

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: 27th 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 Location Plan received on 24th August included at least one named road, however the Location Plan received on 26th August does not include a named road. As this is a validation requirement please amend accordingly and re submit at a scale of 1:1250 or 1:2500 with the application site clearly edged in red.

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.

Please provide the above by **10th 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

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.