



Horsham District Council

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

2 Normans Cottages

Address Line 1

High Street

Address Line 2

Address Line 3

West Sussex

Town/city

Rusper

Postcode

RH12 4PX

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

Easting (x)

520575

Northing (y)

137280

Description

Applicant Details

Name/Company

Title

Mr

First name

George

Surname

Sallows

Company Name

Address

Address line 1

2, Normans Cottages

Address line 2

High Street

Address line 3

Town/City

Rusper

County

Country

Postcode

RH12 4PX

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)

Firstly some background:

Our Grade 2 listed semi-detached cottage in the High Street, Rusper is part of the Rusper Conservation Area, so we are anxious to ensure any changes remain in keeping with the location.

The cottage itself dates back to around 1700AD and is timber framed with the front being tile hung above a brick lower floor. The rear is solid local stone wall.

A new two storey brick built extension was added around 1980 (before we bought the property in 1991) and the wooden windows are, we feel, out of keeping with the older part of the property and the other properties in the area. At least 3 downstairs windows in this newer extension now need replacing and others will need replacing in the next few years. The current windows are single glazed, wooden windows, of a style common in the 1970s and 1980s, that is non-flush lipped casement windows as compared to the flush windows more common in older properties and still on the older part of our house.

What we are looking to do:

We are planning to replace all of the windows in the extension with wooden flush windows, ideally with standard thickness double glazing. We plan to keep the overall window design and size the same as the existing windows, but with a flush design to match the existing older part of the property, rather than the existing non-flush ones. The wooden windows will be painted white to match the windows in the rest of the property.

We would like to replace all of the windows in the newer extension. All windows and door will be the same style and wooden manufacture.

We are looking to The Dorking Window Company Ltd to do the work as we are acquainted with the quality of their work on other properties in the village and they are one of the few companies that offer bespoke wooden windows for heritage properties. Their website is <https://www.dorkingwindowco.co.uk/> and we are looking at white stepped flush windows from their wooden windows selection.

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).

We are planning to replace all of the windows in the extension with wooden flush windows, ideally with standard thickness double glazing. We plan to keep the overall window design and size the same as the existing windows, but with a flush design to match the existing older part of the property, rather than the existing non-flush ones. The wooden windows will be painted white to match the windows in the rest of the property.

We would like to replace all of the windows in the newer extension only. All windows and door will be the same style and wooden manufacture. The windows in the older part of the property will be retained unchanged.

We are looking to The Dorking Window Company Ltd to do the work as we are acquainted with the quality of their work on other properties in the village and they are one of the few companies that offer bespoke wooden windows for heritage properties. Their website is <https://www.dorkingwindowco.co.uk/> and we are looking at white stepped flush windows from their wooden windows selection.

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:

Windows

Existing materials and finishes:

Wooden, single glazed, non-flush lipped casement. Painted white.

Proposed materials and finishes:

Wooden, double glazed, flush. Painted white.

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

If Yes, please provide details

Spoken to our immediate neighbour and the neighbours opposite, who have no objections.

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

If yes, please provide details of their name, role, and how they are related:

***** REDACTED *****

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

If No, can you give appropriate notice to all the other owners?

- ☒ Yes
☐ No

Certificate Of Ownership - Certificate B

I certify/The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, 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 this application relates.

Name of Owner:

***** REDACTED *****

House name:

2 Normans Cottages

Number:**Suffix:****Address line 1:**

High Street

Address Line 2:**Town/City:**

Rusper

Postcode:

RH12 4PX

Date notice served (DD/MM/YYYY):

15/12/2025

Person Family Name:**Name of Owner:**

***** REDACTED *****

House name:

2 Normans Cottages

Number:**Suffix:****Address line 1:**

High Street

Address Line 2:**Town/City:**

Rusper

Postcode:

RH12 4PX

Date notice served (DD/MM/YYYY):

15/12/2025

Person Family Name:**Person Role**☒ The Applicant☐ The Agent**Title**

Mr

First Name

George

Surname

Sallows

Declaration Date

15/12/2025

☒ 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

George Sallows

Date

15/12/2025