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Planning & Building Control General
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Our Ref: A/175/11/
Your Ref:

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445

Dear Sir/Madam

21st December 2011

The Town and Country Planning Act 1990 (as amended)

**Proposed two storey extensions & alterations
Orchard Cottage Rectory Lane Angmering**

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 matters are resolved:-

I require 1 electronic or 3 paper copies of a revised block/site plan showing the proposed works clearly highlighted, in accordance with the 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 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 4th January 2012. If this information is not received by this date the application will be returned as incomplete and you will have to submit a fresh application.

Yours faithfully

Karl Roberts
Assistant Director Planning Services &
Housing Strategy