



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	29
Suffix	
Property Name	Beltane Cottage
Address Line 1	Church Street
Address Line 2	
Address Line 3	West Sussex
Town/city	Steyning
Postcode	BN44 3YB

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

Easting (x)	Northing (y)
517768	111263

Description

Applicant Details

Name/Company

Title

Mr

First name

David

Surname

Collins

Company Name

N/A

Address

Address line 1

Smugglers Cottage

Address line 2

36 Church Street

Address line 3

Town/City

Steypning

County

West Sussex

Country

United Kingdom

Postcode

BN44 3YB

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

David

Surname

Collins

Company Name

N/A

Address

Address line 1

Smmugglers Cottage

Address line 2

36 Church Street

Address line 3

Town/City

Steyping

County

West Sussex

Country

United Kingdom

Postcode

BN44 3YB

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

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

Replacement of six existing steel windows within the rear extension to Beltane Cottage.
The new windows will be Royale Stepped Aluminium Heritage frames with slim line double glazing.
The aluminium frames will be installed within the existing timber subframes.
For a full description see the submitted Design and Heritage statement

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

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

What is the total volume of the listed building?

230.00	Cubic metres
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What is the volume of the part to be demolished?

1.00	Cubic metres
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What was the date (approximately) of the erection of the part to be removed?

Month

June

Year

1950

(Date must be pre-application submission)

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

Removal of six existing steel single glazed windows to be replaced with double glazed Royale Stepped Aluminium Heritage frames within the existing subframes.

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

The window frames are not thermally broken, some are in a poor state of repair and all are single glazed. They are therefore thermally inadequate and in some cases unsightly.

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

Replacement of existing windows in the rear extension. Reference DC/18/2181. Validated 30th October 2018. Fell 1 Pollarded Yew tree [work to trees in a Conservation area. Reference DC/07/2032. Validated 3rd September 2007. There are no records for the rear extension to the cottage but it is believed to be in the 1950's
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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).

Beltane Cottage 29 Church Street Steyning.

Design and Heritage statement.

Site location plan. Scale 1:1250.

Site Plan. Scale 1:500.

Plan, rear elevation and side elevation of the rear extension. Drg 01. Scale 1:40.

Window plans and elevations. Drg 02. Scale 1:10

Window plans and elevations. Drg 03. Scale 1:10

Window plan and elevation. Drg 04. Scale 1:10

Existing building photographs.

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:

Windows

Existing materials and finishes:

Steel window frames [probably Crittall], single glazed and painted white; within timber subframes.

Proposed materials and finishes:

Royale Stepped Aluminium Heritage frames within the existing timber subframes painted white and with slim line double glazing

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

Beltane Cottage. Design and heritage statement.

Site location plan, scale 1:1250

Site plan, scale 1:500

Plan, side elevation and end elevation [of the rear extension] Drg 01. Scale 1:40.

Window plans and elevations. Drg 02. Scale 1:10.

Window plans and elevations. Drg 03. Scale 1:10

Window plan and elevation. Drg 04. Scale 1:10.

Existing building photographs.

Neighbour and Community Consultation

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

☒ Yes

☐ No

If Yes, please provide details

Mr Jason Robinson. 25/27 Church Street, Has been consulted.

Unfortunately the neighbour at 31 has Alzheimers and is not up to consultation.

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?

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

David

Surname

Collins

Declaration Date

15/06/2026

☒ 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

David Collins

Date

16/06/2026