Mark and Tanya Coleman
Old Place Manor
7 Old Place
Aldwick
Bognor Regis
West Sussex
PO21 3AU

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10 October 2017

Planning Department
Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Dear Sir
Retrospective application for di minimus changes to
Old Place Manor, 7 Old Place, Aldwick, Bognor Regis

We gather from our solicitors that it is becoming quite regular for prospective purchasers of listed properties to seek clarity from vendors about changes made to a building and whether or not they require listed building consent.

Whilst we attach a retrospective Listed Building Consent application for 5 items we ask if you would be so kind as to identify which items are clearly development that falls within control and those that do not amount to development or do not have a substantive effect on the character and setting of our listed building.

For example the first item-**secondary double glazing** was the subject of pre-installation discussion and advice given by Martyn White, your conservation officer and we are certain he will recall indicating that as it is a removable element it did not require express listed building consent or clearance. On his recommendation we used a specialist contractor.

Item 2, **Lounge Flooring**
After a flood we discovered that our ground floor did not include a damp proof membrane. Acting on advice from the listed building owners' organisation we did not disturb the house floor but overlaid it with a membrane and floor covering. In accordance with SPAB guidance this covering is not attached to the fabric and is removable. Please let us know if such work requires Listed Building Consent.

Item 3, **Upgrading a shower cubicle**
Upgrading the first floor shower we inherited when we bought the property in 2011 may not amount to relevant development as it involved replacing shower fittings,

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the tray and wall tiling but as it has been raised by a purchaser's solicitor we include it in the application for your clarification.

Once again, please let us know if you consider Listed Building Consent is essential.

Item 4, **Removal of non-structural modern partition in attic bedroom.**
A previous owner inserted a partition made with machine cut softwood studs with 20th Century fibreboard recessed infilling between the verticals and painted them black and white to look old (see photograph). As this partition was clearly not historic we removed it to improve the quality of the original space and not detract from the original timbers. Please let us know if Listed Building Consent is required.

Item 5, **A chimney pot**
Our experienced wood burning stove installer was comfortable with listed building legislation and explained that as the stove was free standing and used the existing register plate and only involved the insertion of a flexible flue liner that was removable his installation was lawful and outwith Listed Building Control.

However, as adding a chimney pot might be regarded as development or an extension we now submit adding the pot as part of our Listed Building Consent application (see photograph).

Once again please let us know if Listed Building Consent is required and if you have difficulty approving it when it matches the one on our attached neighbour at no.8 Old Place.

This letter is intended to be part of our application. An application form, plans and photographs are also attached.

Lastly can you please let us know in advance of decision making if you cannot grant listed building consent or deal with all 5 items

Yours sincerely

[redacted]

Mark and Tanya Coleman

Enc Application Form
Photographs
1:500 and 1:1250 plans
Plan of attic

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