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

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

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.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	Mr	First name:	Tom
Last name:	Close		
Company (optional):			
Unit:		House number:	18
House suffix:			
House name:			
Address 1:	Causeway		
Address 2:	Horsham		
Address 3:			
Town:	West Sussex		
County:			
Country:			
Postcode:	RH12 1HE		

2. Agent Name and Address

Title:	Mr	First name:	Carl
Last name:	Moore		
Company (optional):	Carl Moore Architectural Design		
Unit:		House number:	18
House suffix:			
House name:			
Address 1:	Parklands Avenue		
Address 2:	Goring by Sea		
Address 3:			
Town:			
County:	West Sussex		
Country:			
Postcode:	BN12 4NH		

3. Description of Proposed Work

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

Amendments to previously approved listed building consent (DC/22/1404) - Conversion and alterations to existing conservatory. Amendments to include removal of rooflights and reconfiguration of doors and windows.

3. Description of Proposed Work (continued)

Has the work already started without consent? ☐ Yes ☒ No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work been completed without consent? ☐ Yes ☐ No

If Yes, please state the date when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit:		House number:	18	House suffix:
House name:				
Address 1:	Causeway			
Address 2:				
Address 3:				
Town:	Horsham			
County:				
Postcode (optional):	RH12 1HE			

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

Existing Grade 2 listed dwelling

5. Related Proposals

Are there any current applications, previous proposals or demolitions for the site? ☒ Yes ☐ No

If Yes please describe and include the planning application reference number(s), if known:

Description	Reference number
Conversion and alterations of conservatory	DC/22/1404

6. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ☐ Yes ☒ No

If Yes, please provide details:

8. Authority Employee / Member

With respect to the Authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ☐ Yes ☒ No

If Yes, please provide details of the name, relationship and role

9. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls	Facing brickwork	Facing brickwork to remain	☐	☐
Roof covering	Glass panels	Second hand clay tiles	☐	☐
Chimney			☐	☐
Windows	Timber	Black aluminium	☐	☐
External doors	Timber	Black aluminium	☐	☐
Ceilings			☐	☐
Internal walls			☐	☐
Floors			☐	☐
Internal doors			☐	☐
Rainwater goods			☐	☐
Boundary treatments (e.g. fences, walls)			☐	☐
Vehicle access and hard standing			☐	☐
Lighting			☐	☐
Others (add description)			☐	☐

Are you supplying additional information on submitted drawings or plans? ☒ Yes ☐ No

If Yes, please state plan(s)/drawing(s) references:

Drawings and statement

10. Demolition

Does the proposal include the partial or total demolition of a listed building? [x] 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:

i) What is the total volume of the listed building?(cubic metres)	
ii) What is the volume of the part to be demolished?(cubic metres)	
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	08/25

Please provide a brief description of the building or part of the building you are proposing to demolish:

Existing conservatory to be removed above brickwork

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

The conservatory is too warm in the summer

11. Listed Building Alterations

Do the proposed works include alterations to a listed building? [x] Yes [ ] No

If Yes, do the proposed works include: (you must answer each of the questions)

a) Works to the interior of the building? [x] Yes [ ] No

b) Works to the exterior of the building? [x] Yes [ ] No

c) Works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? [ ] Yes [x] No

d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? [ ] Yes [x] No

If the answer to any of these questions is Yes, please provide plans, drawings, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

Drawings and statement provided

12. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I [ ] Ecclesiastical Grade I [ ]

Grade II* [ ] Ecclesiastical Grade II* [ ]

Grade II [x] Ecclesiastical Grade II [ ]

Don't know [ ]

13. Immunity From Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

[ ] Yes [x] No [ ] Don't know

If Yes, please provide the result of the application:

14. Ownership Certificates

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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.

** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.*

Signed - Applicant:	Or signed - Agent:	Date DD/MM/YYYY):
Tom Close		27/06/25

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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* of any part of the land or building to which this application relates.

** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.*

Name of Owner	Address	Date Notice Served

Signed - Applicant:	Or signed - Agent:	Date DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.*

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):	On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:	Or signed - Agent:	Date DD/MM/YYYY):