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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

Mrs

First name

Natasha

Surname

Christian

Company Name

CMI Workplace

Address

Address line 1

Clare House

Address line 2

Lewes Road

Address line 3

Town/City

East Grinstead

County

Country

United Kingdom

Postcode

RH19 3SY

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)

The proposal is to replace the existing guttering with a like for like 115mm horizontal Ogee cast iron gutter to the front elevation of the property.; Fixture and fittings will be cast iron to ensure a consistent look to the existing installation. All fittings will be finished in white paint to align with the original style and installation of the existing guttering.

The method for fixing the installation will be brackets and joining junctions from one gutter run to the next.

There will be no new downpipes installed to the front elevation of the property; however, replacement vertical gutters will be installed to the Clare House right hand side of the property (not seen from the road) to assist with the removal of rainwater from the property as the existing gutter down pipe runs through into the lobby to Clare House and has caused water damage to the ceiling and walls.

The proposal to replace the existing gutter is necessary to conserve the house and prevent water ingress and any further damage to the walls, windows and ground surrounding the property.

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

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:
Rainwater goods

Existing materials and finishes:
Cast Iron gutter with cast iron fittings finished in white to match the existing gutters and building render finish.

Proposed materials and finishes:
The proposal is to replace the existing guttering with a like for like 115mm horizontal Ogee cast iron gutter to the front elevation of the property.; Fixture and fittings will be cast iron to ensure a consistent look to the existing installation. All fittings will be finished in white paint to align with the original style and installation of the existing guttering. The method for fixing the installation will be brackets and joining junctions from one gutter run to the next. There will be no new downpipes installed to the front elevation of the property; however, replacement vertical gutters will be installed to the Clare House right hand side of the property (not seen from the road) to assist with the removal of rainwater from the property as the existing gutter down pipe runs through into the lobby to Clare House and has caused water damage to the ceiling and walls.

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

Detail drawings of the cast iron gutter are included in the 'Clare House Proposed Works 270825' document which has been uploaded.

Neighbour and Community Consultation

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

- ☒ Yes
☐ No

If Yes, please provide details

I have spoken with the adjoining neighbour in relation to the gutter replacement as this will run across the front facer of her property - Manor House, there will be a separate submission for the listed consent related to the proposal.

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/25/0541

Date (must be pre-application submission)

03/03/2025

Details of the pre-application advice received

We have been advised to replace the existing cast iron guttering with like for like finish and fittings in cast iron, to be painted white to match in with existing.

We also discussed the proposal to replace the existing windows to the front of the property, however are now repairing and making good existing frames as advised.

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

Mrs

First Name

Natasha

Surname

Christian

Declaration Date

27/08/2025

☒ 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

Natasha Christian

Date

27/08/2025