



Mr W Gander
Architectural Technician
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Our Ref: LU/307/14/L
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Mr Gander

8th October 2014

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)
Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development Application for Listed Building Consent for refurbishment works to out-building to create hobby room & include internal works
Location 12 River Road Littlehampton

Thank you for your recent application which I received on 1st October 2014. It is being validated by Miss C Burrows 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 :-

Design and Access Statement & Heritage Statement

This application requires a Design and Access Statement & Heritage Statement please submit 1 electronic or 3 paper copies. Please refer to the National Validation Requirements for further information on what needs to be included in this statement.

Although it would appear all of the information has been supplied within Structural Survey and report, unfortunately you are required to annotate the document clearly as a Design and Access Statement and Heritage Statement. Please could you amend accordingly.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **22nd October 2014** or your application will be returned to you 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

Karl Roberts
Assistant Director Planning & Economic Regeneration