



Mr K Lockyear
Redtile Cottage
Brittens Lane
Fontwell
West Sussex
BN18 0ST

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: AL/31/13/
Your Ref:**

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

Dear Mr Lockyear

29th April 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 Proposed conservatory to front elevation & detached double garage
Location Redtile Cottage Brittens Lane Aldingbourne

Thank you for your recent application which I received on 25th April 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 :-

Please submit 1 electronic or 3 paper copies of a revised block/site plan with the proposed works clearly highlighted in another colour 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 revised proposed floor plans with all windows and doors shown in the same way at a scale of 1:50 in accordance with the guidance notes available on our website detailed below (click on National List).

The application forms you have submitted are unfortunately out of date, I have enclosed a copy of the correct forms for you to amend and return accordingly.

Please confirm in writing that you agree with the amended description.

Please provide the above by **13th May 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', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration