



Mr S Fletcher
Fletcher & Company Limited
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Arun District Council
Arun Civic Centre
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Planning & Building Control General Enquiries
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**Our Ref: EP/144/13/
Your Ref:**

**Please ask for:
Mrs J Grieves
01903 737711 x 37448**

Dear Mr Fletcher

16th December 2013

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission for Works or Extension to a Dwelling

Development Demolish existing conservatory & erect 2 storey side & rear extension. New traditional front porch. Demolish existing garage & construct new carriage house & workshop to the front driveway

Location 91 North Lane East Preston Littlehampton

Thank you for your recent application which I received on 10th December 2013. It is being validated by Mrs J Grieves who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 showing the measurements to each boundary from the proposal. Further details of what must be included on the plan can be found in the National Validation Requirements.

Please note the amended description

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **30th December 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration