



Miss A Champion
41 Western Road
Littlehampton
West Sussex
BN17 5PG

Arun District Council
Arun Civic Centre
Maltravers Road
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Planning General Enquiries
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Our Ref: LU/149/19/L

Your Ref:

Please ask for:

Mrs J Grieves

01903 737500 x 37448

7th June 2019

Dear Miss Champion

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Application for Listed Building Consent

Development Application for Listed Building Consent to install boiler in the kitchen. Install shower room adjoining the cloakroom. Close wall opening between the lounge & dining room & replace front outdoor light fitting with new - This application affects the character and appearance of Littlehampton Sea Front Conservation Area.

Location 41 Western Road Littlehampton

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

We are still awaiting the block plan. This must be at 1:500 with the position of the works highlighted. This can be obtained from Ordnance Survey.

The proposed light details did not appear correctly as they were sent within the body of the email. Please forward the light details as a hard copy or as a PDF with clear measurements or to scale.

There are guidance notes available online. The plans must all be to scale or have clear metric measurements.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **21st June 2019**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' with a flourish and a period.

Neil Crowther