



Mr John Eddowes
4
Church Street
Godalming
GU7 1EH

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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/131/19/PL
Your Ref:

Please ask for:
Sian Eggington
0121 2341390

Dear Mr Eddowes

2nd May 2019

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission

- Development**
1. Elements of the flint work have come away and there are a number of cracks. The intention is to stitch the brickwork surrounding the cracks and repointing more than localised areas. The intention is to send off a sample of the mortar to ensure similar is used.
 2. The Flat roof and dormer to the rear has reached the end of its useful life and it makes sense to upgrade these elements whilst refurbishment is being undertaken. There are also thought to be asbestos wall hung tiles to the elevations, which will be safely removed and replaced with a slate equivalent. Internally, the timber is of tongue and groove, which appears to date from the 1980's this will be replaced with wainscoted panels.
 3. The dormer window is to be upgraded at the same time, and internally the cill lifted 50mm. The intention if possible is to maintain the external appearance.
 4. Internally, it appears that the stairs may require replacement, these would be replaced with a timber equivalent. As part of the works, there is a Tudor effect stud wall, which will need to be taken down, and also some solid wood panelling, this will be replaced once the work is completed. The Kitchen floor will be tiled using natural slate.
 5. The front door is rotten in parts, and the intention is to repair where possible, but it may ultimately require replacement. This will be done on a like for like basis.
 6. The boiler is to be replaced, and under Building Regulations, the boiler flue cannot discharge in its current location. Therefore it is to be relocated to the roof void and the flue to exit via the roof at the rear.
 7. Work is to be undertaken to repair the Store and boundary wall, vegetation is to be removed and repointing will be undertaken where required
- Location** 20 Western Road Littlehampton

Thank you for your recent application which I received on 18th April 2019. It is being validated by Sian Eggington 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 :-

Demolition: You have submitted a demolition of a listed building application form however the demolition is less than 150sqm therefore this is not required. With your permission we can remove this from your forms.

Description: The description you have provided is much too long. Please provide a more concise description.

Plans: Please provide plans showing any external changes proposed. Please provide these at a standard scale of 1:50 or 1:100 with a scale bar or dimensions to allow confirmation of the scale.

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.

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 **16th May 2019** 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