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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 & Mrs

First name

John

Surname

Kerr

Company Name

Address

Address line 1

Fowlers, Broxmead Lane

Address line 2

Address line 3

Town/City

Cuckfield

County

West Sussex

Country

United Kingdom

Postcode

RH17 5JH

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant 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)

Proposed renovation and refurbishment of family bathroom and shower room, including the removal of a stud partition wall and the removal in part of external pipes on the north elevation.

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

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).

Please see attached plans and drawings, Heritage Statement and Supporting Statement. 1980 stud wall removed and repositioned.

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:

Ceramic tiles on plaster board fixed to stud walls and via battens to north elevation

Proposed materials and finishes:

Ceramic tiles in part (see attached drawings) and where there are no tiles the walls will be plaster boarded, skimmed and painted.

Type:

Floors

Existing materials and finishes:

Remove existing carpet.

Proposed materials and finishes:

Install re-levelled floor and install new ceramic tile flooring as set out in the attached drawings and as described in the Heritage Statement.

Type:

External walls

Existing materials and finishes:

Remove redundant UPVC SVP pipe spur following removal of shower room WC and remove existing bath waste pipe and toilet overflow pipes

Proposed materials and finishes:

The intention is to reuse the existing pipe work externally for the bathroom refurbishment.

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

See internal elevation drawings, external elevations and internal plans.

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

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/26/0081

Date (must be pre-application submission)

09/02/2026

Details of the pre-application advice received

As you will know, Fowlers is a Grade II listed 17th century or earlier cottage located in a rural position outside Cuckfield. Listed building consent will be required for any work to the building, internal or external, which will potential affect its special architectural or historical interest.

You have enquired regarding the following works to the family bathroom and second shower room to the property, which are located adjacent to each other at first floor level:

Removal of the existing partition wall between the bathroom and shower room (suggested to be modern), and construction of a new partition on a different alignment to create an enlarged bathroom with shower, and a smaller separate dressing room accessed via the existing shower room door.

Removal and replacement of the existing bathroom fittings, tiling and floor covering.

Installation of a free standing bath.

Associated external alterations comprising removal of pipework and making good of openings.

In my opinion, as this work affects the plan form and fabric of the building (including external fabric) it has the potential to affect its special interest, and as such will require an application for listed building consent.

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 & Mrs

First Name

John

Surname

Kerr

Declaration Date

17/03/2026

☒ 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

John Kerr

Date

18/03/2026

Amendments Summary

1. We have provided an updated Survey Plan with red and blue lines and showing access to the public highway.
2. We have provided a Block Plan. Please note there are no proposed works which affect the block plan.
3. We have accepted your suggested amendment to the description of development, with the exception of "the removal of the existing extractor fan" The internal extractor fan will be removed and replaced and the existing air outlet will be reused. The application form has been updated accordingly.
4. We have updated the submitted drawing making it clear with labels what is existing and what the proposed works comprise.
5. We have added to the application pack a document explaining the materials that will be used as part of the refurbishment.