



David Bennett Architects  
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**Our Ref: BR/262/13/L**

**Your Ref:**

**Please ask for:  
Miss C Burrows  
extn 37459**

Dear Sir/Madam

31st October 2013

**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 for conversion of existing listed building currently vacant to provide 4no flats. Demolition of single storey building at rear and construction of single storey extension and separate 2 storey building to provide 5no flats

**Location**          Manor House 12 Chichester Road Bognor Regis

Thank you for your recent application which I received on 22nd October 2013. It is being validated by Miss C Burrows 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 :-

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled revised existing floor plans at a scale of 1:50 or 1:100, there appears to be a window missing from the North elevation. Further details can be found in the National Validation Requirements.

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled proposed South elevations of the Coach House at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **14th November 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours faithfully

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

Karl Roberts  
Assistant Director Planning & Economic Regeneration