

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000**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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Jason

Surname

Brooks-Stevens

Company Name

Brainkind

Address

Address line 1

32 Market Place

Address line 2

Burgess Hill

Address line 3

West Sussex

Town/City

Burgess Hill

County

West Sussex

Country

England

Postcode

RH15 9NP

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

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)

The project is centred around improving fire safety within the building by undertaking comprehensive fire separation work. This includes installing or reinforcing fire-resistant barriers such as walls, ceilings, and floors to effectively inhibit the spread of flames and smoke between various compartments. Additionally, the initiative involves a thorough assessment of existing fire doors, with plans for their replacement or repair to guarantee they meet safety standards. This ensures that the fire doors are fully functional, properly sealed, and equipped with reliable self-closing mechanisms, thereby enhancing the overall fire protection strategy of the facility. As part of the ongoing compartmentalisation work, we are replacing the external emergency exit stair located on the first floor with a new ramp. This change is being made to improve accessibility and ensure that all individuals can safely exit the building in case of an emergency. The ramp will provide a more gentle slope, making it easier for those with mobility challenges to navigate.

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 scope of work encompasses several different ways we aim to enhance the overall safety and functionality of the premises. First, we plan to remove the existing 1st floor kitchen area entirely; this space will not be replaced.

To improve compartmentalisation and fire safety, we will install new partition walls. These walls will serve a dual purpose by creating a dedicated electric cupboard, ensuring better organisation and accessibility for electrical components, and enhancing fire separation between compartments to minimise potential fire spread.

Additionally, we will focus on upgrading the doors throughout the property. This will involve replacing obsolete doors and repairing those that can be salvaged, with a particular emphasis on improving their fire-rated capacity to comply with current building safety standards.

Modifications will also be made to the external emergency escape route. The existing stairs will be replaced with a ramp, making the escape route more accessible and compliant with accessibility regulations, ensuring all occupants can evacuate safely in case of an emergency.

Furthermore, the fire alarm system will be upgraded to enhance its responsiveness and reliability. We will also integrate new fire-rated glazing throughout the property.

In addition to these improvements, new fire-rated hatches will be installed, each designed to provide a minimum fire resistance rating of 60 minutes. Alongside this, we will introduce energy-efficient LED lighting in isolated areas in the premises.

Finally, isolated ceiling repairs will further strengthen the property's fire safety measures. All of these works will be meticulously documented in the Schedule of Work and Door Schedule, ensuring a clear and transparent overview of all modifications made during the renovation process.

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 doors

Existing materials and finishes:

The project includes a diverse selection of door finishes, featuring both veneered and painted options to suit various aesthetic preferences. In the event that a door requires replacement, it will be replaced with a new door that closely matches the original in terms of style, finish, and material—ensuring a seamless look within the space. This replacement policy extends to all ironmongery, which encompasses items such as handles, locks, and hinges. If any of these components need to be substituted, they will also be replaced on a like-for-like basis, maintaining the integrity and functionality of the design throughout the project.

Proposed materials and finishes:

Veneer and painted finishing.

Type:

Internal walls

Existing materials and finishes:

The property features a diverse assortment of wall types, including both plasterboard and brick, each contributing to its overall character and stability. In instances where walls show signs of wear or damage, efforts will be made to repair these areas whenever feasible. This may involve patching and refinishing the plasterboard or repairing any minor cracks in the brickwork. However, in cases where an area is beyond repair, we will ensure that any necessary replacements are carried out using materials that match the existing walls in both appearance and structural integrity, maintaining the aesthetic consistency and cohesiveness of the property.

Proposed materials and finishes:

Construct new timber stud wall to divide the cupboard to form an independent electric cupboard and a linen store. To consist of 100x75 studwork with 1 layer of 15mm fireline plasterboard to each side with taped and filled joints. All filler and sealants to be intumescent with a minimum fire rating of 30mins.

Type:

Ceilings

Existing materials and finishes:

There are multiple different ceiling finishes that include plasterboard and lath and plaster finishes; the ceiling will be lined with fireline plasterboard.

Proposed materials and finishes:

The ceiling will be lined with fireline plasterboard.

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

Basement and Ground Floor Defect Locations A301
First Floor Defect Locations A302
First Floor Digwells Defect Locations A303
Second Floor Defect Locations A304
Basement and Ground Floor Fire Strategy A305
First Floor Fire Strategy A306
First Floor Digswell Fire Strategy A307
Second Floor Fire Strategy A308
Basement and Ground Floor Evacuations Zones A309
First Floor Evacuations Zones A310
First Floor Digswell Evacuations Zones A311
Second Floor Evacuations Zones A312
Ramp Design Drawing A313
Block Plan A401
Location Plan A402
Door Schedule
Schedule of Works

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?

- ☐ 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?

- ☒ 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

Lewis

Surname

Tully

Declaration Date

23/05/2025

☒ 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

Lewis Tully

Date

13/06/2025

Amendments Summary

Scale bars added to drawings and updated location plan to show one road (Church Lane)