

**Planning**

South Downs National Park Authority  
 South Downs Centre  
 North Street  
 Midhurst  
 GU29 9DH

**Tel:** 01730 814 810 **Email:** [planning@southdowns.gov.uk](mailto:planning@southdowns.gov.uk)



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	<input type="text" value="26"/>
Suffix	<input type="text" value="A"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text" value="Station Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="East Sussex"/>
Town/city	<input type="text" value="Lewes"/>
Postcode	<input type="text" value="BN7 2DB"/>

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

Easting (x)	Northing (y)
<input type="text" value="541572"/>	<input type="text" value="110036"/>

Description

## Applicant Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

## Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

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)

Change of Use of the property from Use Class F1(f) (a place of worship) to Use Classes E(d) and F2(b) (community uses) and the front parts of the property to two dwellings (Use Class C3) (1 no. 1 bed flat at ground and basement level and 1 no. 2 bed flat at first floor level), involving internal and external alterations, including: replacement of fibre cement roof tiles to the rear roofslopes with natural slate tiles to match the front roofslopes; replacement of pipe railings along Marlborough Place with traditional black painted metal railings; replacement side entrance door to Flat 2 and new side entrance with disabled ramp to community hall; repair and replacement of brick paving along side elevation; heritage bin storage to side elevation; repair works to all windows and replacement of roof lantern over hall with traditional style roof lantern with openable windows; new disabled toilet for the community facility, upgraded kitchen and toilet facilities, new sprung floor, built-in storage cupboards and lobby within community hall, repositioning and replacement of existing staircases to basement and first floor levels to serve the new dwellings, new openings and new internal walls to create a useable layout for the flats.

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

- Fibre cement roof tiles covering the rear roofslopes to be removed and replaced with natural slate roof tiles to match the existing front roofslopes.
- Roof lantern over hall to be removed and replaced.
- Removal of side ground level window (W06) and increase opening to provide disabled access to community facility.
- Removal of pipe railings and replacement with black painted metal railings along side access.
- Partial demolition of internal walls at ground floor level (Flat 1): to connect the basement staircase to the ground floor (currently external access only), to connect the living room to the bedroom and the bedroom to the en-suite bathroom.
- Removal and relocation/replacement of staircases to basement and first floor.
- Removal of partition wall on first floor landing to provide space for a dining area.
- Partial demolition of partition walls in existing men's toilets to accommodate disabled toilet and en-suite to Flat 1 bedroom.
- Removal of pine flooring in hall and replacement with sprung floor.

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

- The existing fibre cement roof tiles are to be replaced with natural slate tiles to be more sympathetic to the age of the original building and to match the existing slate tiles on the front roofslopes.
- The existing hall roof lantern is not openable which results in overheating of the hall in the summer months, therefore it is to be replaced with a traditional roof lantern that is openable and incorporates tinted glass that reduces solar gain and upward light pollution.
- Window W06 needs to be removed and some of the wall around it in order to relocate the access to the community facility and create a disabled access.
- The pipe railings are not sympathetic to the building's age and detract from the significance of the listed building and the conservation area.
- The ground floor internal walls need to be partially demolished in order to create openings for Flat 1 and to connect the basement to the interior of the building so that it is usable space.
- The existing staircases need to be relocated in order to provide a useable layout for the conversion of the front parts of the building into flats. Both staircases are modern additions and the new staircases will be of traditional style to reflect the age of the building.
- The partition wall on the first floor landing is a modern addition and its removal will enable use of the landing as a dining area for Flat 2.
- The partition walls in the men's toilets are modern additions and require removal to accommodate the disabled toilet and the en-suite to Flat 1 bedroom.
- The existing pine floor is in need of repair and there are gaps and nails sticking up which is not safe for the users of the community hall, and the floor is to be replaced with a sprung floor to improve the quality and safety of the floor.

## 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).

Details are provided on the drawings, in the heritage statement, in the planning, design and access statement, and in the schedule of works, submitted with the application.

## 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:**

Roof covering

**Existing materials and finishes:**

Fibre cement roof tiles on the rear roofslopes

**Proposed materials and finishes:**

Natural slate tiles on the rear roofslopes to match the slate tiles on the front roofslopes.

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

Drawing 157.APD.PL.04 Rev F - Proposed Elevations

## Site Area

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

221.00

Unit

Sq. metres

## Existing Use

Please describe the current use of the site

A place of worship (F1(f)) Use Class is the authorised use of the property. Historically, the main hall on the ground floor has been used for community uses, as well as by Subud Britain (the former owners) for their own worship.

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:

0

### Total proposed (including spaces retained):

0

### Difference in spaces:

0

### Vehicle Type:

Cycle spaces

### Existing number of spaces:

0

### Total proposed (including spaces retained):

8

### Difference in spaces:

8

## 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

**If Yes to either or both of the above, 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.

## Waste Storage and Collection

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

- Yes  
 No

If Yes, please provide details:

New heritage bin storage is proposed along Marlborough Place, to serve the two flats and the community use. Details are provided on the drawings and the Planning Design and Access Statement

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

- Yes  
 No

If Yes, please provide details:

Separate waste and recycling bins will be provided within all 3 kitchens.

## 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

<b>Housing Type:</b> Flats / Maisonettes
<b>1 Bedroom:</b> 1
<b>2 Bedroom:</b> 1
<b>3 Bedroom:</b> 0
<b>4+ Bedroom:</b> 0
<b>Unknown Bedroom:</b> 0
<b>Total:</b> 2

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

## 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

## Totals

Total proposed residential units	2
Total existing residential units	0
Total net gain or loss of residential units	2

## 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.

<p><b>Use Class:</b>                  F1 - Learning and non-residential institutions</p> <p><b>Existing gross internal floorspace (square metres) (a):</b>                  262</p> <p><b>Gross internal floorspace to be lost by change of use or demolition (square metres) (b):</b>                  262</p> <p><b>Total gross new internal floorspace proposed (including changes of use) (square metres) (c):</b>                  0</p> <p><b>Net additional gross internal floorspace following development (square metres) (d = c - a):</b>                  -262</p>
<p><b>Use Class:</b>                  F2 - Local community uses (essential shops, meeting places, sport, and recreation)</p> <p><b>Existing gross internal floorspace (square metres) (a):</b>                  0</p> <p><b>Gross internal floorspace to be lost by change of use or demolition (square metres) (b):</b>                  0</p> <p><b>Total gross new internal floorspace proposed (including changes of use) (square metres) (c):</b>                  123.4</p> <p><b>Net additional gross internal floorspace following development (square metres) (d = c - a):</b>                  123.4</p>

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)
	262	262	123.4	-138.6

### Tradable floor area

Does the proposal include use as a shop (e.g. For the display/sale of goods under Use Class E(a), the sale of essential goods under Use Class F2, or as part of any other use)

- Yes  
 No

## 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

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

**Use Class:**

F2 - Local community

**Unknown:**

No

**Monday to Friday:**

**Start Time:**

07:00

**End Time:**

23:00

**Saturday:**

**Start Time:**

07:00

**End Time:**

23:00

**Sunday / Bank Holiday:**

**Start Time:**

07:00

**End Time:**

23:00

## 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

**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

SDNP/23/01244/PRE

Date (must be pre-application submission)

28/04/2023

Details of the pre-application advice received

Pre-application response attached as separate document within the application submissions.

## 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

Can you give appropriate notice to **all** the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- Yes
- No

### Certificate Of Ownership - Certificate B

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\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates; or
- The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners\* and/or agricultural tenants\*\*.

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

\*\* 'agricultural tenant' has the meaning given in section 65(8) of the Town and Country Planning Act 1990.

**Name of Owner/Agricultural Tenant:**

\*\*\*\*\* REDACTED \*\*\*\*\*

**House name:**

**Number:**

26

**Suffix:**

**Address line 1:**

Station Street

**Address Line 2:**

**Town/City:**

Lewes

**Postcode:**

BN7 2DB

**Date notice served (DD/MM/YYYY):**

30/11/2023

Person Role

The Applicant

The Agent

Title

Mr and Mrs

First Name

Neil and Emma

Surname

Peters

Declaration Date

30/11/2023

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

Sarah Collins

Date

2023/11/30