Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

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

Please ask for: Zac Denton
Email: Zac.Denton@arun.gov.uk
Telephone: 01903 737500 x37447
Our Ref: M/60/20/L
Your Ref:
Date: 3rd September 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 remove 2 No. front elevation softwood timber windows and replace with hardwood timber windows to match like for like.

Location: High Kettle Cottage 97 Elmer Road PO22 6HD

Thank you for your application which was received on 6th August 2020. I am writing to acknowledge that it was accepted as a valid application on 2nd September 2020. On receipt of this letter if you have any concerns about the way that the Council has described your proposed work you should contact **Zac Denton**, the case officer who is dealing with your application.

The Council will publicise this application by way of a site notice on or near the application site and on the website. **The site notice needs to be displayed until the date indicated on it for comments and for not less than 21 days.** If there are any problems with regards to the site notice (E.g. vandalism), please contact the case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 8th October 2020. You can follow how your application is progressing on the Council's website: https://www.arun.gov.uk/weekly-lists

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 28th October 2020. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Development Control Committees.

If you have not received a decision by 28th October 2020 or agreed in writing to extend the time in which the Council make a decision, you have 6 months in which to appeal to the Secretary of State. Your appeal under Section 20 of the Planning (Listed Building and Conservation Areas) Act 1990 would be that the Council has failed to make a decision and you would be asking a Government Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning

Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or from the Planning Inspectorate: http://www.gov.uk/topic/planning-development/planning-permission-appeals/

If you allow the Council extra time to make a decision on your application, and you disagree with the decision, you will still be able to appeal within 6 months from the date the decision was issued.

This acknowledgement only relates to this application and not to any other applications you may have made, or may need to make to the Council, for example Advert Consent or Building Regulations approval. You will need to carry out your own checks to determine whether any other consents or permissions are required.

For advice on whether Building Regulations are required visit the government's website https://www.planningportal.co.uk or seek your own professional advice. If, in general, you wish to know more about Building Regulation approval and the Building Control Services offered by Arun District Council please see: http://www.arun.gov.uk/buildingcontrol

Please do not hesitate to contact the case officer on the above details if you have any questions or queries. 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 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.