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: 17

Suffix: A

Property Name:

Address Line 1: Causeway

Address Line 2:

Address Line 3: West Sussex

Town/city: Horsham

Postcode: RH12 1HE

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

Easting (x): 517158

Northing (y): 130377

Description:

Applicant Details

Name/Company

Title

Ms

First name

Jennifer

Surname

Halstead

Company Name

Address

Address line 1

17a Causeway

Address line 2

Address line 3

Town/City

Horsham

County

Country

GB

Postcode

RH12 1HE

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 ******

Description of Proposed Works

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

This is about the outside wall bordering my patio and the Causeway.

After moving into the flat, the existing rotting white door opening into the patio would not shut, it was always ajar as the door had expanded due to the damp wood. There was an incidence of a group of people walking into my patio and looking into the windows. I felt as though my privacy had been compromised and I did not feel secure living there. The first thing I did was to remove the old door and replace it with a nice corton steel gate to match perfectly with the wall colour. It also gives me security.

Has the development or work already been started without consent?

- [x] Yes
- [ ] No

If Yes, please state when the development or work was started (date must be pre-application submission)

14/05/2026

Has the development or work already been completed without consent?

- [x] Yes
- [ ] No

If Yes, please state when the development or work was completed (date must be pre-application submission)

14/05/2026

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- [x] Don't know
- [ ] Grade I
- [ ] Grade II*
- [ ] Grade II

Is it an ecclesiastical building?

- [ ] Don't know
- [ ] Yes
- [x] 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

Materials

Does the proposed development require any materials to be used?

◯ Yes
⊘ No

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?

- [x] 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

Date (must be pre-application submission)

18/08/2026

Details of the pre-application advice received

Sean sent me an email advising me to fill out this application. I contacted him to gain further details of how to find this application link. When I did some modifications to my apartment, I initially consulted the planning team to see if it was listed.. it wasn't. I wrongly assumed that the wall enclosing my patio was also under this 'banner'. However it was pointed out to me after I had installed the gate, that indeed I needed planning permission.

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
- [x] 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

- [x] 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

- [x] The Applicant
- [ ] The Agent

Title

Ms

First Name

Jennifer

Surname

Halstead

Declaration Date

20/08/2026

- [x] 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.

- [x] I / We agree to the outlined declaration

Signed

Jennifer Halstead

Date

26/08/2026