



Atterbury Moore Associates
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Planning & Building Control General Enquiries
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Minicom: 01903 732765
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website: www.arun.gov.uk/planning

Our Ref: R/73/12/L

Your Ref:

**Please ask for:
Mrs J Grieves
01903 737711 x 37448**

Dear Sir/Madam

3rd April 2012

**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 for proposed front porch
Location Manor Cottage 2 West Preston Manor Rustington

Thank you for your recent application which I received on 2nd April 2012. It is being dealt with by Mrs J Grieves who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please provide a design and access statement in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of a Heritage Statement in accordance with the guidance notes available on our website detailed below (click on Local List).

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **17th April 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours faithfully

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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