

Mr Ross Anderson
44 Carholme Road
London
SE23 2HS

Please ask for: Mrs D Johnson
Email: daun.johnson@arun.gov.uk
Telephone: 01903 737762
Our Ref: LU/62/21/L
Your Ref:
Date: 5th March 2021

Dear Mr Anderson,

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

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

Development: Listed building consent for works to renew mortar flashing with lead flashing, re-pint to brick work & repair cornice/dental course to front, replace 3 No windows to top floor, repair & refurbish 9 No. wooden sash windows, replace canopy & refurbish/repaint balcony, repair & refurbish 2 No. set of wooden balcony doors, replace skirting board in lower ground floor, render & repair to front brick & rear flint walls, refurbish/repaint front door entrances to lower ground floor, repair front brickwork, re plaster & paint front entrance & hallway, remove toilet front utility room on lower ground floor & re-tile top floor bathroom & add shower unit.

Location: 13 South Terrace Littlehampton BN17 5NZ

Thank you for your recent application which I received on 3rd March 2021. It is being validated by Mrs D Johnson 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 :-

Block Plan

Please submit 1 electronic or 3 paper copies of a block plan at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

Certificate A has been completed on the application while the cover letter states that contracts for the sale of the site is not done yet. Please take the name and date off of Certificate A and complete Certificate B and return accordingly.

Please confirm if the front steps are to be reformed and be included in the description of works.

Please provide a ground and first floor plan.

Please provide photos of all elevations that works are being done.

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

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.

Please provide the above by **19th March 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

PLEASE NOTE: Essential IT work will be carried out during the week of 12 April 2021 and there will be no access to the planning records on the website. It will not be possible to follow the progress of an application, view any documents or make on line comments. To ensure that no one is disadvantaged the publicity period will be extended by a week on planning applications where the publicity period falls over this week. The site notices and documentation will quote the extended date if this is applicable.

All aspects of planning, building control and local land charges will be limited during this week. If you do need to contact the case officer during this week you will need to be able to provide the exact reference number and as much detail as possible. The service will be extremely limited and it would be best to contact us either before 12 April, or after, when the work is completed on 19 April 2021.

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

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://www.arun.gov.uk/planning> and click into Local Planning Application Finder.