

Mrs Julie Bree  
Thatched Cottage  
Arundel Road  
Norton  
PO18 0JX

Please ask for: Nicola Moore  
Email: [nicola.moore@arun.gov.uk](mailto:nicola.moore@arun.gov.uk)  
Telephone: Ext 37944  
Our Ref: AL/12/21/CLP  
Your Ref:  
Date: 26th February 2021

Dear Mrs Bree,

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

**Lawful Development Certificate for a Proposed Use or Development**

**Development:** Lawful development certificate for a proposed garden/yoga room with decking area.  
**Location:** Thatched Cottage Arundel Road Norton PO18 0JX

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

**Floor Plans**

The submitted floor plan is not to scale. Please either re submit ensuring the scale is correct, or remove the scale bar.

**Elevations**

With reference to your email of 22nd February, the proposed elevations have not been received, only the floor plans. Please submit as a PDF.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <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 **12th March 2021**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

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

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

For details of how the Council will deal with your data please refer to our privacy notices on the website [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.