



Mr J Keighley
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Planning & Building Control General
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Our Ref: AL/35/11/L
Your Ref:

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445

Dear Mr Keighley

18th March 2011

**Planning (Listed Buildings and Conservation Areas) Act 1990
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Application for listed building consent for replacement of rotten wooden double glazed windows with new wooden double glazed windows to the same design
Flat 2, Jubilee House Aldingbourne Drive Crockerhill Aldingbourne**

Thank you for your recent application which I received on 18th March 2011. 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 the proposed works clearly highlighted 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 location plan at a scale of 1:2500 or 1:1250, showing 2 named roads and the application site edged red, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of a floor plan at a scale of 1:50 or 1:100 showing the position of the windows in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of revised existing elevation photographs to clearly identify all the windows being replaced (individually labelled to match up with the proposed details) 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).

Please provide further details to show the dimensions (in metric) and what the new windows will look like (for example a manufacturer's brochure), identifying each window in relation to the existing windows shown on the elevation photographs.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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 1st April 2011. 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
Assistant Director Planning Services &
Housing Strategy