ARUN
DISTRICT COUNCIL

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

A.E. Chubb Ltd
106 Laverstock Road
Salisbury
Wiltshire
SP1 2SA

Our Ref: AB/108/12/L
Your Ref:

Please ask for:
Mrs S Honney-Bayes
extn. 37445

Dear Mr Chubb

30th August 2012

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)
Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development Application for Listed Building Consent to retain & upgrade existing internal doors throughout building (to meet fire regulation requirements), remove & replace 4 no. existing internal doors & remove & replace 14 no. internal doors where necessary (dependant on condition)

Location Norfolk Arms Hotel 22 High Street Arundel

Thank you for your recent application which I received on 22nd August 2012. It is being dealt with by Mrs S Honney-Bayes who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

I require 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500, showing the position of the proposed works clearly highlighted and a north point, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide a design and access statement in accordance with the guidance notes available on our website detailed below (click on National List).

For further guidance or to obtain the documents as required above please refer to our website: http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **13th September 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

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Yours sincerely



Karl Roberts
Assistant Director Planning & Economic Regeneration

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