



Mr A W Rogers
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Arun District Council
Arun Civic Centre
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**Our Ref: EP/54/12/
Your Ref:**

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

Dear Mr Rogers

22nd May 2012

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010**

Application for Planning Permission for Works or Extension to a Dwelling

Development Room in roof with hip to gable and front and rear dormers

Location 28 Vermont Way East Preston

Thank you for your recent application which I received on 21st May 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.

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 **5th June 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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