



Luxton Properties Limited
Church House
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Slindon
West Sussex
BN18 0RB

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: AB/134/12/
Your Ref:**

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

Dear Sir/Madam

23rd November 2012

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission for Works or Extension to a Dwelling

Development Erection of ground floor extension to the south elevation. Extend outbuildings by 1.5m to south boundary to create studio/ workshop with pitched roof to match existing.

Location 59 King Street Arundel West Sussex

Thank you for your recent application which I received on 22nd November 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 submit 1 electronic or 3 paper copies of an amended Design and Access Statement in accordance with the guidance notes available on our website detailed below (click on National List). This should be set out with clear headers.

The certificate A is out of date. Please submit amended.

The Agricultural Holdings Certificate has not been completed. Please forward completed certificates.

Please submit amended block plans showing the position of the proposed works.

Please provide the above by **7th December 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.

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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.

If this letter has crossed with you providing the information, please ignore it.

Yours faithfully

A handwritten signature in black ink, appearing to be 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration