



Mrs D Appleton  
Appleton Town Planning  
31 Eastcourt Road  
Broadwater  
Worthing  
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**Our Ref: EP/168/19/PL**

**Your Ref:**

**Please ask for:  
Mrs J Grieves  
01903 737500 x 37448**

Dear Mrs Appleton

7th January 2020

**Town & Country Planning Act 1990 (as amended)  
Town and Country Planning (Development Management Procedure) (England) Order 2015  
Application for Planning Permission**

**Development** 1 no. dwelling & alterations to roof of existing dwelling (4 Beechlands Cottages) including the provision of new dormer to front elevation.  
**Location** 4 Beechlands Cottages and land adjacent Beechlands Close East Preston

Thank you for your recent application which I received on 23rd December 2019. 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 :-

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan to include the access point.

If this includes West Sussex County Council land, you will need to complete Certificate B and serve notice on WSCC.

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block plan showing the measurements to the boundaries and the proposed works clearly highlighted on the existing dwelling. This must also show the new access & visibility splays.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>

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 **21st January 2020** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther  
Group Head of Planning