



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

Bonwycks Place

Address Line 1

Ifield Wood

Address Line 2

Address Line 3

West Sussex

Town/city

Ifield

Postcode

RH11 0LE

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

Easting (x)

523485

Northing (y)

137733

Description

Applicant Details

Name/Company

Title

Mr

First name

Hugh

Surname

Martin

Company Name

Address

Address line 1

Bonwycks Place

Address line 2

Ifield Wood

Address line 3

Town/City

Ifield

County

Country

GB

Postcode

RH11 0LE

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)

The application site itself where the air condition condensers are to be located are both on the two flat roof extensions that were built in the 1970s. The air conditioning wall mounted units are planned to be installed in three of the bedrooms, and one on a ground floor reception room that was also built in the 1970s.

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).

The applicant is seeking 'Listed Building Consent' to install air conditioning ground at the property.

The property at Bonwycks Place currently lacks sufficient ventilation in some parts of the property, and in the summer months heats to a degree that occupants are unable to sleep in bedrooms and therefore have to sleep on sofas on the ground floor. The reception room that has the 1970s extension lacks ventilation in the summer and heating in the winter. Therefore, it is proposed to install air conditioning units to mitigate the temperature variation. The 1970s reception room extension will benefit from the air-con's heating capability in the winter.

Two internal wall mounted units will be connected to each of the two air conditioning condensers, one condenser on the east flat roof and the other on the west flat roof. All units will be suitably fixed to internal walls that do not affect the interior décor. Guidance from the Senior Conservation Officer, Sean Rix at Horsham District Council stated: "This sounds straight forward if the condensers are inconspicuously placed on the flat roofs and the wall mounted units do not interfere with any decorative plasterwork or joinery".

Pipework/ducting will connect the internal units to the external unit. One small hole is required for each unit through the external brick wall, and then the pipework will go directly down the wall inside black drain-pipe ducting to the condenser underneath to camouflage its appearance. The locations of the equipment have been designed to minimise pipework/cable runs to be shortest possible. The make/model may vary depending on stock availability at the time of installation.

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:

Other

Other (please specify):

Air Conditioning units

Existing materials and finishes:

None.

Proposed materials and finishes:

Manufactured air conditioning units. External covers to be spray painted in Oxide Red RAL3009. Internal units to be wall mounted and fitted as per manufacturer's specifications.

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

001 site plan - air-con v1.pdf
002 block plan - air-con v1.pdf
101 current site - air-con v1.pdf
102 proposed layout design - air-con v1.pdf
103 proposed example design - air-con v1.pdf
Air-Con Cover Specifications 2 v1.pdf
Air-Con Specifications 1 highlighted v1.pdf
Heritage Statement.pdf
Planning and Design and Access Statement - Air-Con v1.pdf
RH110LE - form_1_cil_additional_information a-c.pdf

Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

☒ Yes

☐ No

If Yes, please provide details

Neighbour is happy.

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

First email dated 29 Jun 26

Date (must be pre-application submission)

29/06/2026

Details of the pre-application advice received

Dear Hugh,

This sounds straight forward if the condensers are inconspicuously placed on the flat roofs and the wall mounted units do not interfere with any decorative plasterwork or joinery. Please feel free to submit the application and we can organise a site meeting for you to show me the internal rooms where the units will be placed.

Regards,
Seán

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

- ☒ 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

First Name

Hugh

Surname

Martin

Declaration Date

30/06/2026

☒ 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

Hugh Martin

Date

30/06/2026