



Mrs V Holland
Neil Holland Architects
7 Maltravers Street
Arundel
West Sussex
BN18 9AP

Dear Mrs Holland

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: LU/104/11/L
Your Ref:

Please ask for:
Miss K Garner
01903 737500 Ext 37467
11th April 2011

**Planning (Listed Buildings and Conservation Areas) Act 1990
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

Application for Listed Building Consent for change of use from restaurant/bar (A3) - currently redundant - to a private dwelling, including the removal of a four bay mullioned window from the front elevation and insertion of a new georgian style sash window to match elsewhere; new side entrance and bay window to west elevation; new kitchen extension with balcony over to south elevation; re-paved courtyard and gateway and new boathouse fronting south elevation.

Harbour House 61 Surrey Street Littlehampton

Thank you for your recent application which I received on 5th April 2011. It is being dealt with by Miss K Garner who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

I require 1 electronic or 3 paper copies of an amended block/site plan to include the highlighted proposals in accordance with the guidance notes available on our website detailed below (click on National List).

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 25th April 2011. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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