

Tunmore Design & Build  
Unit 2 Hollyacre  
Toddington Lane  
Littlehampton  
BN17 7PP

Please ask for: Nicola Moore  
Email: [nicola.moore@arun.gov.uk](mailto:nicola.moore@arun.gov.uk)  
Telephone: Ext 37944  
Our Ref: AB/74/21/L  
Your Ref:  
Date: 8th June 2021

Dear Mr Tunmore,

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

**Listed Building Consent for Alterations, Extension or Demolition of a Listed Building**

**Development:** Listed building consent for the addition of conservation velux rooflight to rear outbuilding.

**Location:** 11 Bond Street Arundel BN18 9BL

Thank you for your recent application which I received on 3rd June 2021. It is being validated by Nicola Moore who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

**Heritage Statement**

Please submit 1 electronic or 3 paper copies of a Heritage Statement as the submitted statement is the same as the Design and Access Statement. Further guidance on what should be included is available on our web site.

**Photographs**

These provide useful background information. Applications should include photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals (internal or external). Photographs should be cross-referenced to corresponding drawings/plans.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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.

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.

Please provide the above by **22nd June 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

For details of how the Council will deal with your data please refer to our privacy notices on the website [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.