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Our Ref: BR/158/17/L

Your Ref:

**Please ask for:
Charlotte Bodin
01903 737711**

Dear Mr Blumer

16th June 2017

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

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

Development Listed building consent for internal secondary glazing to ground floor sash windows, levelling of solid concrete living room floor, 3 new doors to existing internal openings, new sash window, installation of shower cubical in store adjacent to stairs, with external vent for extractor fan, new wash hand basin in covered courtyard, new kitchen extractor with external vent, new veranda with glazed roof to side, proposed security camera on front elevation and repositioning of external slabs at ground level.

Location The Lodge West Street Bognor Regis

Thank you for your recent application which I received on 24th May 2017. It is being validated by Charlotte Bodin who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Block Plan

Please annotate the dimensions from the proposed veranda to the site boundary.

Elevations

Please annotate the scale at which the existing and proposed elevations have been drawn.
The proposed elevations have been titled as existing.
The proposed veranda would be seen from the front elevation.

Description

Please amend your description to Listed building consent for internal secondary glazing to ground floor sash windows, levelling of solid concrete living room floor, 3 new doors to existing internal openings, new sash window, installation of shower cubical in store adjacent to stairs, with external vent for extractor fan, new wash hand basin in covered courtyard, new kitchen extractor with external vent, new veranda with glazed roof to side, proposed security camera on front elevation and repositioning of external slabs at ground level.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>

If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **30th June 2017** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther
Group Head of Planning