



Mr I Ronnie
Old School
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Our Ref: AL/120/17/L
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mr Ronnie

3rd November 2017

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

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

Development Application for Listed Building Consent to replace existing windows with new to match
Location The Lodge Aldingbourne Drive Aldingbourne

Thank you for your recent application which I received on 25th October 2017. It is being validated by Mrs J Grieves who will be able to assist you should you have any questions.

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

I believe the incorrect forms have been submitted. This should be an application for Listed Building Consent. Please forward the necessary forms accordingly. The fee paid is not required so once the application is complete, I will arrange a full refund.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://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.

Please provide the above by **17th November 2017** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning