



Victoria Holland Architecture
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Our Ref: AB/49/17/L

Your Ref:

**Please ask for:
Charlotte Spencer
01903 737711**

Dear Ms Holland

13th April 2017

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 Application for listed building consent for conversion of a mixed use space into a new ground floor studio apartment and regularisation for consent for new stud work for partition wall.

Location 55-57 High Street 57 High Street Arundel

Thank you for your recent application which I received on 29th March 2017. It is being validated by Charlotte Spencer 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 :-

Floor Plans

Please submit a first floor plan to show the new railings at this level

Elevations

Please provide elevations of the two outbuildings from the centre passage way to show the changes to the removal of courtyard walls

Confirmation

You have stated applying for a studio apartment but there are two separate areas and it would have at least one separate bedroom. Please clarify and amend as necessary

Description

Please include all works within the description

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 **27th April 2017** 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