



Mr Powell
28 The Roystons
Willowhayne
East Preston
West Sussex
BN16 2TR

Arun District Council
Arun Civic Centre
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Littlehampton
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website: www.arun.gov.uk/planning

Our Ref: EP/37/14/CLE

Your Ref:

**Please ask for:
Miss C Burrows
extn 37459**

25th March 2014

Dear Mr Powell

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2010 (as amended) - Article 35
Application for Certificate of Lawfulness for an Existing Use or Building**

Development Application for a certificate of lawfulness for existing use as single storey rear extension
Location 28 The Roystons Willowhayne East Preston

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

The fee deposited with your application is incorrect. I suggest it should be ?172. This would attract an additional fee of ?86. I would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted)

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas with the site red edged. Further details of what must be included on the plan can be found in the National Validation Requirements.

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.

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

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I have shown my Team Leader your letter dated 25th March 2014 and unfortunatley we will still require the additional documents stated in this letter, i would advise that you consider getting an architect to draw up the relevant plans for you, in some cases they will also act as agent for you and we will then correspond with them if there are any problems with the plans.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>

If you are unable to download the required 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 **8th April 2014**. 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.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL ROBERTS', with a long, sweeping horizontal line underneath.

Karl Roberts