Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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website: www.arun.gov.uk/planning

Cdr.Brian Raincock
Ancton Manor
Ancton Lane
Middleton on Sea
West Sussex
PO22 6NJ

Our Ref: M/38/13/L
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

30th August 2013

Dear Cdr. Raincock

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 to replace 3x PVCu windows with all wood versions to match the rest of the house.

Location Ancton Manor Ancton Lane Middleton on Sea

Thank you for your recent application which I received on 26th June 2013. It is being validated by Mrs J Grieves 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 :-

> As per my telephone conversation with your daughter. I require proposed drawings clearly identifying which aspect they refer to. It may be easier to number each window on the existing & number the same on the proposed so that the windows can be easily matched together.

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 **13th September 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. 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