

Nicola Spencer

From: Nicola Spencer
Sent: 14 August 2020 18:57
To: [REDACTED]
Cc: Lisa Coney; Juan Baeza
Subject: Listed Building Consent application AB49/20/L 55B High Street Arundel BN18 9A
Attachments: Certificates.pdf; Guidance notes.pdf

Dear Miss Bauer

You will be aware from Mr Baeza's email that it has been brought to our attention that the Certificate A which you completed is not correct and that you may not have served notice on all the necessary parties.

In view of this, your application has been put back on hold pending you serving notice on all interested parties to alert them of the application and to allow them to comment on the application. Once you have served the notice on all parties you need to complete, sign and date the relevant certificate confirming that this has been done and return the certificate to us.

Once we receive this, assuming it is correctly completed, the application will then be re-advertised in the press and a new site notice reflecting the change to the application will be displayed allowing a further 21 day plus bank holiday publicity period to allow the public or interested parties to comment. Due to newspaper deadlines and our internal publicity processes, the earliest date that this period can expire is 18 September providing we receive the certificate and are able to process it in time to meet the next publicity deadline. Otherwise the next publicity period expires on 24 September. The application will not progress further until we receive the correctly completed, signed and dated certificate confirming that notice has been served and then the application cannot be determined until the further publicity period has expired. It is therefore important that you rectify this matter as soon as possible.

I have attached the certificates section of the application form so you can complete and sign the correct one. I also attach the guidance notes for the listed building application form. Section 14 gives further information on serving notice and completing the certificate.

Please do not send the certificate directly to me as I am now going to be on leave. Please ensure that you email your completed, signed and dated certificate to Planning@arun.gov.uk clearly quoting the application reference of AB/49/20/L so that one of my colleagues can process this in my absence.

Yours sincerely

Nicola Spencer
Technical Support Manager

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