

Mr Gerard Middlemass
High Kettle Cottage
97 Elmer Road
PO22 6HD

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: M/60/20/L
Your Ref:
Date: 7th August 2020

Dear Mr Middlemass,

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 to replace ground floor and first floor windows on front elevation.
Location: High Kettle Cottage 97 Elmer Road PO22 6HD

Thank you for your recent application which I received on 6th August 2020. It is being validated by Nicola Moore 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

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

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the Validation Requirements List.

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.

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

Detailed drawings of new/replacement windows, doors, mouldings etc.

Plans should be provided to a scale of not less than 1:20 to show all new or replacement doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details etc. This will enable a thorough assessment of the works. Information regarding existing features will be required as part of point 9. If this information is not provided as part of the application, the information will be requested as part of a discharge of condition application.

Heritage Statement

Please submit 1 electronic or 3 paper copies of a Heritage Statement.

Schedule of Materials

A detailed list of all the materials proposed as part of the proposal should be provided.

Method Statement

A statement should be provided identifying the method of undertaking the works to any important features (such as historic walling or important features) will not be harmed during the construction phase.

Photographs

These provide useful background information. Applications should include photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals (internal or external). Photographs should be cross-referenced to corresponding drawings/plans.

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 **21st August 2020** 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

For details of how the Council will deal with your data please refer to our privacy notices on the website

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.