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Planning General Enquiries
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Our Ref: BR/193/18/L
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mrs Carreon

3rd August 2018

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 the fitting out of 2 No. Edwardian waiting rooms into a modern office space with meeting rooms, toilets & kitchen, incorporating original elements of the building, mezanine floor installed in larger office, new heating, ventilation & air conditioning in office spaces.

Location Bognor Regis Railway Station Station Road Bognor Regis

Thank you for your recent application which I received on 5th July 2018. It is being validated by Mrs D Johnson 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 :-

Location Plan Amend

Please red edge the application site.

Please provide a floor plan of the station indicating the location of the proposal.

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 **17th August 2018** 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

Neil Crowther
Group Head of Planning