



Mr R Stubbs  
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**Our Ref: AL/86/18/PL**

**Your Ref:**

**Please ask for:  
Miss C Burrows  
01903 737500 x37459**

Dear Mr Stubbs

20th August 2018

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

**Development** Application to vary condition No.4 of previously approved planning application AL/50/13 to increase the number of mobile homes for permanent residential units from 2 to 3 No. units.

**Location** The Old Barn Arundel Road Fontwell

Thank you for your recent application which I received on 1st August 2018. It is being validated by Miss C Burrows 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 :-

No fee accompanied your application. I suggest that the required fee is £234 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Location Plan

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.

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200 with the location of the proposed additional unit clearly indicated. Further details of what must be included on the plan can be found in the National Validation Requirements.

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 **3rd September 2018** 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 period.

Neil Crowther  
Group Head of Planning