



Mr J Cotterill
34 Lapwing Grove
Barham
West Sussex
PO220FD

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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

Our Ref: BN/103/19/CLP

Your Ref:

**Please ask for:
Nicola Moore
Ext 37944**

20th November 2019

Dear Mr Cotterill

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article
39
Application for Certificate of Lawfulness for a Proposed Use or Building**

Development Lawful development certificate for a proposed garage conversion.
Location 34 Lapwing Grove Barnham

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 items are received or resolved:-

Existing and Proposed Front Elevation - please provide plans to scale or the measurements in metric.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

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 December 2019**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

Neil Crowther

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