ARUN
DISTRICT COUNCIL
Working in partnership with
South Downs
National Park Authority

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Mr Glenn Curran
The Studio
19 Upper West Drive
Ferring
Worthing
BN12 5RG

Our Ref: EP/139/11/CLP
Your Ref:

Please ask for:
Miss K Garner
01903 737500 Ext 37467

3rd January 2012

Dear Mr Curran

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

Single storey side and rear ground floor extensions. Roof conversion, including a rear dormer.
40 North Lane East Preston

Thank you for your recent application which I received on 16th 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £75 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

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 17th 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

Karl Roberts
Assistant Director Planning Services & Housing Strategy

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