



Mr Saffery
Suite A Second Floor Meridian House
9-11 Chertsey Street
Guildford
GU1 4HD

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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/11/18/L
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Saffery

19th February 2018

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development Listed building consent for the conversion of existing pottery/workshop/studio to self-contained annex.
Location 84 Maltravers Street Arundel

Thank you for your recent application which I received on 9th February 2018. It is being validated by Mrs D Johnson who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Design and Access Statement

This application requires a Design and Access Statement please submit 1 electronic or 3 paper copies. Please refer to the National Validation Requirements for further information on what needs to be included in this statement.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **5th March 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning