

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

Please ask for: Nicola Moore  
Email: [nicola.moore@arun.gov.uk](mailto:nicola.moore@arun.gov.uk)  
Telephone: Ext 37944  
Our Ref: M/60/20/L  
Your Ref:  
Date: 24th 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 the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

**Location Plan**

The application site must be clearly edged in red. Please amend and resubmit.  
**Block Plan**

The application site must be clearly edged in red. Please amend and re submit.

I am unable to upload the following attachments in there current format: Wooden Windows - Estimate and High Kettle Cottage. Please re submit as a PDF

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 **7th September 2020**. 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.

If this letter has crossed with you providing the information, please ignore it.

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 [www.arun.gov.uk/planning-privacy-statements](http://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.