



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

Wyckham Farm Cottage & Wyckham Farm House

Address Line 1

Wyckham Lane

Address Line 2

Address Line 3

Town/city

Steyning

Postcode

BN44 3YW

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

Easting (x)

518992

Northing (y)

113099

Description

Applicant Details

Name/Company

Title

First name

Simon

Surname

Burfiend

Company Name

Address

Address line 1

Wyckham Farm Cottage

Address line 2

Address line 3

Wyckham Lane

Town/City

Steypning

County

West Sussex

Country

United Kingdom

Postcode

BN44 3YW

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 proposal comprises internal alterations to revise the line of separation between Wyckham Farm Cottage and Wyckham Farmhouse, a Grade II listed building.

At first floor level, one bedroom currently within the Farmhouse will be transferred to the Cottage. This involves forming a new internal access corridor within the Cottage, blocking up the existing doorway on the Farmhouse side, and constructing a new independent separating wall within the Cottage footprint. The new separating wall will include fire and acoustic lining to meet current Building Regulations requirements and will be detailed to avoid damage to historic fabric.

At basement level, the existing stair access from the Farmhouse will be closed. The stair structure will be retained in situ and covered with a reversible false floor so that the Farmhouse retains use of a small storage area. A new hatch access to the cellar will be formed within the Cottage. A double skin brick infill with damp proof course will define the revised separation at basement level.

All works are internal. No external alterations are proposed. The interventions are reversible and designed to avoid removal of structurally significant or historic fabric.

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 proposed works involve limited removal and alteration of internal finishes associated with the revision of the dividing line between the two dwellings.

At first floor level, an existing doorway within the later subdivision wall will be blocked and made good. A new opening will be formed through an existing stud partition within the Cottage to provide access to the transferred bedroom. This partition is non structural and does not contain historic timber framing.

A new independent separating wall will be constructed within the Cottage footprint. This will comprise timber studwork with fire rated plasterboard and acoustic insulation, fixed in a non destructive manner to avoid damage to historic fabric. Lime based finishes will be used where making good to existing lime plastered surfaces.

At basement level, the existing stair access from the Farmhouse will be closed. The stair structure will be retained in situ and covered with a reversible false floor. A double skin brick infill with damp proof course will form the revised separation at basement level.

No primary structural timbers or significant historic fabric are proposed to be removed. All works are internal and reversible.

The extent and location of the works are shown on the following drawings:

- Existing Floor Plans – Drawing PJCA 01
- Proposed Floor Plans – Drawing PJCA 02
- Sections and Wall Details – Drawing PJCA 03

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:

Internal walls

Existing materials and finishes:

The existing internal wall construction comprises a combination of historic masonry walls and later timber stud partitions. Internal finishes include lime plaster to masonry walls and plasterboard lining to later stud partitions. Decorative finishes comprise breathable painted surfaces. Timber floorboards are present at first floor level over timber joists. At basement level, walls are masonry construction with painted finish. The existing doorway to be blocked is formed within a later subdivision wall rather than primary structural masonry or timber framing.

Proposed materials and finishes:

The revised separating wall will comprise independent timber stud framing with mineral wool acoustic insulation and fire rated plasterboard lining. Finishes will include lime based plaster where making good to existing lime plastered surfaces to ensure compatibility and breathability. Decorative finishes will be breathable paint in neutral tones to match existing interiors. Where the existing doorway is blocked, it will be infilled using timber stud framing with plasterboard lining and finished to match adjacent wall surfaces. At basement level, the revised separation will comprise a double skin brick infill with damp proof course, constructed in brick to match the existing basement masonry in type and colour and laid in lime based mortar where appropriate. The existing stair will be retained in situ and covered with a reversible timber floor structure. All materials are internal and compatible with the existing historic fabric. No external materials are proposed to be altered.

Type:

Floors

Existing materials and finishes:

At first floor level, the existing construction comprises traditional timber floorboards over timber joists. No historic structural floor timbers are proposed to be removed. At ground floor level, the existing floor is made of oak floor boards, that sit on a raised platform to provide headroom for the cellar below. At basement level, the existing stair is stone / concrete construction and remains in situ.

Proposed materials and finishes:

At first floor level, At ground floor level a new access hatch will be formed through the existing timber floorboards, upon the latterly installed raised platform within the Cottage to provide access to the retained cellar space. The opening will be formed within existing joist spans and will not involve removal of primary structural members. The hatch will be finished with a timber lid using the existing floor finish. At basement level, a reversible timber floor structure will be installed above the retained stair on the Farmhouse side to create a level surface for storage. The stair itself will remain in situ and unaltered beneath the new oak timber covering. All works are internal and reversible. No primary structural floor timbers are proposed to be removed or altered.

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

- Heritage Statement - Wyckham Farm Cottage and Farmhouse
- Existing Floor Plans - Drawing PJCA 01
- Proposed Floor Plans - Drawing PJCA 02
- Sections and Wall Details - Drawing PJCA 03
- Location Plan - Wyckham Farm Cottage & Wyckham Farm House
- Block Plan
- Photographic Schedule - Existing Condition
- Conservation Officer Correspondence - S Rix

Neighbour and Community Consultation

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

☒ Yes

☐ No

If Yes, please provide details

The adjoining property owner has been consulted directly in advance of submission. The proposal relates to internal alterations only and forms part of a mutually agreed rationalisation of the dividing line between the two dwellings.

The two other dwellings within the historic farmstead have also been made aware of the proposals and have raised no concerns.

The works are confined to internal alterations and involve no external changes. There will be no impact on the wider community.

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

PE/25/0290

Date (must be pre-application submission)

07/01/2026

Details of the pre-application advice received

The below is taken directly from the follow up letter after the Pre-app visit.

Following my visit to your property and our discussions about altering the floor plans of the two dwellings, I confirm the principle is acceptable. I am content changing the position of the dividing wall between the properties will not result in harm to the special interest of the listed building if this is carried out sensitively and with a full understanding of the significance of the historic building. The division of the historic farmhouse has interrupted the historic spatial arrangement. The alteration to the dividing line you are proposing will not entirely remedy this imposition but it will be no more impactful. I am mindful of the need to meet current building regulations in respect of fire and sound insulation. I would expect any listed building consent application would include structural details and sections of the new dividing walls and how these join to the existing fabric in a non-destructive way.

A surveyor should be able to ascertain the historic significance of the existing fabric and ensure a scheme of works that does not result in damage. A listed building consent application should include a heritage statement describing the significance of the existing building, the impact of the existing spatial arrangement and the benefits of the proposed alterations. Historic England has written guidance on producing a heritage statement, <https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/> An application for listed building consent should be made through the Planning Portal.

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

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:

Wyckham Farm House

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

Wyckham Lane

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

Steypning

Postcode:

BN44 3YW

Date notice served (DD/MM/YYYY):

22/02/2026

Person Family Name:

Person Role

☒ The Applicant☐ The Agent

Title

First Name

Surname

Declaration Date

☒ 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

Simon Burfiend

Date

24/02/2026