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

Mr P Macpherson
Ancton Manor
Ancton Lane
Middleton
PO22 6NJ

Our Ref: M/73/14/L
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

5th September 2014

Dear Mr Macpherson

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 4No. georgian style windows on south elevation (rear) with Georgian lights with casement openings & fanlights. Replace boiler with external eco condensing boiler.

Location Ancton Manor Ancton Lane Middleton On Sea

Thank you for your recent application which I received on 21st August 2014. It is being validated by Miss C Burrows 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 :-

Location Plan

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

Design and Access Statement

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

Please provide dimensions of the windows on the photographs provided.

Please provide a cross section of each different window type.

Please provide a scale drawing of each window type.

Heritage Statement

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

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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.

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 **19th September 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the application. 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