



Mr Jan Quantrill
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Our Ref: AB/136/18/L
Your Ref:

Please ask for:
Sian Eggington
0121 2341390

Dear Quantrill Design

14th December 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 Replacement timber and glass conservatory structure within outbuildings in yard / garden.
Location 2 Kings Arms Hill Arundel

Thank you for your recent application which I received on 11th December 2018. It is being validated by Sian Eggington 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 :-

Application Form: You have not answered all of question 7 in the application form. Please amend accordingly or upon confirmation of the correct answers we can amend the form for you.

Inconsistent: The existing block plan is inconsistent with the design & access statement as it claims that the existing conservatory has a 5 pane glass roof but the block plan is showing 7. Please confirm which is correct and amend as necessary.

Schedule of Works

A schedule of works should show clearly what changes are proposed such as those affecting the layout, or any particular feature.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

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 **28th December 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

A handwritten signature in black ink, appearing to be 'NC', followed by a period.

Neil Crowther
Group Head of Planning