

Ref: 1125

9th September 2025

The Planning Department
Arun District Council
Civic Centre, Maltravers Road
Littlehampton, West Sussex
BN17 5LF



**DOUGLAS BRIGGS
PARTNERSHIP**

INTEGRATED
ARCHITECTURE
AND
TOWN PLANNING

Dear Sir or Madam

Alterations and Extension including the replacement of glasshouse joinery at Atherington House, Ford Lane, Ford, West Sussex BN18 0DE

Please find enclosed our client's householder planning and Listed building Consent applications for the above.

The enclosed applications for the above include the following documents,

- Householder Planning and Listed Building Consent Application form
- CIL Form 1, Information Requirement Form
- CIL Form 2, Assumption of CIL Liability form
- Site Photographs
- Drawings 1 to 9 inclusive
- Design and Access Statement
- Materials and finishes schedule
- Heritage Statement
- Bat Survey
- Structural Appraisal

It is the applicant's request that assessing and obtaining the necessary environmental quality of the proposal should take precedent over administrative expediency.

Whilst the applicant understands that central government encourages your council to determine this application within eight weeks, they wish you to know that a decision within eight weeks is not their priority. Their preference is to obtain officer support through discussion and amendment where possible.

I hope you will agree that the enclosed proposals are acceptable and can be approved, however, should it seem likely that the application will attract an adverse officer recommendation then we ask to be informed before the item is added to any committee agenda or delegated powers list.

Please let us know by e-mail if you consider that any additional information or drawings are required to enable this application to be validated.

Yours faithfully

Alexander Hall

Enc. (as above list)

D P Briggs (Partner) B.Arch (Hons) RIBA ARIAS B.TP MRTPI IHBC L M A Shaw (Partner) MA (Hons) MRTPI
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