



Mr Graham Page
35 Windsor Drive
Rustington
BN16 3SW

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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/16/20/HH

Your Ref:

**Please ask for:
Nicola Spencer
01903 737500 x37446**

Dear Mr Page

18th February 2020

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission for Works or Extension to a Dwelling**

Development Remove existing thatch roof and replace with tile roof.

Location 9 South View East Preston

Thank you for your recent application which I received on 2nd February 2020. It is being validated by Nicola Spencer 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 :-

Incorrect Certificate

We have received information that you have not completed the application form correctly as you are not the applicant but the agent. In view of this, you have completed Certificate A incorrectly. Following our telephone conversation I have separately emailed you a set of forms for completion. The application cannot proceed until this matter has been resolved.

Elevations

It is unclear from the existing and proposed elevation plans whether it is the West or East chimney which is being removed. From the Proposed Roof plan it would appear that you are removing the Western chimney but on the Proposed Rear Elevation North is the Eastern chimney shown as being removed and the Proposed Front Elevation South is showing the Western chimney as being removed. There is similar confusion with the Existing Front Elevation South and Existing Rear Elevation North. If the proposed roof plan is correct, please adjust the existing and proposed elevation plan accordingly to show the western chimney as being removed.

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 **3rd March 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

pincagl

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

Neil Crowther
Group Head of Planning