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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

Bagpiths Cottage

Address Line 1

Haywards Heath Road

Address Line 2

Address Line 3

West Sussex

Town/city

Balcombe

Postcode

RH17 6PE

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

Easting (x)

530988

Northing (y)

130638

Description

Applicant Details

Name/Company

Title

Mr

First name

Scott

Surname

Childs

Company Name

Bagpiths Cottage

Address

Address line 1

Haywards Heath Road

Address line 2

Address line 3

Town/City

Balcombe

County

Country

United Kingdom

Postcode

RH17 6PE

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)

- 1) We propose building an internal stud wall within our dining room to create a small computer/study room with a sliding internal door.
- 2) We propose demolishing our rotten garden shed, this is not attached to our home. This shed is falling apart and is not safe for use. Following demolishing this shed, we would level the floor and buy a new shed to house a small lawnmower and garden tools which would be located at the bottom of the garden (different location to current rotten shed).
- 3) We propose to reinstate a fireplace/log burner in our living room.
- 4) We propose to replace our concrete garden patio with slab style flooring. The concrete flooring is starting to crack and is not fit for purpose.
- 5) We propose replacing a door from our dining room into the garden with a sash window (the same as the other window in the dining room). This is due to creating a study, so to have a window in that room, rather than an old door. This will also improve security. We do have another door leading to the garden from the kitchen, which is always in use and will not be affected by this change.

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).

Can include outdoor rotten shed if required (could not find anywhere to upload a picture file into this textbox).

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:

Internal walls

Existing materials and finishes:

No wall in place.

Proposed materials and finishes:

Stud Wall and Sliding Internal Door.

Type:

Windows

Existing materials and finishes:

Current glass backdoor in dining room which is rarely used, will be replaced with the same sash window as in the dining room. (this will enable light into the proposed newly created study).

Proposed materials and finishes:

Sash window - inkeeping with the current windows in the dining room that faces out into the rear garden

Type:

Floors

Existing materials and finishes:

Current concrete outdoor flooring which is starting to crack and become not safe for use.

Proposed materials and finishes:

Slab based flooring (only in garden and rear of property).

Type:

Other

Other (please specify):

Fire Place/Log burner

Existing materials and finishes:

Old Fire place in front living room has had a floor to ceiling wall put over it. We would like to investigate this with the view to reinstate the fireplace if it is still standing, or install a log burner, with the flue exiting the building on the side of the property.

Proposed materials and finishes:

Fire place or Log Burner.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☐ Yes

☒ No

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?

- ☒ 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

Scott

Surname

Childs

Declaration Date

11/08/2025

☒ 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

Scott Childs

Date

11/08/2025