

Day Associates (New Forest) Lt  
Castle Malwood  
Minstead  
Minstead  
SO43 7PE

Dear Mr Jeremy,

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

**Listed Building Consent for Alterations, Extension or Demolition of a Listed Building**

**Development:** To replace current rear escape staircase, which is dilapidated, with a new escape staircase.  
**Location:** 37 South Terrace Littlehampton BN17 5NU

Thank you for your recent application which I received on 28th August 2026. It is being validated by Ms Ella Summerfield who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Please agree to the description of the application being changed to " Listed building consent for the replacement of dilapidated rear escape staircase"

**Block Plan**

Please submit an electronic block plan in pdf format at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

**Floor Plans**

Please submit electronic plans in pdf format clearly labelled existing and proposed floor plans at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

**Schedule of Materials**

A detailed list of all the materials proposed as part of the proposal should be provided.

**Schedule of Works**

A schedule of works should show clearly what changes are proposed such as those affecting the layout, or any particular feature.

**Method Statement**

A statement should be provided identifying the method of undertaking the works to any important features (such as historic walling or important features) will not be harmed during the construction phase.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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.

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.

If providing additional documents or information, please email it to: [planning.responses@arun.gov.uk](mailto:planning.responses@arun.gov.uk) with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **17th September 2026** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

For details of how the Council will deal with your data please refer to our privacy notices on the website <https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www1.arun.gov.uk/planning-application-finder>