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Mr J Hudson  
375 Chichester Road  
Bersted  
West Sussex  
PO21 5AT

**Our Ref:** BE/12/19/L

**Please ask for:**

**Mrs J Grieves  
01903 737500 x 37448**

08 February 2019

Dear Mr Hudson

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

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

**Description** Listed Building Consent to replace dining room window with triple glazed plastic windows. Reduce size of replacement window. Replace bathroom & bedroom window at rear. The wooden back door in the dining room needs replacing to composite door.  
Insulate rear outside dining room wall. Cladded & insulated with Marley Weatherboard. Replace the old existing guttering on the entire house from old plastic to deep fill cast iron effect guttering. Replace the rotten front door with a composite door. Repair the front sash windows.

**Location** 375 Chichester Road Bersted,,

Thank you for your application which was received on 21st January 2019, I am writing to acknowledge that it was accepted as a validly made on 8th February 2019. On receipt of this letter, if you have any concerns about the way that the Council has described your proposed work you should contact the case officer: Mrs J Grieves who is dealing with your application.

The Council will publicise this application by means of a site notice on or near the site and on the website. **The site notice needs to be displayed until the date indicated on the it for comments to be made by and for not less than 21 days.** After this period it can be removed. If there are any problems with regards to the site notice (e.g. vandalism), please contact the case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 14th March 2019. You can follow how your application is progressing on the Council's website:

[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 5th April 2019. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of the Development Control Committee.

If you have not received a decision by 5th April 2019 or a later expiry date that you have agreed to, you have 6 months in which to appeal to the Secretary of State. Your appeal (under Section 20 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as modified by s 74(3)) would be that the Council has failed to make a decision and you would be asking a Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate website

<https://www.gov.uk/topic/planning-development/planning-permission-appeals> or by writing to them at, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN

This acknowledgement only relates to this application and not to any other applications you may have made, or may need to make to the Council, for example Building Regulations Approval and Planning Permission. You will need to carry out your own checks to determine whether any other consents or permissions are required.

For advice on whether Building Regulations are required please visit the government's website [www.planningportal.co.uk](http://www.planningportal.co.uk) or seek your own professional advice. If, in general, you wish to know more about Building Regulation approval and the Building Control Services offered by Arun District Council please see [www.arun.gov.uk/buildingcontrol/](http://www.arun.gov.uk/buildingcontrol/)

Finally, I would like to remind you that it is a criminal offence to carry out or allow to be carried out any works for the demolition of a listed building or for any works which affect the character of a building of special architectural or historic interest unless those works are authorised by the Council. If found guilty in a Magistrates' Court the maximum penalty is a prison sentence of six months, or a fine of up to £20,000 or both. On conviction in a Crown Court a prison sentence of two years, or an unlimited fine, or both

For details on how the Council will deal with your data, please refer to our privacy notice called Privacy statement planning application on the website [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

Please do not hesitate to contact the case officer if you have any queries.

Yours sincerely



Neil Crowther  
Group Head of Planning

**Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.**