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Our Ref: AL/8/13/

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Miss Doll

8th February 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 Demolition of existing extension and outbuildings and new single storey extensions.

Location Well Gardens Norton Lane Aldingbourne

Thank you for your recent application which I received on 1st February 2013. It is being dealt with by Mrs D Johnson 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 location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please provide another named road. You may need to scale the plan at 1:2500 if need be.

Please submit 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List). On the plan labelled 'Proposed Site Plan', please show the footprint of the demolished building and relabel the plan as 'Existing and Proposed Site Plan'.

We require a full drainage environmental assessment if the means of foul drainage is not being connected to the existing public mains system. If the drainage is being connected to the existing mains system, please advise accordingly.

Please provide both existing and proposed elevations for the other 'side' elevation.

Please label Plan PO4A as 'Existing Elevations'.

Please label the Proposed Elevations so they are consistent with the Existing Elevations (front/rear/side).

The existing rear elevation at first floor level does not accord with the existing first floor plan. Please amend accordingly.

The existing rear elevation at ground floor level does not accord with the existing rear floor plan at ground floor level. Please amend accordingly.

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The existing side elevation at ground floor level does not accord with the existing side ground floor plan. Please amend accordingly.

Please provide existing and proposed elevations for the outbuilding.

Please provide an existing floor plan for the outbuilding.

The proposed elevation (03) does not accord with the proposed side floor plan. Please amend accordingly.

The proposed elevation (02) does not accord with the proposed rear floor plan. Please amend accordingly.

Please provide the above by **22nd February 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 dark ink, appearing to read 'KARL ROBERTS', with a long, sweeping horizontal flourish underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration