



Mr R Boorer
15 Lashmar Road
East Preston
West Sussex
BN16 1ES

Arun District Council
Arun Civic Centre
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**Our Ref: EP/33/14/
Your Ref:**

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Boorer

11th March 2014

**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 Erection of a front door & front window porch and canopy.

Location 14 Lashmar Road East Preston

Thank you for your recent application which I received on 24th February 2014. It is being validated by Mrs D Johnson 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 a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements. Please provide the measurements from the proposal to the site boundaries.

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 **25th March 2014** 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