ARUN DISTRICT COUNCIL
TECHNICAL SUPPORT
13 JUL 2012
ACTION
(cf 5)

ARUN
DISTRICT COUNCIL
Working in partnership with
South Downs
National Park Authority

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
website: www.arun.gov.uk/planning

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

Our Ref: AB/87/12/L
Your Ref:

Please ask for:
Mrs S Honney-Bayes
extn. 37445

Dear Mr Tunmore

2nd July 2012

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)
Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development Application for Listed Building Consent remove ground floor walls to install a shower room & install new french door to the rear elevation

Location Dove Cottage 13 Mount Pleasant Arundel

Thank you for your recent application which I received on 26th June 2012. It is being dealt with by Mrs S Honney-Bayes 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 :-

I require 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500, showing the position of all the proposed works and a north point, in accordance with the guidance notes available on our website detailed below (click on National List). ✓

I require 1 electronic or 3 paper copies of a revised location plan. The plan provided is not to scale. ✓

Please provide 1 electronic or 3 paper copies of a proposed rear elevation in accordance with the guidance notes available on our website detailed below (click on National List). ✓

Please provide a design and access statement in accordance with the guidance notes available on our website detailed below (click on National List). ✓ one copy requested

Please provide 1 electronic or 3 paper copies of internal photographs/elevations of the walls which you propose to remove. ✓

Please submit 1 electronic or 3 paper copies of a Heritage Statement in accordance with the guidance notes available on our website detailed below (click on Local List). ✓

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.

Please provide the above by **16th July 2012**. 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.

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Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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