

Solutions at Work
39 Willowhayne Avenue
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Arun District Council
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Maltravers Road
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West Sussex BN17 5LF
Planning & Building Control General
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Our Ref: EP/21/12/
Your Ref:

Dear Mrs Willard

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37762
28th February 2012

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

Demolition of existing garage, utility & w.c.; construction of new single storey side and rear extension to provide enlarged kitchen, utility room, shower room and study.
47 North Lane East Preston

Thank you for your recent application which I received on 21st February 2012. It is being dealt with by Mrs D Johnson 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 :-

I require 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List). Please provide one named road.

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please provide two named roads and edge the site in red.

The proposed North floor plan and proposed North elevation at ground floor level do not accord (fire door). Please amend accordingly.

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 13th March 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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