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Our Ref: **EP/70/12/**
Your Ref:

Please ask for:
Mrs S Honney-Bayes
extn. 37445

Dear Sir/Madam

4th July 2012

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 Alterations & first floor extension, providing a reduced garden room on the ground floor, together with conversion of garage to a gym & 2 new bedrooms, study & bathroom to first floor. Removal of existing pitched roof & replace with lower mono pitched roof

Location Sandgate House South Strand East Preston Littlehampton

Thank you for your recent application which I received on 27th June 2012. It is being dealt with by Mrs S Honney-Bayes 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 revised location plan showing a second named road, in accordance with the guidance notes available on our website detailed below (click on National List).

X There appears to be a window shown on the proposed south elevation (04) which is not shown on the proposed first floor plan. Please provide 1 electronic or 3 paper copies of a revised proposed first floor plan if this is the case.

Please provide 1 electronic or 3 paper copies of revised existing east and west elevations. They appear to be labelled incorrectly (the east elevation is marked as west and vice versa). Please amend.

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 **18th July 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.

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Yours faithfully

A handwritten signature in black ink, appearing to be 'KARL' followed by a stylized flourish.

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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