



Horsham District Council

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	The Cottage
Address Line 1	Church Street
Address Line 2	
Address Line 3	West Sussex
Town/city	Rudgwick
Postcode	RH12 3EH

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

Easting (x)	Northing (y)
508992	134014

Description

Applicant Details

Name/Company

Title

First name

Nick and Lucy

Surname

Goundry

Company Name

Address

Address line 1

The Cottage Church Street

Address line 2

Address line 3

Town/City

Rudgwick

County

West Sussex

Country

Postcode

RH12 3EH

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

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

Proposed two storey rear extension, with new catslide roof. Renovation works to house to include alterations to internal layout and internal walls. External hard landscaping to include a widened front driveway, new parking space and proposed rear patio.

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?

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

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

Month

June

Year

1966

(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 of western external walls of existing utility room and kitchen (likely constructed as part of the 1960s era extension). Demolition of ground floor level internal walls to include: the (1960s era) wall dividing the existing utility room and kitchen, the (modern era) wall dividing the existing store and lobby, and the existing (1960s era) larder walls. Demolition of first floor level walls to include: the existing (1960s era) airing cupboard walls and the existing dressing room wall (constructed around 2007). The existing utility room, kitchen and breakfast room floor will be demolished and replaced. The existing northern chimney is redundant and disused, and will also be demolished.

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

Demolition of external wall areas is required to facilitate the proposed extension. Removal of ground floor level internal walls is necessary to create an enlarged kitchen/dining area and a new study. Removal of first floor level internal walls is required in order to create a new bedroom and bathroom layout. The existing utility room, kitchen and breakfast room floor is very uneven and will be replaced with a level floor as part of the extension works. Demolition of the redundant northern chimney is required to create more internal space.

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 Drawings: 844 (EX) 100, 101, 110, 111, 112, 120, 121 & 130.
Proposed Drawings 844 (PL) 300, 301, 310, 311, 312, 320, 321 & 330.
844 Design and Access Statement Parts 1 & 2.
844 Heritage Statement

Materials

Does the proposed development require any materials to be used?

- ☒ Yes
☐ No

Type:

External walls

Existing materials and finishes:

Existing external wall materials include red brick walls, white painted brick walls, white painted plaster, timber framing, horizontal timber cladding, hung plain clay tile cladding and fishscale clay tile cladding.

Proposed materials and finishes:

Proposed external walls will be of reclaimed red brick construction with hung plain clay tile cladding above ground floor level to match the existing materials.

Type:

Roof covering

Existing materials and finishes:

The existing house features plain clay roof tiles.

Proposed materials and finishes:

The proposed extension will feature reclaimed plain clay roof tiles to match the existing. Solar panelling will be added to the roofs of the existing garage, summer house and shed.

Type:

Chimney

Existing materials and finishes:

The existing house features two red brick chimney stacks.

Proposed materials and finishes:

As part of the proposed works the large red brick chimney stack will be unaltered, but the redundant small red brick chimney stack will be demolished.

Type:

Windows

Existing materials and finishes:

The existing house features white painted, timber framed windows. Most of the windows feature rectangular pattern leaded lights. The North Elevation features 1no. unpainted timber framed window with diamond pattern leaded lights. The existing windows generally feature white upvc framed secondary glazing (with the exception of the existing Study and WC windows).

Proposed materials and finishes:

The proposed extension features white painted, timber framed windows, double glazed with a rectangular lead pattern, to match the majority of the existing windows. The proposal also seeks to add 5no. new conservation rooflights (including 3no. conservation rooflights to the existing roof area, and 2no. conservation rooflights to the newly proposed roof area).

Type:

External doors

Existing materials and finishes:

The existing house features a partially glazed white painted timber front door, with white painted, timber framed sidelights (to be retained). The existing North Elevation also features a partially glazed white painted timber side door, with white painted timber framed sidelights (to be retained). The existing West Elevation features a partially glazed green painted timber back door (to be removed). The existing West Elevation also features partially glazed white painted timber double doors, blocked off from use with internal secondary glazing (to be retained).

Proposed materials and finishes:

The existing doors will be retained with the exception of the back door. The existing side door will be blocked off internally with reversible timber framing and wallboard to enable the creation of a new Study. The proposed North Elevation will feature a new partially double glazed, white painted timber framed Boot Room side door. The proposed South Elevation will feature a new fully double glazed, white painted timber framed Kitchen/Dining Area side door. The proposed West Elevation will feature 2no. sets of double glazed, white painted timber framed bi-folding doors at ground floor level and 1no. set of fully double glazed, white painted timber framed double doors at first floor level. The double

doors will have a rectangular lead pattern to the glazing, to match the proposed windows. The double doors will form a Juliet balcony with black painted metal railings.

Type:

Ceilings

Existing materials and finishes:

The existing house features painted, plastered ceiling boards. The ground floor level sitting room and reception hall feature unpainted timber ceiling beams.

Proposed materials and finishes:

The proposed extension will feature painted, plastered ceiling boards, in keeping with the existing house.

Type:

Internal walls

Existing materials and finishes:

The existing house generally features painted plaster finished internal walls. The older part of the house, including the existing Reception Hall, Sitting Room, Hall, Lobby, Hall, Bedrooms 1, 2 & 3 feature exposed timber framed walls with painted infill plaster. The eastern wall of the existing Breakfast Room also features exposed timber framed walls with painted infill plaster. These walls will be retained. The existing internal walls of the larder, the internal wall separating the lobby and the store, and the existing internal walls dividing the dressing room, ensuite, airing cupboard and bathroom are of modern timber frame and wallboard construction, with a painted plaster finish. The existing bathroom and ensuite also feature wall tiling. The wall separating the existing Utility and Kitchen may be of brick construction, with a painted plaster finish.

Proposed materials and finishes:

The existing internal walls of the larder, the internal wall separating the existing lobby and the store, and the existing internal walls dividing the dressing room, ensuite, airing cupboard and bathroom will be removed. The existing wall separating the existing utility and kitchen will also be removed. The proposed extension will feature internal walls of timber frame and plasterboard construction, with a painted plaster finish. The new wall dividing the proposed study and the ground floor level hall will be of fully reversible construction. The existing side door and airing cupboard doors will be blocked off internally with fully reversible timber framing and wallboarding, with a painted plaster finish. The existing breakfast room window and dressing room door will be removed and the apertures will be filled in with timber framing and wallboarding, with a painted plaster finish.

Type:

Rainwater goods

Existing materials and finishes:

The existing house features cast iron gutter, hoppers, downpipes and soil vent pipes.

Proposed materials and finishes:

The proposed extension will feature cast iron gutter, hoppers, downpipes and soil vent pipes, to match the existing.

Type:

Floors

Existing materials and finishes:

The existing sitting room, reception room, study and WC feature a contemporary wood laminate floor finish. The existing lobby and store have a vinyl tile floor finish. The existing kitchen, breakfast room and utility room feature an uneven tile floor finish and are possibly of concrete slab construction. The existing hall, dressing room and bedrooms are of timber floor board construction with a carpeted finish. The hall stair is also carpeted. The existing bathroom and ensuite are of timber floor board construction with a timber laminate floor finish.

Proposed materials and finishes:

The proposed extension will be of concrete slab construction at ground floor level and timber floor board construction at first floor level. The tile floor of the existing utility, kitchen and breakfast room will be removed and the existing slab below replaced or made good. The floor finishes of the existing dressing room and ensuite will be removed. The proposed kitchen / dining area, utility, new WC and boot room will feature a tile or engineered wood floor finish. The ensuite and family bathroom will feature a laminate or engineered wood floor finish. The new bedroom will feature a carpeted floor finish.

Type:

Internal doors

Existing materials and finishes:

The existing house features timber internal doors, from various eras. The ground floor level doors are generally painted white. The existing dressing room door is white painted.

Proposed materials and finishes:

Where possible, existing internal hall doors will be retained. The proposed extension will feature timber doors. The new sliding doors to the kitchen / dining room will be fully glazed with timber frames. There will be a new timber pocket sliding door to the new Boot Room WC. The new study will feature a single leaf timber door.

Type:

Vehicle access and hard standing

Existing materials and finishes:

The existing site includes a gravel surfaced driveway. The area around the front porch is features rectangular stone paving. The rear of the house features areas of concrete hard standing and irregular stone paving.

Proposed materials and finishes:

The proposal seeks to widen the existing gravel driveway, with a gravel surface to match the existing. A new grass reinforcement mesh parking and turning space will be created / laid within the front garden. A new stone paved patio area is also proposed, wrapping around the rear of the proposed extension.

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: 844 (EX) 100, 101, 110, 111, 112, 120, 121 & 130.
Proposed Drawings 844 (PL) 300, 301, 310, 311, 312, 320, 321 & 330.
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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:

Existing gravel driveway has an irregular shape and only allows for end-to-end parking of 2 cars. The proposal seeks to widen the gravel driveway area to make it more rectangular, allowing for side-by-side parking of 2 cars. The proposal also seeks to add an additional 3rd parking space (for occasional use and vehicle turning) within the front garden area, surfaced with grass reinforcement mesh.

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.

844 (EX) 101 Existing Site Layout Plan and 844 (PL) 301 Proposed Site Layout Plan

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

PE/25/0278

Date (must be pre-application submission)

12/02/2026

Details of the pre-application advice received

Following discussion with Sean Rix, a Pre-Application Advice Letter was received from Bethan Tinning on 12th February 2026. Feedback to the submission (PE/25/0278) was positive, noting that the proposal would not result in visual harm to the character and appearance of the dwelling.

Under the heading Character and Appearance the letter stated:

"Following site discussions and the submission of a revised proposal it is considered that the two storey rear extension would provide the additional space sought while not harming the special interest of the listed building. The rear of the building has already been altered, and this has obscured much of the original timber framing, now only visible on the southwest corner. This scheme will reinforce the impact of the catslide roof which is a typical feature of dwellings of this age. The additional alterations to provide energy technologies are also acceptable.

The wider works include widening the western end of the gravel driveway to allow 2 cars to park side by side, with the submission also referring to an adjacent EV charging stand. The proposed works to the driveway would be sufficiently accommodated within the front amenity area of the dwelling and is not considered to result in unacceptable visual harm to the front elevation of the dwellinghouse, which fronts the road.

The formalisation of the front entranceway would involve blocking the entranceway on the side elevation with new timber access gates would be installed to improve secure access to the site. Utilising the front door as the formal entrance would result in any adverse visual harm. As with the expansion of the driveway, it is not considered that this would result in visual harm to the character and appearance of the dwelling, as there is already existing parking to the front of the dwelling."

Under the heading Residential Amenity the letter stated that:

"The proposed development would be located at a sufficient distance from existing dwellings in the surrounding area so that no adverse harm to existing properties would likely occur. Should an application be submitted, the proposal would be subject of wider public consultation."

Under the heading Highways Impact the letter also stated that:

"The proposal seeks to enlarge the existing driveway to accommodate additional parking. As there would be an additional bedroom formed as part of the proposed extension, it is considered that additional parking would be required. For a dwelling with 4+ bedrooms in Rudgwick, a minimum of 2.7 parking spaces are required. It is considered that the enlargement of the driveway would be adequate to accommodate at least 2.7 parking spaces, however, a planning application would be subject of further consultation with the Local Highways Authority."

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

24/03/2026

☒ 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

Joanna Saady

Date

24/03/2026