



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
West Sussex BN17 5LF
Planning General Enquiries
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Our Ref: LU/48/17/L

Your Ref:

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

22nd February 2017

Dear Mr Brown

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

Application for Listed Building Consent

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 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:-

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 on the location plan and would also be useful on the site plans

Certificate of Ownership

Please remove the signature on the Certificate A as only one can be signed. Please also confirm that Highways England own the road as this is the agency that looks after motorway. Usually the county council would own the local roads unless it is a private road. Please confirm and amend is necessary.

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 **8th March 2017**. 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 read 'Karl Roberts', with a long, sweeping underline.

Karl Roberts