

Mrs A M Brown
8 Walberton Park
Walberton
Arundel
BN18 0PJ

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: WA/83/21/L
Your Ref:
Date: 2nd September 2021

Dear Mrs Brown,

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 existing french doors with like for like and with heritage slim double glazing
Location: 8 Walberton Park Walberton Arundel BN18 0PJ

Thank you for your recent application which I received on 27th August 2021. It is being validated by Nicola Moore who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Design and Access Statement

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

Location Plan

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

Block Plan

Please submit 1 electronic or 3 paper copies of a block plan at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

Elevations

As advised by Nicola Spencer please provide a photograph clearly showing the elevation with the door to be replaced clearly highlighted. The photo should also be clearly labelled with existing and proposed measurements.

Detailed drawings of new/replacement windows, doors, mouldings etc.

Plans should be provided to a scale of not less than 1:20 to show all new or replacement doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details etc. This

will enable a thorough assessment of the works. Information regarding existing features will be required as part of point 9. If this information is not provided as part of the application, the information will be requested as part of a discharge of condition application.

Please forward sections 15 - 16 of the application form as these have not been received.

Heritage Statement

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

Schedule of Works

A schedule of works should show clearly what changes are proposed such as those affecting the layout, or any particular feature.

Schedule of Materials

We are unable to accept the letter from Chartwell Wooden Windows in the current format. Please send as a PDF or post a copy marked for my attention

Method Statement

A statement should be provided identifying the method of undertaking the works to any important features (such as historic walling or important features) will not be harmed during the construction phase.

Photographs

These provide useful background information. Applications should include photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals (internal or external). Photographs should be cross-referenced to corresponding drawings/plans.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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.

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.

Please provide the above by **16th September 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

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
<https://www.arun.gov.uk/privacy-policy/>

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.

To register to receive notification of planning applications in your area, please go to
<https://www1.arun.gov.uk/planning-application-finder>