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Planning & Building Control General Enquiries
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e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: BN/35/14/L

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

23rd September 2014

Dear Mr Bish

**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**

Development Application for listed building consent for the construction of rear single storey garden room extension.
Location Barnham Court Lodge Church Lane Barnham

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements. Please provide measurements from the proposal to the site boundaries.

Method Statement

A statement should be provided identifying the method of undertaking the works to any important features (such as historic walling or important features) will not be harmed during the construction phase.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>

If you are unable to download the required 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 **7th October 2014**. 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.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long, sweeping underline.

Karl Roberts