ARUN
DISTRICT COUNCIL

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
[redacted]

Mr P Mullans
76 North Bersted Street
Bognor Regis
West Sussex
UK
PO22 9AQ

Our Ref: BE/137/12/L
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Mr P Mullans

17th September 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 to replace/refurbish windows, maintaining identical appearance but adding double-glazed glass panes instead of the current single-glazed panes.

Location 76 North Bersted Street Bognor Regis

Thank you for your recent application which I received on 12th September 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 :-

- ✓ Please submit 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List).
- ✓ Please submit 1 electronic or 3 paper copies of existing and proposed floor plans at a scale of 1:50 in accordance withthe guidance notes available on our website detailed below (click on National List).
- ✓ Please submit 1 electronic or 3 paper copies of existing and proposed elevations in accordance with the guidance notes available on our website detailed below (click on National List).
- ✓ Please submit 1 electronic or 3 paper copies of a Design and Access Statement in accordance with the guidance notes available on our website detailed below (click on National List).
- ✓ Please submit 1 electronic or 3 paper copies of a Heritage Statement in accordance with the guidance notes available on our website detailed below (click on Local List).

Please provide the above by **1st October 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.

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.

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Yours sincerely

[redacted]

Karl Roberts
Assistant Director Planning & Economic Regeneration

PS. If this letter has crossed with you providing the information, please ignore it.

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