

Thorns Young Ltd  
232 London Road  
North End  
Portsmouth  
Hants  
PO20 9JQ

Dear Mr Curnow

**The Town and Country Planning Act 1990 (as amended)**  
**Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Proposed front dormers**  
**2 Barrack Lane Aldwick**

Thank you for your recent application which I received on 18th November 2011. 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 :-

I require 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). Please highlight/hatch the proposed works. Please provide one named road.

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

Please submit 1 electronic or 3 paper copies of existing and proposed roof plan in accordance with guidance notes available on our website detailed below (click on National List).

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)

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.

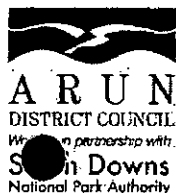
Please provide the above by 6th December 2011. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely

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](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: AW/292/11/**  
**Your Ref:**

**Please ask for:**  
Mrs D Johnson  
(01903) 737500 Ext 37762  
22nd November 2011



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](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

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Hants  
PO20 9JQ

**Your Ref:**  
**Our Ref : AW/292/11/**  
**Please ask for:**  
Mrs J Chapman  
Direct Dial: 01903 737657  
24th November 2011

Dear Mr Curnow

**The Town and Country Planning Act 1990 (as amended)**

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Proposed front dormers  
2 Barrack Lane Aldwick PO21 4BZ

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|                   |                  |                               |
|-------------------|------------------|-------------------------------|
| Receipt No P88637 | Amount: £ 150.00 | <b>VAT Number 193 5586 24</b> |
|                   |                  | <b>TOTAL PAID: £ 150.00</b>   |

Thank you for your recent planning application, which was accepted as a valid application on 24th November 2011. It is being dealt with by Mrs J Chapman who will be able to help you by telephone, should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 29th December 2011 which is the end of the advertising period.

If you have not received a decision by 19th January 2012 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Customer Support Unit, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

**Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.**

This acknowledgement only relates to planning and does not relate to any other legislation which may or may not apply such as Building Regulations. You will need to carry out your own checks to determine whether any other consents or permissions are required. For advice on whether Building Regulations are required please visit the government's website [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or seek your own professional advice. If you are in any doubt you will need to submit a formal Building Regulations submission.