



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**

8th March 2018

Dear Mr Saffery

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

Application for Listed Building Consent

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

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Please confirm the annexe is ancillary to the main dwelling.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **22nd March 2018**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

Neil Crowther

pincag2