



JBA Ltd
John Brown Architecture
The Bricks, Manor Farm Barns
Selsey Road, Donnington
Chichester
PO20 7PL

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
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Planning General Enquiries
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Our Ref: LU/48/17/L

Your Ref:

**Please ask for:
Charlotte Spencer
01903 737711**

Dear Mr Brown

17th February 2017

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

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

Development Application for Listed Building Consent for new vehicular access with lych gate and sliding gates
Location Toddington House Toddington Lane Littlehampton

Thank you for your recent application which I received on 9th February 2017. It is being validated by Charlotte Spencer 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 :-

Scales

The scale labels on the existing and proposed site plans are incorrect.

Crossover

As you are applying to change the crossover please confirm whether works will be done to the pavement. If so, this area needs to be within the red outline and the ownership would need to be confirmed. If the applicant does not own this part of the pavement then Certificate B would need to be signed with the road owner (either private or WSCC) would need to be added.

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 **3rd March 2017** 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

A handwritten signature in black ink, appearing to read 'KARL' followed by a stylized flourish.

Karl Roberts
Director Planning & Economic Regeneration