



Mr K E Hilton
2 Albert Chambers
Sudley Road
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West Sussex
PO21 1EQ

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning
Our Ref: EG/1/11/
Your Ref:

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37454

Dear Mr Hilton

17th January 2011

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

Single storey double garage
25 Elm Grove Barnham

Thank you for your recent application which I received on 17th January 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 location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please provide another named road.

The incorrect application form/checklist has been submitted. We require a Householder Application form/checklist, instead of a Full Plans Application. Please refer to our website below.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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 31st January 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

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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