



Anglian Home Improvements
National Administration Centre
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Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: FP/175/17/L
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mrs Walker

25th July 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 Application for Listed Building Consent to install secondary glazing to existing windows.
Location Richmond House & studio 47 Felpham Way Felham

Thank you for your recent application which I received on 14th July 2017. 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 :-

Please confirm the total number of windows being secondary double glazed.

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 **8th August 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

Neil Crowther
Group Head of Planning