



St Ann's Gate Architects
St Ann's Gate
The Close
Salisbury
Wiltshire
SP1 2EB

Dear Mrs Latham

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

Our Ref: AB/119/11/L
Your Ref:

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
29th November 2011

**Planning (Listed Buildings and Conservation Areas) Act 1990
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Application for Listed Building Consent for alterations & refurbishment. Amendment to previous approval AB/24/11/L - internal layout change
St Mary's Parish Hall London Road Arundel**

Thank you for your recent application which I received on 24th November 2011. 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 location plan at a scale of 1:1250, showing a north point, a red edge around the application site and 2 named roads, 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).

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Miscellaneous - Listed building application to alter, extend or demolish - and click on Checklist)

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 December 2011. 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.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42

