



Mr R Brooks
Mazebarn House
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West Sussex
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Our Ref: AL/117/17/CLE
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Brooks

24th October 2017

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39

Application for Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition.

Development Lawful development certificate for 1 No. existing dwelling.

Location Two Trees Little Heath Road Fontwell

Thank you for your recent application which I received on 13th October 2017. 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 :-

Location Plan Amend

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the National Validation Requirements. Please edge the site in red.

Please provide floor plans and elevations for the dwelling.

An incomplete fee has been submitted. A balance of £193.00 is due for this application.

Please provide a Planning Statement to prove that the use has not been abandoned (eg. the garage was not used as a barn).

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 **7th November 2017** 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther
Group Head of Planning