



Ms M Penycate
3 Forge Cottages
Walberton
West Sussex
BN18 0PQ

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Our Ref: WA/105/18/L
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Ms Penycate

5th December 2018

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development Listed building consent for the replacement of 6 No. wood frame casement windows with 6 No. new identical wood frame casement windows to the front of property.
Location 3 Forge Cottages The Street Walberton

Thank you for your recent application which I received on 26th November 2018. It is being validated by Mrs D Johnson 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 Amend

Please provide a north point, two named roads and a scale.

Block Plan Amend

Please provide a north point and clearly highlight the area of the proposed works.

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.

For further detailed information on both the National and Local Validation Requirements please go to our website: <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 **19th December 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty

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meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC', followed by a period.

Neil Crowther
Group Head of Planning