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
website: www.arun.gov.uk/planning

Mr D Martin
38 Winston Crescent
North Bersted
West Sussex
PO21 5DG

Our Ref: BE/10/14/
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

27th February 2014

Dear Sir/Madam

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 Convert existing garage and walkway to a bedroom and bathroom, extend existing pitched roof over both areas replacing the flat roof. Extend front of garage to the front of the bungalow.

Location 38 Winston Crescent Bersted

Thank you for your recent application which I received on 11th February 2014. It is being validated by Mrs J Grieves 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 :-

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Please make it clear what elevation is the north, south, east or west

For further detailed information on both the National and Local Validation Requirements please go to our website: http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA. 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 **13th March 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours faithfully

Karl Roberts
Assistant Director Planning & Economic Regeneration