



Miss C Lake  
English Heritage Buildings  
Cold Harbour Farm Estate  
Woods Corner  
East Sussex  
TN21 9LQ

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](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: AB/23/13/DOC**  
**Your Ref:**

**Please ask for:**  
**Mrs J Grieves**  
**01903 737711 x 37448**

Dear Miss Lake

5th March 2013

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

**Development** Application for discharge of condition no 4 on planning ref AB/122/12 - Materials  
**Location** Tortington Priory Barn Priory Lane Arundel

Thank you for your recent application which I received on 1st March 2013. It is being dealt with by Mrs J Grieves 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 :-

The forms you have completed are incorrect. You should have completed 'Application for approval of details reserved by condition'  
[http://www.planningportal.gov.uk/uploads/appPDF/C3810Form027\\_england\\_en.pdf](http://www.planningportal.gov.uk/uploads/appPDF/C3810Form027_england_en.pdf)

Please provide the above by **19th March 2013**. 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.

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.

*If this letter has crossed with you providing the information, please ignore it.*

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts  
Assistant Director Planning & Economic Regeneration