



Mr Ian Hatton
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**Our Ref: AB/61/13/
Your Ref:**

**Please ask for:
Miss C Burrows
extn 37459**

Dear Mr Hatton

25th June 2013

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Planning Permission**

Development Installation of window to flank wall.

Location 9A Tarrant Street Arundel

Thank you for your recent application which I received on 12th June 2013. It is being dealt with by Miss C Burrows 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 :-

The fee deposited with your application is incorrect. I suggest it should be £195. This would attract an additional fee of £23. I would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted)

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 submit 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List).

Please sign, date and return the Agricultural Land Declaration at the end of the application forms.

Please submit 1 electronic or 3 paper copies of a Design and Access Statement in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide the above by **9th July 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.

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