



Mr A W Rogers  
40 Dawn Crescent  
Upper Beeding  
West Sussex  
BN44 3WH

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning & Building Control General Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
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website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: AB/92/12/L**

**Your Ref:**

**Please ask for:**  
**Miss C Burrows**  
**extn 37459**

31st July 2012

Dear Mr Rogers

**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**

**Development** Application for Listed Building Consent for first & second floor extension & rear rooflights (amendments to AB/60/11/L)  
**Location** 33 Mount Pleasant Arundel

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

I require 1 electronic or 3 paper copies of a revised block/site plan clearly indicating where the proposed rooflights will be positioned, in accordance with the guidance notes available on our website detailed below (click on National List). ✓

The application forms you have submitted are out of date. Please complete and return the amended application forms enclosed accordingly. I have highlighted the amendment on the enclosed forms for clarity. ✓

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.

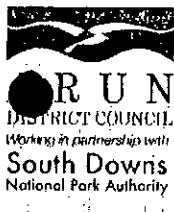
Please provide the above by **14th August 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts

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**Our Ref: AB/92/12/L**

**Your Ref:**

**Please ask for:  
Miss C Burrows  
extn 37459**

Dear Mr Rogers

17th 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 for first & second floor extension & rear  
rooflights (amendments to AB/60/11/L)  
**Location** 33 Mount Pleasant Arundel

Thank you for your recent application which I received on 13th July 2012. It is being dealt with by Miss C Burrows 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 revised block/site plan clearly indicating where the proposed rooflights will be positioned, in accordance with the guidance notes available on our website detailed below (click on National List).

The application forms you have submitted are out of date. Please complete and return the amended application forms enclosed accordingly. I have highlighted the amendment on the enclosed forms for clarity.

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 **31st 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

A handwritten signature in black ink, appearing to be 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts  
Assistant Director Planning & Economic Regeneration