



Mr J Cox
30 Crowborough Drive
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Arun District Council
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Our Ref: FG/125/14/CLP
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Cox

10th September 2014

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2010 (as amended) - Article 35

Application for Lawful Development Certificate for a Proposed Use or Development

Development Application for a lawful development certificate for a proposed single storey side extension with pitched roof and mono pitched roof detail to existing flat roof to rear.

Location 29 Sea Lane Gardens Ferring

Thank you for your recent application which I received on 1st September 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.

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 **24th September 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the application. 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