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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

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

Single storey rear Kitchen extension and extended rear patio. Installation of additional windows to existing front porch. Internal alterations including removal of modern fabric and installation of new first floor Shower Room and second floor WC.

Applicant Details

Name/Company

Title

First name

Emily and Richard

Surname

Webster

Company Name

Address

Address line 1

Walnut And Well Cottage The Street

Address line 2

Address line 3

Town/City

Bolney

County

West Sussex

Country

Postcode

RH17 5QW

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

Ms

First name

Joanna

Surname

Saady

Company Name

Ecotecture Ecological Design Limited

Address

Address line 1

31 Sussex Road

Address line 2

Address line 3

Town/City

Haywards Heath

County

Country

United Kingdom

Postcode

RH16 4DZ

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Single storey rear Kitchen extension and extended rear patio. Installation of additional windows to existing front porch. Internal alterations including removal of modern fabric and installation of new first floor Shower Room and second floor WC.

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

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building

- ☐ Yes
- ☒ No

b) Demolition of a building within the curtilage of the listed building

- ☐ Yes
- ☒ No

c) Demolition of a part of the listed building

- ☒ Yes
- ☐ No

If the answer to c) is Yes

What is the total volume of the listed building?

500.00	Cubic metres
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What is the volume of the part to be demolished?

8.00	Cubic metres
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What was the date (approximately) of the erection of the part to be removed?

Month

January

Year

1840

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

Demolition is proposed to a portion of ground floor level external wall in order to facilitate connection between the existing house and new extension. This area of wall dates to the cottage's Victorian development era, approximately 1840-1874.

Demolition is proposed to limited areas of existing northern porch wall in order to create structural openings for new windows. The porch walls date to the modern adaptation era, and were constructed in 1979.

Demolition is proposed to non-historic internal walls, including a portion of internal wall between the existing Kitchen and existing Dining Room in order to create a more open plan space. Other internal walls to be removed include limited areas of non-historic internal partition walls at first and second floor levels. These wall areas date to the modern adaptation era, post 1950.

Removal and replacement of existing Reception room concrete ground floor slab is proposed. This floor dates to the modern adaptation era, approximately 1960s.

Further information on the fabric of the existing building is contained within the Heritage Statement.

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

The proposed demolition of a portion of external kitchen walling is required to enable connection with the proposed extension.

The proposed demolition of areas of porch walling is required in order to create window apertures.

The proposed demolition of non-historic internal walls is required in order to create a more open plan kitchen area, a first floor shower room and a second floor WC.

The proposed demolition of the ground floor reception room slab is required in order to replace it with a more breathable limecrete floor slab.

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).

Existing House Survey: BES24421_2A-4A House Survey
Existing Drawings: 818 (EX) 100, 110, 111, 120, 121
Proposed Drawings: 818 (PL) 300, 310, 311, 320, 321
818 - Walnut and Well Cottage - Design and Access Statement Parts 1 & 2
818 - Walnut and Well Cottage - Heritage Statement

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:

Black painted, timber framed external walls. White painted brickwork at ground floor level. White painted plaster infill to porch, first floor level and second floor level. Hung plain clay tiles to porch gable and south elevation (above ground floor level).

Proposed materials and finishes:

White painted brickwork at ground floor level, to match existing

Type:

Internal walls

Existing materials and finishes:

Existing timber frame and plasterboard non-historic internal partitions with painted plaster finish. Existing timber frame and lath plaster historic internal walls with painted finish. Painted brick walls to inglenook fire place.

Proposed materials and finishes:

New internal walls constructed of treated softwood studwork with wood fibre insulation friction fit between studs, plasterboarded with lime skim coat plaster finish. All work installed as fully reversible.

Type:

Windows

Existing materials and finishes:

Existing black painted timber frame windows. Some windows have diamond pattern leaded lights.

Proposed materials and finishes:

Proposed windows to porch are to be black painted timber frame with diamond pattern leaded lights (to match existing porch window). Proposed kitchen window replacing existing back door to be black painted timber frame with diamond pattern leaded lights (to match existing adjacent window). Proposed timber framed, double glazed windows to new extension, including gable glazing. Proposed aluminium framed roof lantern to glazed link area of new extension.

Type:

Roof covering

Existing materials and finishes:

Plain clay roof tiles to majority of existing roof. Horsham stone roof tiles to east facing roof pitch of Walnut Cottage. Black painted timber fascias and timber soffits.

Proposed materials and finishes:

Plain clay roof tiles to proposed extension gable roof. Single ply membrane to new extension flat roof area. Timber fascias and soffits.

Type:

Rainwater goods

Existing materials and finishes:

Existing black painted cast iron gutters, downpipes and soil vent pipe.

Proposed materials and finishes:

Proposed black coated heritage cast iron gutters, downpipes and soil vent pipe, to match existing.

Type:

External doors

Existing materials and finishes:

Existing timber external doors

Proposed materials and finishes:

Proposed timber back door with double glazed, timber framed sidelights. Proposed timber framed, double glazed patio doors to new extension.

Type:

Internal doors

Existing materials and finishes:

Existing timber interior doors.

Proposed materials and finishes:

Proposed timber sliding door to first floor shower room and timber single leaf door to second floor WC.

Type:

Chimney

Existing materials and finishes:

Existing redbrick chimney stacks.

Proposed materials and finishes:

N/A

Type:

Floors

Existing materials and finishes:

Existing concrete floor with timber, carpet and tile floor finishes at ground floor level. Existing timber construction first and second floors with carpet and vinyl floor finishes.

Proposed materials and finishes:

Proposed limecrete ground floor slab with compatible floor finish to reception room.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Existing stone paving and stone steps rear patio. Tarmac driveway. Concrete parking area beside garage. Concrete pathway to southern side of house.

Proposed materials and finishes:

Proposed stone paved rear patio and stone steps, to match existing. Proposed stone paving steps to hardstanding in front of new back door.

Type:

Ceilings

Existing materials and finishes:

Timber joist ceilings with painted plaster between.

Proposed materials and finishes:

Plasterboard with skim finish.

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Stone and brick front garden boundary wall with timber closeboard fencing above. Brick walls to southern boundary. Hedge and railings to southern boundary. Fencing to western boundary.

Proposed materials and finishes:

N/A

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

Existing Drawings: 818 (EX) 100, 110, 111, 120, 121
Proposed Drawings: 818 (PL) 300, 310, 311, 320, 321
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818 - Walnut and Well Cottage - Heritage Statement

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

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.

Please see the Tree Survey prepared by Challice Consulting Ltd. File Name: AIA_AMS_Walnut and Well Cottage Bolney_Tree Survey

Please note that all trees are to be retained. David Challice has recommended the removal of Cypress Tree T4, but the removal of that tree is not being proposed as part of this application. It is to remain in situ.

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

Date (must be pre-application submission)

23/05/2025

Emily provided the following pre-app advice:

"The proposed rear extension is located to the southern end of the rear elevation and is shown as a linked pavilion. The adjacent part of the rear elevation would appear to be an extension to the original building, possibly a Victorian outshot. This would require confirmation as part of the more detailed heritage statement mentioned above, partly so that the impact on the historic fabric of the building can be accurately assessed.

With any proposed extension, particularly to a listed building, it will also be important to ensure that the addition has an appropriate relationship of scale with the original building- where existing extensions are in place, there will be a cumulative impact which must also be considered. We would normally expect that the additions to a listed building should remain subordinate to the historic core of the building. Here, the situation is not entirely clear due to the rather complex history of the two (now one) cottages. However, it would appear that the majority of any existing additions to the original timber framed building are likely to be themselves historic in nature.

In this context, a further, modestly scaled extension such as that currently proposed may be considered acceptable in principle. The extension is in the form of a linked annexe, which sets the bulk of the addition slightly away from the main building. It is also substantially glazed to the northern and western garden-facing elevations, which further reduces its apparent scale. The annexe has a gabled roof and exposed timber framing, reflecting the historic cottage. On balance, and subject to the findings of the above mentioned more detailed heritage statement, the scale, form and detailed design of the proposed extension are therefore not considered contentious...The wall which it is proposed to remove at ground floor is described as Victorian. Subject to confirmation of this and further information as to the significance of this phase of the house's development, this aspect of the proposal may not be considered contentious, although retention of nibs and a downstand may be required to allow for a continuing appreciation of this aspect of the floor plan.

The removal and replacement of the concrete flooring with a more sympathetic breathable alternative is likely to be welcome, subject to detail.

The relocated partition at first floor will have some impact on the floor plan of the adjacent bedroom, which will be reduced. However, given the relatively minor nature of the alteration, this is may be acceptable subject to the more detailed heritage statement mentioned above.

In summary, the proposals are considered unlikely to prove contentious in principle, although this is with the caveat that a more detailed heritage statement based ideally on a historic building survey is required to allow a fully informed assessment of some of the works."

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?

- ☒ 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

Ms

First Name

Joanna

Surname

Saady

Declaration Date

05/09/2025

☒ 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

Joanna Saady

Date

05/09/2025