



Rod Winrow
4 Roundstone Barn
Roundstone Farm
Littlehampton Road
Ferring
Bn12 6PW

Dear Garden House Design

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: EP/137/11/
Your Ref:**

Please ask for:
Miss K Garner
01903 737500 Ext 37467
21st December 2011

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

To remove the worn out metal gates to the entrances, to replace with oak gates and oak post and rail fences. The plans include soft landscaping and re-enforced grass paths for pedestrian and wheelchair access. Each gate will have a signboard "The Willowhayne" approximately 600mm x 400mm. Gates will be positioned North end of Angmering lane, North end of The Ridings, and the East end of Tamarisk Way. This application also falls within the parish of Rustington.

Willowhayne Estate Entrance Gates The Ridings, Tamarisk Way and Angmering Lane East Preston

Thank you for your recent application which I received on 14th December 2011. It is being dealt with by Miss K Garner 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 :-

Please provide a design and access statement in accordance with the guidance notes available on our website detailed below (click on National List).

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 3rd January 2012. 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

pmac42