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: 5

Suffix:

Property Name: Fossbrooks

Address Line 1: Parbrook

Address Line 2:

Address Line 3: West Sussex

Town/city: Billingshurst

Postcode: RH14 9ET

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

Easting (x): 508322

Northing (y): 125131

Description:

Applicant Details

Name/Company

Title

Mr and Mrs

First name

Jason

Surname

Dowman

Company Name

Address

Address line 1

5 Fossbrooks Parbrook

Address line 2

Address line 3

Town/City

Billingshurst

County

West Sussex

Country

Postcode

RH14 9ET

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

Mrs

First name

Sara

Surname

Rudkin

Company Name

Sara Rudkin Architect

Address

Address line 1

5 Thornden

Address line 2

Cowfold

Address line 3

Town/City

Horsham

County

Country

United Kingdom

Postcode

RH13 8AG

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

1. Replace 13 windows and 3 doors in the Victorian rear extension , utility out building, link lobby and WC.
2. Remove the existing modern fire places in the sitting room and first floor bedroom and replace with fire places which are more in keeping.
3. Remove modern bathroom at first floor level with modern partitioning and reinstate bedroom 4 (retrospective)
4. Move bathroom door along corridor to other side of window EWF4

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).

Listed building application form
Fossbrooks/25/01 Location and site plans and photos 1-1250, 1-200 A2.
Fossbrooks/25/02 Existing plans sections and elevations 1-100 A2.
Fossbrooks/25/03 Proposed plans sections and elevations 1-100 A2
Fossbrooks/25/04 Photographs of windows.
Fossbrooks/25/05 Photographs of windows.
Fossbrooks/25/06 Window details 1-5 A2
Fossbrooks/25/07 Window details 1-5 A2
Fossbrooks/25/08 Existing window schedule
Fossbrooks/25/09 Proposed window schedule
Fossbrooks/25/10 Proposed window details
Fossbrooks/25/11 Design, access and heritage statements

Materials

Does the proposed development require any materials to be used?

- [x] 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:
Timber windows with single and double glazing Please see window/door schedule

Proposed materials and finishes:
Timber windows with slimline double glazing Please see window/door schedule

Type:
External doors

Existing materials and finishes:
Timber doors half single glazed. Please see window/door schedule

Proposed materials and finishes:
Timber doors half slimline double glazed. Please see window/door schedule

Type:
Internal walls

Existing materials and finishes:
timber stud walls with plasterboard

Proposed materials and finishes:
Bathroom partitioning and bathroom fittings removed, bedroom 4 reinstated as full sized room as out of keeping with original plan.

Type:
Other

Other (please specify):
Fireplaces

Existing materials and finishes:
Existing Fire surround, Fire insert and Finish to hearth in sitting room to be removed to expose historic inglenook. Existing Fire surround, Fire insert and Finish to hearth in bedroom 1 to be removed

Proposed materials and finishes:
In sitting room Install new log burning stove with new hearth finish and smoke hood. In bedroom 1 install heritage mantle, fire insert and hearth which is more in keeping with the historic building. Please see detail drawings .

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- [x] Yes
- [ ] No

If Yes, please state references for the plans, drawings and/or design and access statement

Listed building application form
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Fossbrooks/25/02 Existing plans sections and elevations 1-100 A2.
Fossbrooks/25/03 Proposed plans sections and elevations 1-100 A2
Fossbrooks-25-04 Photographs of ground floor windows and doors to be replaced. WG6 - WG14 DG1- DG3 NTS A2
Fossbrooks-25-05 Photographs of First floor windows and Fireplaces to be replaced NTS A2
Fossbrooks-25-06 Existing details of french window in kitchen 1-5 A2
Fossbrooks-25-07 Existing details of sash window in rear Bedrooms 1-5 A2
Fossbrooks/25/08 Existing window schedule
Fossbrooks/25/09 Design, access and heritage statements
Fossbrooks/25/10 Proposed window details
Fossbrooks/25/11 Proposed window sketches
Fossbrooks/25/12 Proposed window schedule
Fossbrooks/25/13 Building surveyors report

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

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 and Mrs

First Name

Jason

Surname

Dowman

Declaration Date

15/05/2025

☑ 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

Sara Rudkin

Date

28/05/2025