



Bryceson Shaw Associates
2 Wellesley Court
Fitzalan Road
Littlehampton
West Sussex
BN17 5JW

Dear Sir/Madam

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

**Our Ref: EP/105/11/
Your Ref:**

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
22nd September 2011

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

**Conversion of house to 2 no. self contained 2 bed cottages
46 Old Worthing Road East Preston**

Thank you for your recent application which I received on 19th September 2011. It is being dealt with by Mrs S Honney-Bayes 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 revised block and site plan. The footprint of the dwelling does not accord with the floor plans. Please amend.

I require 1 electronic or 3 paper copies of a revised location plan to show Old Worthing Road as a named road. The footprint of the dwelling does not accord with the floor plans. Please amend.

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 (Full Application Forms - Full application - 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 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 6th October 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 faithfully

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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