



Mr W Adams  
27 Ivy Close  
Westergate  
West Sussex  
PO20 3RF

Arun District Council  
Arun Civic Centre  
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Littlehampton  
West Sussex BN17 5LF  
Planning General Enquiries  
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website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: AL/21/18/HH**

**Your Ref:**

**Please ask for:**

**Mrs J Grieves**

**01903 737500 x 37448**

15th March 2018

Dear Mr Adams

**Town & Country Planning Act 1990 (as amended)  
Town & country Planning (Development Management Procedure) (England) Order 2015  
Application for Householder Planning Permission**

**Development**    Conservatory  
**Location**        27 Ivy Close Westergate

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 items are received or resolved:-

The fee deposited with your application is incorrect. I suggest it should be £206. This would attract an additional fee of £34. 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)

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 showing the measurements from the proposal to the boundaries

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled existing floor plans at a scale of 1:50 or 1:100

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing elevations at a scale of 1:50 or 1:100

For further guidance or to obtain the documents as required above please refer to our website:  
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **29th March 2018**. 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.

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Yours sincerely

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

Neil Crowther