



Mr I Benn
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Arun District Council
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website: www.arun.gov.uk/planning

**Our Ref: AB/143/12/
Your Ref:**

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Benn

8th January 2013

**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 Two new rooms in roof with new shower room and internal adaptations to the ground floor
Location 1 Surrey Wharf Arundel

Thank you for your recent application which I received on 17th December 2012. It is being dealt with by Mrs D Johnson 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 a location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please edge the property in red.

Please provide the above by **22nd January 2013**. 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.

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 sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long, sweeping underline.

Karl Roberts
Assistant Director Planning & Economic Regeneration

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