



Mr Saffery
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Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
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Planning General Enquiries
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Our Ref: AB/10/18/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Saffery

8th March 2018

Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission for Works or Extension to a Dwelling

Development Conversion of existing pottery/workshop/studio to self-contained annex. This application may affect the Arundel Conservation Area.

Location 84 Maltravers Street Arundel

Thank you for your recent application which I received on 9th February 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 :-

Please confirm the annexe is ancillary to the main dwelling.

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 **22nd March 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 meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning