

Ms Maggie Myles  
1 Lansdowne Close  
Littlehampton  
BN16 4JN

Please ask for: Jonny Cooper  
Email: [jonny.cooper@arun.gov.uk](mailto:jonny.cooper@arun.gov.uk)  
Telephone: 01903 737532  
Our Ref: A/186/24/CLP  
Your Ref:  
Date: 7th October 2024

Dear Ms Myles,

**Town & Country Planning Act 1990 (as amended)  
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39**

**Lawful Development Certificate for a Proposed Use or Development**

**Development:** Lawful development certificate for a proposed extension and roof alterations to an existing craft-room / outhouse to create a habitable room.  
**Location:** 1 Lansdowne Close Angmering BN16 4JN

Thank you for your recent application which I received on 3rd October 2024. It is being validated by Jonny Cooper who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

**Form**

Please confirm in writing your acceptance of the amended description.

**Location Plan**

Please submit an electronic location plan in pdf format 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 Validation Requirements List.

**Block Plan**

Please submit an electronic block plan in pdf format at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

The plans you have submitted do not scale. Please submit existing and proposed floor plans and elevations at a scale of 1:50 or 1:100.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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.

If providing additional documents or information, please email it to: [planning.responses@arun.gov.uk](mailto:planning.responses@arun.gov.uk) with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **21st October 2024** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

For details of how the Council will deal with your data please refer to our privacy notices on the website <https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www1.arun.gov.uk/planning-application-finder>