

Your Home Plans Ltd
Chichester Enterprise Centre
Terminus Road
Chichester
PO19 8TX

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: BR/308/20/L
Your Ref:
Date: 8th January 2021

Dear Mrs Grinstead,

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

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

Development: Listed building consent for the removal of two internal basement walls
Location: 20 Glamis Street Bognor Regis PO21 1DQ

Thank you for your recent application which I received on 27th December 2020. It is being validated by Nicola Moore 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 :-

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. It is possible to submit one plan clearly labelled.

Structural Survey

For all applications involving demolition, partial demolition or works of a structural nature (such as alterations to the roof; cutting of beams new openings in historic fabric etc.), a recent survey (not more than 12 months old) will be required.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <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.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of

reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

Please provide the above by **22nd January 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.