



Mr James Belbin  
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**Our Ref: K/21/18/L**  
**Your Ref:**

**Please ask for:**  
**Mrs J Grieves**  
**01903 737500 x 37448**

Dear

5th July 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 demolition of existing single garage & erection of a five bay car barn  
**Location** Kingston Manor Kingston Lane West Sussex

Thank you for your recent application which I received on 8th June 2018. It is being validated by Mrs J Grieves 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 :-

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 showing the measurements to the boundaries & the position of the garage to be demolished

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 **19th July 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