



Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General

Mr T E Unsted
RBS House
59-61 Sea Lane
Rustington
West Sussex
BN16 2RQ

Dear Mr Unsted

Please ask for:
Mrs S Honney-Bayes

**Planning (Listed Buildings and Conservation Areas) Act 1967
Town and Country Planning Development Management P
amended)**

**Application for listed building consent for a proposed second floor bathroom
The Old Cottage North End Road Yapton**

Thank you for your recent application which I received on 27th June 2011. It is being dealt with by Mrs S Honney-Bayes 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 :-

I require 1 electronic or 3 paper copies of a revised block/site plan to show the position of the proposed works, in accordance with the guidance notes available on our website detailed below (click on National 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 15th July 2011. 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 sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy