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For Official use

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	76
Suffix	
Property Name	Crosskeys
Address Line 1	High Street
Address Line 2	
Address Line 3	West Sussex
Town/city	Lindfield
Postcode	RH16 2HP

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

Easting (x)	Northing (y)
534753	125564

Description

Applicant Details

Name/Company

Title

Mr and Mrs

First name

Nick and Kate

Surname

Nunn

Company Name

Address

Address line 1

Crosskeys

Address line 2

76 High Street

Address line 3

Town/City

Lindfield

County

West Sussex

Country

Postcode

RH16 2HP

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

RH16 1HE

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Construction of a single-storey extension to the rear elevation, attached to the existing property by means of a glazed link. Fenestration alterations to include the addition of a porch canopy to the rear elevation, replacement of all existing windows with double glazed units, insertion of roof lantern at first floor level, and roof windows at second floor level. Renewal of existing pitched and flat roof coverings. Internal alterations throughout the ground, first, and second floors. Extension of existing detached Garage to provide a Gym/Games Room. Construction of a detached Workshop and Storage outbuilding to the rear of the garden. Associated hard and soft landscaping works to comprise new terracing and planting

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

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).

- PL.001 Site Plan As Proposed
- PL.002 Ground Floor General Arrangement As Proposed
- PL.003 First Floor General Arrangement As Proposed
- PL.004 Second Floor General Arrangement As Proposed
- PL.005 East and West Elevations As Proposed
- PL.006 North and South Elevations As Proposed
- PL.007 Garden Outbuilding Elevations General Arrangement and Roof Plan As Proposed
- PL.008 Garage Outbuilding Elevations General Arrangement and Roof Plan As Proposed
- PL.009 Site Block and Location Plans 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:

House: Facing brick; Featheredge timber boarding, fixed horizontally and painted white; Plain clay hanging tiles Garage: Facing brick; Featheredge timber boarding, fixed horizontally and painted white

Proposed materials and finishes:

House: Facing brick, to match existing; Featheredge timber boarding, fixed horizontally and painted white. Retained and redecorated; Plain clay hanging tiles, retained as existing. Garage: Facing brick, to match existing; Featheredge timber boarding, fixed horizontally and painted white, to match existing. Outbuilding: Facing brick to plinth walls, to match existing; Featheredge timber boarding, fixed horizontally and painted white, to match existing.

Type:

Roof covering

Existing materials and finishes:

House: Plain clay tiles; Lead to flat roofs. Garage: Plain clay tiles

Proposed materials and finishes:

House: Re-roofing in plain clay tiles, aiming to retain 60% of the existing tiles for re-use. Bonnet hip and ridge tile fittings to match; Lead to flat roofs, including new single-storey rear extension, and porch canopy, with traditional mopstick roll detailing. Garage: Plain clay tiles to match the existing, with matching ridge tiles and bonnet hip tile fittings. Outbuilding: Plain clay tiles to match the existing, with matching ridge tile fittings.

Type:

Windows

Existing materials and finishes:

House: Side-hung metal casement type, with opening fanlights fitted with leaded panes set within original oak frames. Painted white; Timber casement windows, painted white; Velux window to north-facing pitched roof slope. Garage: Timber casement windows with glazing bars, painted white.

Proposed materials and finishes:

House: Existing windows to be replaced with Crittall-style metal frames incorporating slim double-glazed panes. Painted white; New roof windows to be of the conservation type, with frames finishing flush with the clay tiles and incorporating double-glazed panes; New extension to receive full-height windows in narrow-profile, thermally-broken aluminium frames with an anodised finish in black. Windows to receive highly-efficient double-glazed panes; Structural glazed link with toughened, double glazed units; Plateau rooflights to comprise thermally-broken metal frames with a powder-coated finish in black. Garage: New and replacement windows to comprise painted timber frames in a colour to match the cladding. Windows to receive highly-efficient double-glazed panes; Outbuilding: Timber double glazed window with a painted finish to match the cladding.

Type:

External doors

Existing materials and finishes:

House: Entrance door in solid oak with a natural finish; Solid timber doors, and part-glazed timber doors, with single glazed panes. Garage: Composite up-and-over garage door, in white

Proposed materials and finishes:

House: Entrance door in solid oak with a natural finish, to be retained; New part-glazed timber door, with double glazed panes and a painted finish in white; New extension to receive sliding doors in narrow-profile, thermally-broken aluminium frames with an anodised finish in black. Doors to receive highly-efficient double-glazed panes. Garage: Composite up-and-over garage door, in white, to be retained; New doors to comprise painted timber frames in a colour to match the cladding. Doors to receive highly-efficient double-glazed panes. Outbuilding: Ledged and braced timber doors with a painted finish to match the cladding.

Type:

Rainwater goods

Existing materials and finishes:

Cast metal with a painted finish

Proposed materials and finishes:

Cast aluminium with a black powder-coated finish

Type:

Internal doors

Existing materials and finishes:

Planked timber doors with a stained finish

Proposed materials and finishes:

Planked timber doors with a stained finish, to match existing

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

24186 - B - T - Topographical Survey As Existing

24186 - B - B - Basement Floor Plan As Existing

24186 - B - G - Ground Floor Plan As Existing

24186 - B - 1 - First Floor Plan As Existing

24186 - B - 2 - Second Floor Plan As Existing

24186 - E - S - Elevations and Sections As Existing

PL.001 Site Plan As Proposed

PL.002 Ground Floor General Arrangement As Proposed

PL.003 First Floor General Arrangement As Proposed

PL.004 Second Floor General Arrangement As Proposed

PL.005 East and West Elevations As Proposed

PL.006 North and South Elevations As Proposed

PL.007 Garden Outbuilding Elevations General Arrangement and Roof Plan As Proposed

PL.008 Garage Outbuilding Elevations General Arrangement and Roof Plan As Proposed

PL.009 Site Block and Location Plans As Proposed

Planning, Design and Access Statement

Heritage Statement and Impact Assessment

Tree Survey Report, including Arboricultural Implications Assessment

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

If Yes, please describe:

Amendments to the garage reduce the parking within the existing garage from 2 cars to 1 car

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.

Site Topographical Survey, As Existing
PL.001 Site Plan As Proposed

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

PL.001 Site Plan As Proposed

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/25/2101

Date (must be pre-application submission)

02/01/2026

Details of the pre-application advice received

Refer to Planning, Design and Access Statement

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

- ☒ 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

Mr

First Name

Rob

Surname

Harrington

Declaration Date

22/05/2026

☒ 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

Rob Harrington

Date

22/05/2026