harrington

Declaration Date

21/07/2026

☒ 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

Rob Harrington

Date

21/07/2026