



Horsham District Council

Application for Planning Permission; Listed Building Consent for alterations, extension or
demolition of a listed building

Town and Country Planning Act 1990 (as amended); 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	Southwater House
Address Line 1	Church Lane
Address Line 2	
Address Line 3	West Sussex
Town/city	Southwater
Postcode	RH13 9BT

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

Easting (x)	Northing (y)
515157	126340

Description

Applicant Details

Name/Company

Title

Mr.

First name

Francis

Surname

Sumner

Company Name

Theme2 Architects

Address

Address line 1

The White House

Address line 2

55a Kyverdale Road,

Address line 3

Town/City

London

County

United Kingdom

Country

United Kingdom

Postcode

N16 7AB

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

Francis

Surname

Sumner

Company Name

theme2architects

Address

Address line 1

The White House

Address line 2

55A Kyverdale Road

Address line 3

Town/City

London

County

Country

Postcode

N16 7AB

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s)

The proposal is to convert an existing stable block and to extend it to create a new three bedroom dwelling. The work will include the minor demolition of two externally accessed garden stores that form a physical connection to Southwater House but not an internal corridor access.

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

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

There have been various extensions over time to Southwater House. The first extension is what is the kitchen. Then an entrance porch was added with a game larder / store. Finally the game larder / store was extended to meet and joint the Stable Block, this final extension provided two garden store rooms accessed via doors from the garden.

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

The minor demolition is felt necessary in order to differentiate between Southwater House and the new proposed dwelling house in the former stable block.

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

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:

External walls

Existing materials and finishes:

Existing walls are constructed with ashlar stonework.

Proposed materials and finishes:

Ashlar stonework will be used on the extension to the stable block to create a unified finish.

Type:

Roof covering

Existing materials and finishes:

Clay Tiles

Proposed materials and finishes:

Clay tiles

Type:

Windows

Existing materials and finishes:

Single glazed casement windows

Proposed materials and finishes:

Double glazed casement windows

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

078_000_Site Location Plan [A4], All other drawings can be printed at A3 or A1 - for high definition in the PDF conversion they are PDF-ed at A1 but can be printed at A3 and will be at the correct scale - 078_101_Site Plan, 078_110_Proposed Site Plan, 078_200_Exist Ground Floor Stable Block, 078_201_Exist 1st Floor Plan Stable Block, 078_210_Proposed Ground Floor Plan Stable Block, 078_211_Proposed 1st Floor Plan Stable Block, 078_212_Prop Roof Plan Stable Block, 078_300_Existing_Elevations_E_W, 078_301_Existing_Elevation_N_S, 078_310_Prop_Elevations_E_W, 078_311_Prop_Elevations_N_S & and A3 document titled : Design and access statement for the conversion and extension to the former stable block at Southwater house. Heritage Statement for the former stable block at Southwater House.

Site Area

What is the measurement of the site area? (numeric characters only).

552.00

Unit

Sq. metres

Existing Use

Please describe the current use of the site

The old stable block is used for general storage.

Is the site currently vacant?

- ☐ Yes
☒ No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- ☐ Yes
☒ No

Land where contamination is suspected for all or part of the site

- ☐ Yes
☒ No

A proposed use that would be particularly vulnerable to the presence of contamination

- ☐ Yes
☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- ☐ Yes
☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes
☒ No

Are there any new public roads to be provided within the site?

- ☐ Yes
☒ No

Are there any new public rights of way to be provided within or adjacent to the site?

- ☐ Yes
☒ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- ☐ Yes
☒ No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☒ Yes
☐ No

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

10

Total proposed (including spaces retained):

10

Difference in spaces:

0

Foul Sewage

Please state how foul sewage is to be disposed of:

- ☐ Mains sewer
- ☐ Septic tank
- ☒ Package treatment plant
- ☐ Cess pit
- ☐ Other
- ☐ Unknown

Are you proposing to connect to the existing drainage system?

- ☐ Yes
- ☒ No
- ☐ Unknown

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☐ Yes
- ☒ No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ☐ Yes
- ☒ No

Will the proposal increase the flood risk elsewhere?

- ☐ Yes
- ☒ No

How will surface water be disposed of?

- ☐ Sustainable drainage system
- ☐ Existing water course
- ☒ Soakaway
- ☐ Main sewer
- ☐ Pond/lake

Trees and Hedges

Are there trees or hedges on the proposed development site?

- ☒ Yes
☐ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- ☐ Yes
☒ No

You may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application.

The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

b) Designated sites, important habitats or other biodiversity features

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

c) Features of geological conservation importance

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- ☒ Yes
- ☐ No

Please provide the pre-development biodiversity value of onsite habitats on the date of calculation

0.06

Please provide the date the onsite pre-development biodiversity value was calculated

06/05/2026

Note: This should be either the date of the application, or an earlier proposed date

If an earlier date, to the date of the planning application, has been used, please provide details why this date has been used

When was the version of the biodiversity metric used published?

08/05/2026

Please provide the reference or supporting document/plan names for the:

- i. Biodiversity metric calculation
- ii. Onsite irreplaceable habitats (if applicable)
- iii. Onsite habitats existing on the date of the application for planning permission (if applicable)

Document/Plan: Other (please specify) Please specify: Pre-Development Plan, Baseline Map Document name/reference: RH13 9BT_SSM Pre-Development Plan_v2
Document/Plan: Biodiversity metric calculation Document name/reference: RH13 9BT_SSM_Biodiversity metric Calculation_v1
Document/Plan: Other (please specify) Please specify: Biodiversity gain plan report Document name/reference: RH13 9BT_SSM_Biodiversity gain plan report_v1

Note: You must supply a complete biodiversity metric calculation with your application. Plans must be drawn to an identified scale, and show the direction of North.

Has there been any loss (or degradation) of any onsite habitat(s), resulting from activities carried out before the date the onsite pre-development biodiversity value was calculated. Either:

- on or after 30 January 2020 which were not in accordance with a planning permission; or

- on or after 25 August 2023 which were in accordance with a planning permission?

- ☐ Yes
- ☒ No

Does the development site have irreplaceable habitats (corresponding to the descriptions in [Column 1 of the Schedule in the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations \(2023\)](#)) which are:

- i. on land to which the application relates; and
- ii. exist on the date of the application for planning permission, (or an earlier agreed date)

- ☐ Yes
- ☒ No

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- ☒ Yes
- ☐ No

If Yes, please provide details:

The bins are left at the gate where there is a tarmacked space off the main highway for them.

Have arrangements been made for the separate storage and collection of recyclable waste?

- ☒ Yes
- ☐ No

If Yes, please provide details:

The council provides recycling and general waste bins and has just started to collect food waste which is stored in tamper proof plastic caddy's.

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☒ Yes
- ☐ No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- ☒ Market Housing
- ☐ Social, Affordable or Intermediate Rent
- ☐ Affordable Home Ownership
- ☐ Starter Homes
- ☐ Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type:	
Houses	
1 Bedroom:	
0	
2 Bedroom:	
0	
3 Bedroom:	
1	
4+ Bedroom:	
0	
Unknown Bedroom:	
0	
Total:	
1	

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown Bedroom Total	Total
	0	0	1	0	0	1

Existing

Please select the housing categories for any existing units on the site

- ☒ Market Housing
- ☐ Social, Affordable or Intermediate Rent
- ☐ Affordable Home Ownership
- ☐ Starter Homes
- ☐ Self-build and Custom Build

Market Housing

Please specify each existing type of housing and number of units on the site

Housing Type:	
Houses	
1 Bedroom:	
0	
2 Bedroom:	
0	
3 Bedroom:	
0	
4+ Bedroom:	
1	
Unknown Bedroom:	
0	
Total:	
1	

Existing Market Housing	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4+ Bedroom Total	Unknown	Total
Category Totals	0	0	0	1	Bedroom Total	1
					0	

Totals

Total proposed residential units	1
Total existing residential units	1
Total net gain or loss of residential units	0

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ☒ Yes
- ☐ No

Please add details of the Use Classes and floorspace.

Use Class:

B8 - Storage or distribution

Existing gross internal floorspace (square metres) (a):

80.2

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

14.7

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

177.04

Net additional gross internal floorspace following development (square metres) (d = c - a):

96.83

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	80.2	14.7	177.04	96.83999999999999

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- ☐ Yes
- ☒ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☐ Yes
☒ No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- ☐ Yes
☒ No

Is the proposal for a waste management development?

- ☐ Yes
☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- ☐ Yes
☒ No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ☐ 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 and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & 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

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ 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* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

Mr

First Name

Francis

Surname

Sumner

Declaration Date

08/05/2026

☒ Declaration made

Declaration

I/We hereby apply for Full planning & 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

Francis Sumner

Date

11/05/2026