

ATTACHMENT 1

help re planning for refurbishment in listed building please

4 messages

Jill Tyler [REDACTED]

Tue, May 29, 2018 at 12:06 PM

To: planning@arun.gov.uk

Below is the letter I sent to you over 2 weeks ago, to which I have received no response. The time for starting work is rapidly approaching and I'd appreciate a reply/help in this matter. Thank you.

Jill Tyler

Planning Dept
Arun District Council
Littlehampton

11 May 2018

Dear Sir/Madam

I shall shortly be purchasing 16 Bond Street, Arundel (BN18 9BL) when probate has been granted [REDACTED] (the former owner). Very little has been done to the house since it was bought for [REDACTED] the mid 1960s and I intend refurbishing it to modernize the facilities whilst retaining the cottage's unique character – i.e.

- renew the plumbing, heating and electrical wiring
- repair damage to plaster caused by damp and settlement
- renew the gutters and, where necessary, the downpipes
- replace the kitchen, re-opening in the chimney breast to accommodate a cooker
- replace the bathroom, adding a partition wall to create a study area (and an access opening in the existing partition wall (non structural))
- add en suite facilities to the top bedroom
- replace the existing built-in wardrobes etc
- replace the existing fireplace in the living room and install a gas log-effect fire
- replace the windows to match the rest of the street
- make an access into the roof space to add insulation
- dealing with the damp in the outhouse and refurbishing it as a utility/storage room.

I am writing to enquire what changes require planning consent, since it is a listed building. I don't intend changing the structure of the building, other than those listed above, [REDACTED]

[REDACTED] I wish to ensure that I am fully aware of what changes require consent from yourselves, so that I can change my plans / resolve any problems/ obtain necessary consents before the building work commences – hopefully in mid-June.

I look forward to hearing from you – and I will happy to meet your representatives at a mutually convenient time in the house to discuss my proposed changes.

Yours sincerely

Jill Tyler



planning consent enquiry.doc
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Planning <Planning@arun.gov.uk>

Tue, May 29, 2018 at 12:09 PM

To: Martyn White

I have forwarded your email to our conservation officer

Nicola Spencer | Technical Support Manager, Planning Department, Arun District Council | Location: First floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Visit Arun's web site at www.arun.gov.uk.



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From: Jill Tyler

Sent: 29 May 2018 12:07

To: Planning

Subject: help re planning for refurbishment in listed building please

[Quoted text hidden]

<http://www.arun.gov.uk>

DX 57406 Littlehampton

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Martyn White

Fri, Jun 1, 2018 at 11:20 AM

Good afternoon,

Thank you for your email. I am sorry for the slow response, but have not long been back in post.

I note that you wish to undertake a number of works to the listed buildings, and I provide comments (in red) next to each of the points you raise in your e-mail.

- renew the plumbing, heating and electrical wiring – this will most likely not need consent, but it is dependent on the scale and nature of the works – e.g. will a new boiler be required which will necessitate the installation of a new flue etc.?
- repair damage to plaster caused by damp and settlement - this may require listed building consent – this depends on the materials to be used and the amount to be replaced.
- renew the gutters and, where necessary, the downpipes - this may require listed building consent – this depends on the materials to be used and the amount of guttering and downpipes to be replaced.
- replace the kitchen, re-opening in the chimney breast to accommodate a cooker – replacing the kitchen will not require consent if it is a 'modern' one. The works to the chimney breast may require listed building consent. Please can you provide me with more information about the type of works that you would undertake to the chimney breast
- replace the bathroom, adding a partition wall to create a study area (and an access opening in the existing partition wall (non structural)) – the addition of a partition wall and new opening will both require listed building consent
- add en suite facilities to the top bedroom – if facilities are not currently present this will require listed building consent
- replace the existing built-in wardrobes etc – if these are modern wardrobes which will not involve the removal of any internal walling etc, consent will not be required
- replace the existing fireplace in the living room and install a gas log-effect fire - this will require listed building consent

- replace the windows to match the rest of the street - this will require listed building consent – please note that as the property is listed, they will need to be single glazed.
- make an access into the roof space to add insulation - this will require listed building consent
- dealing with the damp in the outhouse and refurbishing it as a utility/storage room - this will require listed building consent

As the property is listed, you will need to obtain consent before undertaking any of the works. Forms can be located on the councils website.

I hope that this is of assistance to you

Kind Regards

Martyn

Martyn White | Principal Conservation Officer, Planning Policy, Directorate of Place, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

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From: Nicola Spencer **On Behalf Of** Planning

Sent: 29 May 2018 12:09

To: Martyn White; [REDACTED]

Subject: FW: help re planning for refurbishment in listed building please

[Quoted text hidden]

[Quoted text hidden]

Jill Tyler [REDACTED]

Sun, Jun 10, 2018 at 11:25 PM

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